

EXHIBIT-A

To Agreement by and between
ALTERNATE DEFENDER OFFICE (ADO),
AND
FRANK W. DICE

Scope of Services

A. SCOPE OF SERVICES

A.1 The Chief Alternate Defender shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

THE CHIEF ALTERNATE DEFENDER SHALL OVERSEE AND SUPERVISE THE ALTERNATE DEFENDER'S OFFICE (ADO) DAY-TO-DAY DUTIES AND TASKS AS FOLLOWED:

- MANAGE ADO ATTORNEYS IN ACCORDANCE WITH POLICIES, PROCEDURES, AND APPLICABLE LAWS
- PARTICIPATE IN PLANNING AND IMPLEMENTING GOALS UPON THE GENERAL DIRECTION OF THE ADO; SET FORTH OBJECTIVES AND STRATEGIES TO ENSURE ORGANIZATIONAL EFFICIENCY
- ENSURE THAT QUALITY STANDARDS AND COMPLIANCE WITH REGULATIONS AND LEGAL ETHICS ARE MAINTAINED
- HAVE CASE SPECIFIC DISCRETIONARY OVERSIGHT OF ALL ADO SERVICE PROVIDERS
- ACCESS TO ADO CASE FILES
- REVIEW AND MONITOR CASELOAD LIMITATIONS
- ENSURE CONFIDENTIALITY OF FILES AND CLIENT INFORMATION IS MAINTAINED AS REQUIRED BY STATUTORY AND DECISIONAL AUTHORITY
- IMPLEMENT AND ENFORCE SUCH POLICY DETERMINATIONS THAT ARE NECESSARY TO CARRY OUT THE FUNCTIONS OF THE ADO UNIT, THESE MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:
 - EVALUATING THE WORK OF SUBORDINATE ATTORNEYS
 - CONFLICT OF INTEREST
 - SCOPE OF CONTRACTUAL OBLIGATIONS OF ADO PROVIDERS
 - CLIENT COMPLAINTS
 - COURT RELATED ISSUES
- CONFER WITH PUBLIC DEFENDER WHO HAS ALL POLICY RESPONSIBILITY FOR INDIGENT DEFENSE SERVICES FOR MONTEREY COUNTY
- REVIEW AND MONITOR ALL EXPENSE REQUESTS FOR CHARGES BILLED TO THE ADO UNIT
- REVIEW AND MONITOR ALL COURT ORDERED ANCILLARY CHARGES BILLED TO THE ADO UNIT
- IDENTIFY AND AUTHORIZE PAYMENT TO NON-ADO COUNSEL OR SERVICE PROVIDERS WHEN DEEMED NECESSARY
- ESTABLISH AND ENFORCE APPROPRIATE STANDARDS OF PERFORMANCE & CONDUCT FOR ALL PROVIDERS RENDERING SERVICES UNDER THE ADO UNIT