

# Benton County Office of Public Defense Key Metrics Reporting

## OP 7.2 – Public Defense Improvement

### Purpose

The purpose of this policy is provide guidelines for the gathering and reporting of Key Metrics relating to public defender performance.

### Applicability

This policy applies to all public defender providing public defense services in adult criminal cases or juvenile offender cases.

### Procedures

To assist the Office of Public Defense in its mission of ensuring adequate and effective public defense services are being provided by its public defenders (both staff and contractor) to the clients it serves, certain Key Metrics will be collected and published on a quarterly basis. The following chart lists the Key Metrics that will be collected along with the source from which the Metrics will be obtained.

Metric	Source
Frequency of jail visits	Jail visit database
Caseloads	Court and internal OPD database
Number of complaints	OPD database
Filing of key motions: <ul style="list-style-type: none"><li>- 3.5</li><li>- 3.6</li><li>- RCW 10.77</li><li>- Other significant motions</li></ul>	Reported by defenders
Trials held	OPD database and trial per diem filings
Number of cases dismissed at trial readiness	Reported by defenders

Benton County Office of Public Defense  
7122 W Okanogan Pl, Bldg A  
Kennewick, WA 99336

## **Data to be reported by Defenders**

Data in the amber shaded rows and required to be reported by defenders are to be reported in the following manner:

For defenders who file monthly caseload reports using form [FA-5 Caseload Reporting](#)

A space for reporting Metrics data has been created at the bottom of the FA-5 Caseload Reporting form along with definitions of what hearings or actions should be reported under each category. *Please report aggregate numbers for the reporting month without reporting additional information about cases to which such hearings or actions are associated.*

For defenders who do not file monthly caseload reports using form FA-5

Defenders who do not use the FA-5 Form form reporting monthly caseloads (such as juvenile offender public defenders who receive a caseload report from Juvenile Justice Admin) should fill out *only* the Metrics data at the bottom of the form and leave the remainder of the caseload form blank.

## **Data report deadline**

Metrics data is to be reported once a month, by the 15<sup>th</sup> of each month for the immediate preceding month (eg the report covering the month of January should be reported by February 15<sup>th</sup>).

## **Data reporting**

BCOPD will report all collected data, on an aggregate basis, each quarter for its report to County Commissioners and to Benton County cities.

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