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*9-8-2010*  
*RSH*

**COMMISSION ON LEGAL COUNSEL FOR INDIGENTS  
POLICY ON USE OF OFFICE SPACE**

On occasion, a Commission employee wishes to use some portion of the Commission's office or a public defender office for meetings which are not sponsored by the agency or directly related to representation of the office's clients. Occasional use of public areas of the Commission's main office, or the various public defender offices for meetings, which have not been sponsored by the agency or directly related to representation of clients, is permitted under the following circumstances:

1. The use will not interfere with the business of the office;
2. The agency employee who wishes to use office space for a meeting, will remain in the office during all times in which persons who are not employed by the agency are in the office;
3. Only employees of the specific office in which a meeting is to be held shall have access to private offices, file rooms, or other areas containing confidential materials;
4. Only employees of the specific office in which a meeting is to be held, and the Commission's main office, shall have access to a key for the office;
5. Any use which is not directly or indirectly related to the representation of the office's clients or indigent defense services will require a written agreement covering indemnification and insurance. The Director or Deputy Director must approve the agreement, and any required insurance must be obtained, prior to any use of the office.