

**PIERCE COUNTY DEPARTMENT OF ASSIGNED COUNSEL  
PANEL INVESTIGATOR OR OTHER SUPPORT PROFESSIONAL APPLICATION**

**I) PERSONAL:**

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

TAX ID OR SSN#: \_\_\_\_\_ WA INVESTIGATOR LIC #: \_\_\_\_\_

LOCAL ATTORNEY REFERENCE

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**II) EXPERIENCE:**

YEARS OF INVESTIGATIVE EXPERIENCE: \_\_\_\_\_

BRIEF DESCRIPTION OF CRIMINAL DEFENSE EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE NUMBER OF FELONY CASES: \_\_\_\_\_

APPROXIMATE NUMBER OF MISDEMEANOR CASES: \_\_\_\_\_

LIST SPECIFIC TRAINING RECEIVED WITHIN THE LAST FIVE YEARS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE BRIEFLY DESCRIBE YOUR EXPERIENCE WITH CLASS A FELONY AND/OR HOMICIDE

CASES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**III) PLEASE ATTACH YOUR RESUME' OR CURRICULUM VITAE**

**IV) DEPARTMENT OF ASSIGNED COUNSEL PAYMENT POLICIES AND PROCEDURES**

(Please indicate in which areas you are willing to accept appointments)

- 1. Payment for intern service tasks will be \$40 per hour on a per task basis.
  - I am applying for an intern position YES  NO
- 2. Payment for investigative/mitigation services in **MISDEMEANOR CASES** shall be at a flat rate of \$400 per case, absent independent approval by Director.
  - I am willing to accept Misdemeanor Cases: YES  NO
- 3. Payment for investigative/mitigation services in **CLASS B OR C FELONIES** shall be at \$65 per hour.
  - I am willing to accept Class B or C Cases: YES  NO
- 4. Payment for investigative/mitigation services in **CLASS A FELONIES** shall be paid at \$80 per hour.
  - I am willing to accept Class A Felonies: YES  NO
- 5. Payment for investigative/mitigation services in **TWO STRIKES or THREE STRIKES** Persistent Offender cases shall be paid at \$90 per hour.
  - I am willing to accept Persistent Offender cases: YES  NO
- 6. Payment for investigative/mitigation services in **A+ (Aggravated Murder) FELONY CASES** shall be paid at a minimum of \$95 per hour subject to review in all cases by the DAC Advisory Board which shall make a final and binding decision regarding final payment.

Please outline your experience with A+ Felony cases:

- I am willing to accept Class A+ Felony cases: YES  NO
- 7. Payment for investigative/mitigation services in **DEPENDENCY CASES** shall be paid at \$60 per hour.
  - I am willing to accept Dependency Cases: YES  NO
- 8. Payment for investigative/mitigation services is **JUVENILE B+ CASES** shall be paid at \$70 per hour.
  - I am willing to accept Juvenile B+ Cases: YES  NO
- 9. Payment for investigative/mitigation services in **JUVENILE DECLINE CASES** shall be paid at \$80 per hour.
  - I am willing to accept Juvenile Decline Cases: YES  NO

10. The private investigator shall obtain a **written authorization** from DAC setting forth a **maximum payment without further authorization** before conducting any work. Authorization for investigative services must be approved by the DAC Director or DAC Investigator Supervisor.
11. Within 45 days of a case's final resolution or other event requiring payment, the court appointed private investigator shall submit a **detailed** fee statement accompanied by a copy of an approved Authorization for Professional Services form to DAC. The Director shall promptly review the petition for fees and authorize payment according to the Department's policies and procedures and/or present the statement to the DAC Advisory Board for a final decision regarding payment.
12. All itemized costs for out-of-pocket, case-associated expenses for which reimbursement is requested, exceeding \$75.00, must have the prior written approval of the Director. Requests for reimbursement should be accompanied by a receipt or other documentation showing the expense incurred. This includes, but is not limited to, mileage, photographic expenses, necessary copies, records, Tacoma Narrows Bridge toll, etc.
13. **INVESTIGATOR MAY REQUEST DAC ADVISORY BOARD REVIEW OF THEIR STATEMENT OF FEES BY** mailing a letter to the Director requesting review by the DAC Advisory Board. Pending review, the investigator may accept reduced payment without waiver of the right to review. Upon receipt of a letter requesting review the Director shall cause the review to be on the agenda of the next scheduled Advisory Board meeting. The Director may inform the requesting investigator of the time and place of the Board meeting at which the review will be considered, and the investigator shall have the right to present his/her position to the Board in person upon his/her request to be present. The Board shall make a decision regarding the request and the investigator shall be notified of the Board's decision within 10 days in a manner prescribed by the Board. In the event the Board increases the amount to be paid to the investigator, the Director shall immediately authorize such payment and request that the Pierce County Department of Budget and Finance issue payment
14. **THE DAC ADVISORY BOARD SHALL HAVE AUTHORITY TO REVIEW** any and all actions of the Director regarding payment of fees and shall have authority to review all requests for payment of fees upon request of the Department Director or the investigator requesting payment.
15. **THE DAC ADVISORY BOARD SHALL HAVE FINAL AUTHORITY REGARDING INTERPRETATION OF DAC'S FEE SCHEDULES.** The Board may, in its discretion, reduce or increase fees upon consideration of the following: (1) the nature of the charge; (2) the ultimate disposition; (3) the number of counts; (4) the number of defendants; (5) the experience of the investigator; (6) the adequacy of the statement of fees submitted; (8) the recommendation and comments (if any) of the court(s) and/or attorney regarding the investigator's performance; (9) the ability of the Department to pay and; (10) other facts enumerated in applicable case law and statutory authority.
16. All DAC panel investigators shall maintain a current and valid Washington State Driver's license, Washington State Private Investigator license, business vehicle insurance, and proof of insurance or bond. **Documentation of the aforementioned will be provided to DAC and it is the investigator's responsibility to provide documentation of renewal as applicable.**
17. **AGREEMENT:**

**THE UNDERSIGNED AGREES AND RECOGNIZES** that work performed through DAC by appointment of the court is work in the public service and, as such, involves some donations to time and effort for the public good. The undersigned understands that he/she will be compensated for services on any DAC appointment at less than the usual hourly fee in the Tacoma/Pierce County legal community or other means of compensation for legal investigative work. The undersigned agrees that the fee schedule devised by the Director and the DAC Advisory Board on fees for certain circumstances shall constitute a fair and reasonable fee structure. The undersigned agrees that before accepting any assignment from DAC he/she shall be obligated to become familiar with the existing fee schedules and fee limitations, and that his/her acceptance of any appointment shall constitute a knowing and voluntary willingness to be bound

thereby. In the event that there is a dispute as to the operation or interpretation of the DAC fee schedule, or as to any other questions concerning service as appointed investigator to DAC, the undersigned agrees that such dispute may be finally settled by the Pierce County Department of Assigned Counsel Advisory Board under such rules and procedures as the Board may seem appropriate. The undersigned further agrees to comply with all payment policies, rules and payment decisions as adopted by the DAC Advisory Board. The undersigned has reviewed the attached DAC Payment Policies and Procedures and agrees to the terms and conditions.

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SIGNATURE

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DATE