



New Prosecutors Orientation and Training Program 2014

◀ MASTER WORKING AGENDA ▶

Day #1

Tuesday, September 2, 2014

- 9:00 – 10:15** **Welcome and Introductions**
Marian T. Ryan, District Attorney
Michael Pelgro, First Assistant District Attorney
Jeffrey Shapiro, Chief Operating Officer
Alice Casey, Chief of District Courts
Tricia Gould, Director of Training & Professional Development
Tent Cards – Ice Breaker; Take group photo
Swear in Cyrus Chung, Eric Haskell, Nicole Nixon. Tom Maxim, Randall Maas
- 10:15 – 10:30** **Break**
Collect IDs and all HR paperwork (Julie)
- 10:30 – 11:00** **The Best Job You Will Ever Have**
Dave Solet, General Counsel and Chief of Cyber Protection Unit
- 11:00 – 12:00** **The Art of Cross Examination**
John McEvoy, Senior Trial Counsel/Homicide Advisor
- 12:00 – 1:15** **Lunch** (provided)
- 1:15 – 2:15** **Overview of Middlesex County and the MDAO**
Tricia Gould, Director of Training & Professional Development
- 2:15 – 2:30** **Break**
- 2:30 – 3:30** **Getting Started: Tips & Advisories**
Tricia Gould, Director of Training & Professional Development
- 3:30 – 4:30** **Wrap-Up**
(Julie) Distribute w/sign out sheet: Police Training Manuals, Statute Book & Rule Books and HR binders

Day #2

Wednesday, September 3, 2014

8:30 - 9:15

Criminal Law & Procedure Refresher

Tricia Gould, Director of Training & Professional Development

9:15 – 10:00

District Court: Life in First Session

Alice Casey, Chief of District Courts

Denise Duran, Deputy Chief of District Courts & Regional District Court Supervisor, Cambridge & Malden Regions

Sean Griffith, Regional District Court Supervisor, Lowell Region

Margaret Hegarty, Regional District Court Supervisor, Framingham Region

What to expect your first day in court

Meet judge(s)

Make friends w/clerks, court officers – it will make your life easier

Workspace : Computer log in, phone, and additional ID needs, parking

Role of Screener: you are in charge of the courtroom

get to court/courtroom early

Mark up BOPS

Prioritize – figure out what is going to be a question of bail

Pay attention – make sure Commonwealth is answering on all the cases

Tools to assist the screener:

List – court list will help know what cases are on with what

Custody list

Supplemental list (if the court makes those)

Review BOPs as they get dropped on desk

Handouts: Packet of Forms from First Session

A/V: Elmo document reader to display documents, BOP, etc.

10:00 – 10:15

Break

10:15 – 12:15

Arraignment and Bail

Review of statutory provisions

Factors that can be considered

Terms & Conditions

DV Protocol

Bail Warnings / Revocation

BOP: How to read a BOP

How to mark up a BOP (Hand out a sample BOP)

VWA: Communication between screener & VWA

Simultaneous bail hrg & RO hrg

Bail notification

Refraining from attributing request for bail to V

Handouts: Sample BOP, Codes for reading a BOP

12:15 – 1:15

Lunch (on your own)

MDAO ID photos w/Scott

1:15 – 3:15

Bail Arguments *Steve Gilpatric confirmed to participate*

Exercise: Provide mock police reports w/BOPS

Have group read through them – 30 minutes

Divide into 5 groups. 5 ADAs per group. Each ADA is assigned a case to do the bail argument. One ADA plays role of D atty.

Faculty provides critiques.

3:15 – 3:30

Break

3:30 – 4:30

CTU 101

Case Files: Marking the CTU

Handout: Blank CTU

4:30 – 5:00

Computer, Email, Intranet, Phone, Westlaw, DAMION

Stephen Wong, Director of Information Technology

David Despres, Applications Analyst

Dan Nadareski, Network Administrator

Thursday, September 4, 2014

Report to your assigned court

Day #3

Friday, September 5, 2014

9:00 – 10:30

Discovery

Bethany Stevens, Deputy Chief of Appeals & Training Bureau

Handouts: [Power point print out](#)

10:30 – 10:40

Break

10:40 – 11:30

Discovery Exercises

Alice, Sean, Denise, Margaret

Handouts: [Denise & Sean assembling cases to use](#)
[Blank discovery forms](#)

11:30 – 12:30

Criminal Rule of Procedure 17

Kerry Collins, Assistant District Attorney, Motor Vehicle Fatality Coordinator

Handout: [Hypo exercise](#)

12:30 – 1:30

Lunch (on your own)

[MDAO ID photos w/Scott](#)

1:30 – 5:00

Case Preparation

Alice Casey, Chief of District Courts

*Denise Duran, Deputy Chief of District Courts & Regional District Court Supervisor,
Cambridge & Malden Regions*

Sean Griffith, Regional District Court Supervisor, Lowell Region

Margaret Hegarty, Regional District Court Supervisor, Framingham Region

[You have been assigned this case – now what do you do?](#)

[Organizing your case file](#)

[Proving the elements](#)

[Resources to use: Jury Instructions; Prosecutors Guide; Predicate Questions Booklet:](#)

[MDAA Publications & transcripts online, Grasso & McEvoy Motion Practice](#)

[Internal Referral Protocol](#)

[Sample motions/memos on Global drive](#)

[Discovery - What to get from where and how](#)

[Deciding who to summons,](#)

[911 Tapes, Videos, Cell Phone records](#)

[RMV records](#)

[Discovery request form – working w/police prosecutor](#)

[Use case scenarios to discuss what to request & from where](#)

[Green sheets, Pleas negotiations](#)

[Case Management – examples of different systems ADAs use](#)

Day #4

Friday, September 19, 2014 **REMINDER: Go to a CBJ Meeting before Oct 3rd training**

9:00 – 10:00

Prosecutorial Ethics

Hallie Speight, ADA, Appeals & Training Bureau **confirmed**

Handouts: excerpts from Rules of Professional Conduct; Memos re: Intimate Relationships, Gifts & Gratuities, Political Activity

10:00 – 10:15

Public Communications/Media

MaryBeth Long, Director of Communications **confirmed**

David Wallace, Deputy Director of Communications **confirmed**

10:15 – 10:30

Break

10:30 – 11:30

Public Records and Criminal Offender Record Information (CORI)

Kerry Anne Kilcoyne, Captain, Public Records/CORI Team **confirmed**

CORI Certification

Jill Feeney, Victim Witness Advocate, SDP & Appeals **confirmed**

Andrew Lauranzano, Victim Witness Advocate, Woburn District Court **confirmed**

11:30 – 12:15

DAMION – Search & Find

(2nd floor IT Training Room)

Kellie Pini, Regional Support Coordinator, Child Protection Program **confirmed**

12:30 – 1:30

Lunch at the Woburn Police Department

1:30 – 3:00

Woburn PD Presentations

Chief Robert Ferullo

3:00 – 4:00

Probation

Vincent J. Piro, Jr., Chief Probation Officer, Woburn District Court **confirmed**

(781) 935-4000 x226 781-935-7943

Role & responsibilities of Probation Officer, initial contact & assessment of defendant from first court appearance through sentencing & completion of probation.

List of conditions and programs; program requirements, length of program

How & why to talk with PO before making recommendation

GPS monitoring, HEAT program

4:00 – 5:00

Woburn PD Tour

Day #5

Friday, September 26, 2014

8:30 – 11:30

Sentencing

Sean Griffith **confirmed**

How to talk with the following re: sentencing recos:

Probation Officer

School Administrators

Victim

Police (who don't agree with you); Police Prosecutor

How to conference a case

How to talk with a pro se defendant (Denise already covered this in Case Prep)

Nolle Pros vs. Dismissal

What to write on a nolle pros

What to put on the record when requesting dismissal

Anne Foley, Chief, Victim Witness Services Bureau

What can be included in Victim impact statement

11:30 – 12:30

Lunch (on your own)

12:30 – 3:45

Sentencing Exercises

Sean Griffith **confirmed**

Margaret Hegarty **confirmed**

Jeff Bourgeois **confirmed** - Trial scheduled for a.m. session so will be late

Jess Hogan **confirmed**

3:45 – 4:00

Break

4:00 – 5:00

Your First Six Months as an ADA

Christina Lucci, ADA, Elder Abuse & Disabled Persons Unit **confirmed**

Day #6

Friday, October 3, 2014

New ADAs should attend a CBJ meeting before these training sessions.

9:00 – 9:30

Community Based Justice Program

Tricia Gould, Director of Training & Professional Development
Provide history, development, overview

9:30 – 11:00

How to Prepare and Conduct a CBJ Meeting

Robyn Pontremoli, Community Programs Coordinator confirmed
Sean Griffith confirmed
John Dawley (D Ct. role)(back-up for Regina Krumholz)
Tommy Noda – confirmed (Juv ADA role)
Megan Storing – confirmed
Allison Timm - confirmed
How to Prepare for a CBJ Meeting - ADAs
Simulated CBJ Meetings “bad” and “good”

Confidentiality Issues

Tricia

11:00 – 11:15

Break

11:15 – 12:00

Juvenile Diversion

Megan Storing, Diversion Program Coordinator confirmed
Allison Timm, Juvenile Diversion Case Manager confirmed

12:00 – 1:00

Juvenile Prosecution

Sean Griffith confirmed

1:00 – 2:00

Lunch

2:00 – 2:15

Middlesex Partnerships for Youth, Inc. (MPY)

Margie Daniels, Executive Director confirmed
Stephanie Guyotte, Director of Programs & Outreach confirmed

2:15 – 3:00

DAMION Demonstration – How to Create a Cognos Report

David Despres, Applications Analyst confirmed
John Dawley (D Ct. role)(back-up for Regina Krumholz)

3:00 – 3:15

Break

3:15 – 3:30

Working with Digital Multimedia Evidence (DME)

*Carl Schiller, Multi-Media Litigation Support **confirmed***

Next time schedule 30 minutes for Carl

3:30 – 4:30

MDAO Resources and Prosecutors Encyclopedia

MDAO – District Ct Sample Forms & resources; Appeals Briefs; DV case law
Search engine in the works

MDAA Homepage – public website

Prosecutors Encyclopedia – Massachusetts Homepage

MA Prosecutors Guide, Resources, Expert Witnesses, Jury Instructions,

Publications (MDAA Prosecutors' Manual: Operating Under the Influence, DV
Trial Notebook, etc.)

Show webinar (?)

Day #7

Friday, October 10, 2014

9:00 – 11:30

Detection of Impaired Drivers

*Sgt. Stephen Mullaney, Director of Training, Massachusetts State Police **confirmed***

11:30 – 12:30

Lunch (on your own)

12:30 – 4:30

Prosecution of Impaired Drivers

*Dan Harren, ADA, Lowell Superior Court Trial Team **confirmed***

*Ceara Mahoney, ADA, Cambridge Superior Court Trial Team **confirmed***

*Brian Doxtader, ADA, Cambridge Superior Court Trial Team **confirmed***

*Laura Miller, Ayer District Court Supervisor – **confirmed***

How to prep a case – Checklist (____)

Include: BT – what records you get from where and why

Discovery (Laura)

Defense request for jury voir dire or jury instructions and Commonwealth response

Motions in Limine (Dan)

Common Defenses (Dan)

Demonstrations

Opening (Dan)

Direct exam of PO (Laura)

Closing Argument – what you cannot say (Ceara)

Closing Argument – what you can say (Brian)

Day #8

Friday, October 17, 2014

9:00 – 11:30

Street Level Drugs

*Detective Kevin Branley, Cambridge Police Department, Special Investigations Unit
(c) 781-589-5182*

11:30 – 12:30

Lunch (on your own)

12:30 – 1:00

The Epidemic of Opiate Addiction

John Mulcahy, ADA, Appeals & Training Bureau

1:00 – 4:30

Prosecuting Drug Cases

Corey Santos, ADA, Cambridge Superior Court Trial Team
Hand out sample drug packet/file from the lab w/certificate
Demo direct exam of drug expert (handout also)

Day #9

Friday, October 24, 2014

- 9:00 – 9:15** **Victim Witness Services Bureau**
Anne Foley, Chief of the Victim Witness Services Bureau confirmed
- 9:15 – 10:00** **Victims’ Rights & the Victim Witness Advocate’s Role**
Beth Lane, Victim Witness Advocate, Child Protection Unit confirmed
Victim Bill of Rights
Role of VWA
Handout – Victim Bill of Rights
- 10:00 – 11:00** **The Victim’s Perspective**
Carla, Domestic Abuse Survivor confirmed
Shawn MacMaster – intro Carla
- 11:00 – 11:15** **Break**
- 11:15 – 12:15** **ADA-VWA Partnership - Best Practices When Working With Victims**
Andrew Lauranzano, Victim Witness Advocate, Cambridge Superior Court confirmed
Emily Jackson, ADA, Framingham District Court confirmed
Contacting and meeting with victims
Crisis intervention
- 12:15 – 1:15** **Lunch** (on your own)
- 1:15 – 4:30** **Prosecuting Domestic Violence Cases**
Carrie Spiros, ADA, Malden Superior Court Trial Team
- High Risk Teams**
Shawn MacMaster, Director of Community Partnerships
Robyn Pontremoli, Community Programs Coordinator

Day #10

Friday, November 7, 2014 **Photo with Marian?**

9:00 – 10:45

Motion Practice

Craig Estes, ADA, Malden Superior Court Trial Team **available 11/7**

Grasso & McEvoy book for research

Focus on motions to dismiss and motions to suppress

Burden of Proof (handout)

Has D provided what is required (affidavit, memorandum)

How to prepare and review with your supervisor

How to prep your witness – questions you should ask about why the PO did or did not do certain things

How to frame the issue for the court

Templates you can create so you don't re-create the wheel each time

10:45 – 11:00

Break

11:00 – 11:45

Appeals & Training Bureau

Melissa Johnsen, ADA, Appeals & Training Bureau **confirmed for 11/7**

11:45 – 12:15

Payroll and Fiscal Operations

Jeffrey Shapiro, Chief Operating Officer

Brett Morton, Payroll Analyst

John Huttunen, Fiscal Specialist

12:15 - 12:45

Human Resources

Colleen Flaherty, Director of Human Resources **available 11/7**

12:45 – 1:00

Wrap-Up

Explain D Ct Trial Ad Training Program

Use file folders for handouts next year?