



New Prosecutors Orientation and Training Program 2015

Day #1

Wednesday, September 9, 2015

- 8:30– 9:00** **Check In & Continental Breakfast**
- 9:00 – 10:15** **Welcome and Introductions**
Marian T. Ryan, District Attorney
Michael Pelgro, First Assistant District Attorney
Alice Casey, Chief of District Courts
Tricia Gould, Director of Training & Professional Development
- 10:15 – 10:30** **Break**
- 10:30 – 11:15** **The Best Job You Will Ever Have**
Jason Chandler, ADA, Lowell Superior Court Trial Team
Brian Doxtader, ADA, Regional District Court Supervisor
Raquel Frisardi, ADA, Cambridge District Court Supervisor
Adrienne Lynch, ADA, Chief of Homicide
Christopher Tarrant, ADA, Chief of Special Investigations Unit
- 11:15 – 12:00** **Overview of Middlesex County and the MDAO**
Tricia Gould, Director of Training & Professional Development
- 12:00 – 1:00** **Lunch** (provided)
- 1:00 – 1:45** **Getting Started: Tips & Advisories**
Tricia Gould, Director of Training & Professional Development
- 1:45 - 2:00** **Break**
- 2:00 - 3:00** **Criminal Law & Procedure Refresher**
Brian Doxtader, Regional District Court Supervisor

4:00 – 4:15 **Break**

4:15 – 4:30 **Security Procedures / Photo IDs / Access Cards**
Scott Sarsfield, Director of Operations & Security

4:30 - 5:00 **Wrap-Up**

Day #2

Thursday, September 10, 2015

8:30 – 9:45 **District Court: Life in First Session**
Alice Casey, Chief of District Courts
Denise Duran, Deputy Chief of District Courts
Brian Doxtader, Regional District Court Supervisor, Lowell Region
Margaret Hegarty, Regional District Court Supervisor, Framingham Region

9:45 – 10:00 **Break**

10:00 – 12:00 **Arraignment and Bail**

12:00 – 1:00 **Lunch** (on your own)

1:00 – 4:00 **Bail Arguments**

4:00 – 4:15 **Break**

4:15 – 5:00 **CTU 101**

Friday, September 11, 2015

Report to your assigned court

If possible, go to a CBJ Meeting before CBJ training session on September 25th

Day #3

Wednesday, September 16, 2015

- 9:30 – 12:00** **All District Court ADA Training: Best Practices in Case Preparation & Documentation**
Alice Casey, Chief of District Courts
Denise Duran, Deputy Chief of District Courts
Howard Whitehead, Special Counsel to the District Attorney
- 12:00 – 1:00** **Lunch**
- 1:00 – 1:30** **You Only Have One Chance to Make a First Impression**
Howard Whitehead, Special Counsel to the District Attorney
- 1:30 – 2:15** **Computer, Email, Intranet, Phone, Westlaw**
Stephen Wong, Director of Information Technology
David Despres, Applications Analyst
Christopher Coen, Network Administrator
- 2:15 – 2:30** **MDAO Resources and Prosecutors Encyclopedia**
Tricia Gould, Director of Training & Professional Development
- 2:30 – 2:45** **Break**
- 2:45 – 3:15** **DAMION – Search & Find**
Kellie Pini, Regional Support Coordinator, Child Protection Program
- 3:15 – 3:45** **Working with Digital Multimedia Evidence (DME)**
Carl Schiller, Multi-Media Specialist
- 3:45 – 4:15** **Public Records and Criminal Offender Record Information (CORI)**
Kerry Anne Kilcoyne, Captain, Public Records/Subpeona Team

Day #4

Friday, September 18, 2015

9:00 – 10:30

Discovery

Bethany Stevens, Deputy Chief of Appeals & Training Bureau

10:30 – 10:45

Break

10:45 – 11:45

Discovery Exercises

Alice Casey, Chief of District Courts

Denise Duran, Deputy Chief of District Courts

Brian Doxtader, Regional District Court Supervisor, Lowell Region

Margaret Hegarty, Regional District Court Supervisor, Framingham Region

11:45 – 12:45

Criminal Rule of Procedure 17

Jessica Langsam, Assistant District Attorney, Appeals & Training Bureau

12:45 – 1:45

Lunch (on your own)

1:45 – 5:00

Case Preparation

Alice Casey, Chief of District Courts

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

Brian Doxtader, Regional District Court Supervisor, Lowell Region

Margaret Hegarty, Regional District Court Supervisor, Framingham Region

Day #5

Friday, September 25, 2015

Training in the morning will be held at the Woburn Police Department

8:30 – 11:00

Woburn Police Department Presentations *(Coffee & Donuts will be provided)*

Chief Robert Ferullo and Command Staff

Jeff Carreau, Police Prosecutor

08:30-09:00	Arrival and Coffee	
09:00-09:30	Welcome and Overview	Patricia Gould, MDAO Chief Robert Ferullo
09:30-09:50	Detective Bureau Overview	Detective Captain John Murphy
09:50-10:10	Patrol Division Overview	Captain John O'Neil
10:10-10:30	Evidence and Property	Lieutenant Joseph Gibbons
10:30-11:00	Vice Narcotics Overview	Detective Sergeant Brian McManus

11:00-11:20	Police Training	Lieutenant Chris Wackrow
11:20-11:45	Administrative and Policy Issues	Captain Robert Rufo
11:45- 12:30	Lunch in the Room Q and A	All
	Also include Police Prosecutor and Tour of Station	

11:30 – 12:15 Woburn PD Tour

12:15 – 1:00 Lunch *(Provided by Woburn PD)*

Training in the afternoon will be held in the Grand Jury Room at the Middlesex Superior Courthouse at Trade Center Plaza in Woburn

1:00 – 1:30 Trial Court Identification Badges

1:30 – 2:00 Courtroom Security

Wayne McDaniel, Chief Court Officer, Trial Court of the Commonwealth

1:30 – 1:45 MDAO Security Procedures

Scott Sarsfield, Director of Operations & Security

1:45 – 2:00 Community Based Justice Program

Tricia Gould, Director of Training & Professional Development

2:00 – 3:30 How to Prepare and Conduct a CBJ Meeting

John Dawley, Supervisor, Marlborough District Court

Tommy Noda, Supervisor, Lowell District Court

Robyn Pontremoli, Community Programs Coordinator

3:30 – 3:45 Break

3:45 – 4:30 Juvenile Diversion

Megan Storing, Diversion Program Coordinator

Allison Timm, Juvenile Diversion Case Manager

[Cognos reports](#)

[Simulated CBJ Meetings “bad” and “good”](#)

Confidentiality Issues

Tricia Gould, Director of Training & Professional Development

3:30 – 3:45 Break

3:45 – 4:30 Juvenile Diversion

Megan Storing, Diversion Program Coordinator

Allison Timm, Juvenile Diversion Case Manager

Day #6

Friday, October 2, 2015

8:30 – 9:30

Probation

*Vincent J. Piro, Jr., Chief Probation Officer, Woburn District Court
Maren Schrader, Supervisor, Woburn District Court*

9:30 – 12:30

Sentencing

*Anne Foley, Chief, Victim Witness Services Bureau
(Andrew Lauranzano and Beth Lane filed in for Anne at the last minute)*

12:30 – 1:30

Lunch (on your own)

1:30 – 3:30

Sentencing Exercises

Alice Casey, Denise Duran, Brian Doxtader, Margaret Hegarty

3:30 – 3:45

Break

3:45 – 4:00

Sentencing Exercises continued

4:00 – 5:00

Your First Six Months as an ADA

Christina Lucci, ADA, Appeals & Training Bureau

Day #7

Friday, October 9, 2015

9:00 – 10:45

Motion Practice

Craig Estes, ADA, Malden Superior Court Trial Team

10:45 – 11:00

Break

11:00 – 11:45

Appeals & Training Bureau

Melissa Johnsen, ADA, Appeals & Training Bureau

11:45 – 12:30

Prosecutorial Ethics

Hallie Speight, ADA, Appeals & Training Bureau

12:30 – 1:30

Lunch (on your own)

1:30 – 2:30

Motions in Limine

Clarence Brown, ADA, Lowell Superior Court Trial Team

2:30 – 4:40 Motion Practice Exercises

ADAs should be prepared to argue each of these motions.

1. Before the argument, identify which witnesses they called for the hearing
2. Identify what, if any, testimony they objected to coming into evidence during the hearing and why
3. Assume any witnesses called testified consistent with the police report.
4. Be prepared to argue the motions

Jean-Baptiste – The ADAs should be prepared to argue that this motion should be denied without a hearing for failure to comply with Mass.R.Crim.Proc. Rule 13.

Kurtin – Defendant’s Motion to Dismiss for failure to comply with MGL ch 90C sec 2. The ADAs should assume that a motion to dismiss that conforms to Rule 13 has been filed.

Blanco – Motion to Dismiss.

Ham – Motion to Suppress OUI case

Day #8

Friday, October 16, 2015

9:00 – 11:30 Detection of Impaired Drivers
Lt. Stephen Mullaney, Massachusetts State Police

11:30 – 12:30 Lunch (on your own)

12:30 – 4:30 Prosecution of Impaired Drivers
Brian Doxtader, ADA, Lowell Regional District Court Supervisor
Dan Harren, ADA, Lowell Superior Court Trial Team
Julie Kunkel, ADA, Ayer District Court Supervisor
Nils Lundblad, ADA, Concord District Court Supervisor

Day #9

Friday, October 23, 2015

9:00 – 11:45 Street Level Drugs
Detective Kevin Branley, Cambridge Police Department, Special Investigations Unit

11:45 – 12:00 Westlaw KM Demonstration
Tim Ferriter, ADA, Appeals & Training Bureau

12:00 – 1:00 Lunch (on your own)

1:00 – 3:30 Prosecuting Drug Cases
Maren Schrader, Supervisor Woburn District Court

Day #10

Thursday, October 29, 2015

VWAs invited to attend

- 8:30 – 9:00** **Victim Witness Services Bureau**
Anne Foley, Chief of the Victim Witness Services Bureau
- 9:00 – 10:00** **The Victim's Perspective**
Carla, Domestic Abuse Survivor
Shawn MacMaster – intro Carla
- 10:00 – 1:00** **Prosecuting Domestic Violence Cases**
Suzanne Kontz, ADA, Lowell Superior Court Trial Team
- 1:00 – 2:00** **Lunch** (on your own)
- 2:00 – 2:45** **Risk Assessment & High Risk Teams**
Shawn MacMaster, Director of Community Partnerships
Robyn Pontremoli, Community Programs Coordinator
- 2:45 – 3:30** **Victims' Rights & the Victim Witness Advocate's Role**
Beth Lane, Victim Witness Advocate, Family Protection Unit
- 3:30– 3:45** **Break**
- 3:45 – 5:00** **ADA-VWA Partnership - Best Practices When Working With Victims**
Ellen Davis, Victim Witness Advocate, Lowell District Court
Megan McGovern, ADA, Lowell District Court

Day #11

Friday, November 6, 2015

- 9:00 – 9:45** **Human Resources**
Colleen Flaherty, Director of Human Resources
Brett Morton, Payroll Analyst
Thomas Blumenthal, Director of Employee Assistance Program Specialty Services, All One Health Resources
- 9:45 – 10:00** **Payroll and Fiscal Operations**
Regina Scalley, Chief Fiscal Officer
John Huttunen, Fiscal Specialist

- 10:00 – 10:15** **Break**
- 10:15 – 10:30** **Middlesex Partnerships for Youth, Inc. (MPY)**
Jamie Klufts, Prevention and Education Coordinator
- 10:30 – 12:15** **The Non-Traditional Side of Middlesex DA’s Office**
Paris Daskalakis, ADA, Asset Forfeiture Program
Shawn MacMaster, Director of Community Partnerships
- 12:15 – 1:15** **Lunch** (on your own)
- 1:15 - 2:30** **Jury Selection**
Regina Krumholz, ADA, Child Protection Unit
Kevin Collins, ADA, Cambridge Superior Court Trial Team
- 2:30 – 2:45** **Break**
- 2:45 – 3:45** **Identifying & Using Corroboration Evidence to Prove Your Case**
Brian Doxtader, Lowell Regional District Court Supervisor
- 3:45 – 4:30** **Final Wrap-Up**