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| **District Attorney of the County of New York**  **Interoffice Memorandum** |

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| To: | Alison Rives, Language Services Unit Director |
| **From:** | Robert Esposito, Rugers University Student |
| **CC:** | Ana Solis, Senior Spanish Interpreter |
| **Date:** | Friday, February 23rd, 2024 |
| **Re:** | Week 2 Log (Feb. 19th – 23rd) |
| **Tuesday, 2/20** | 9:30am – 10:30am – Shadowed Rafael for client interview with ADA Wellman  10:30am – 11:00am – Reviewed vocabulary/phrases/etc. from client interview  11:00am – 1:00pm – Studied Acebo material, studied resources provided by Ana  1:00pm – 2:00pm – Lunch  2:00pm – 2:15pm – Sexual Harassment Training  2:15pm – 2:30pm – Debriefed ADA Wellman preliminary session with Ana  2:30pm – 4:00pm – Finished Sexual Harassment Training  4:00pm – 4:30pm – Reviewed Victim Impact Statements |
| **Thursday, 2/22** | 9:30am – 10:30am – Met with Alison to discuss verbal screening for ADA Muth and reviewed video  10:30am – 11:00am – Translated a Domestic Incident Report (DIR) for ADA Kastenbaum. Reviewed translation with Martha  11:00am – 1:00pm – Read Modules 1 & 2 of Breaking Silence Training Manual.  1:00pm – 2:00pm – Lunch  2:00pm – 3:00pm – “Everybody Matters” training videos  3:00pm – 3:10pm – Screening for ADA Muth  3:10pm – 4:30pm – Read Modules 5 & 8 of Breaking Silence Training Manual |