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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, Rutgers University Student |
| **CC:** | Ana Solis, Senior Spanish Interpreter |
| **Date:** | Friday, March 1st, 2024 |
| **Re:** | Week 3 Log (Feb. 26th – Mar. 1st) |
| **Tuesday, 2/27** | 9:30am – 10:30am – Complete LGTBQ training module  10:30am – 11:00am – Review Thursday’s assignments and victim impact statements  11:00am – 12:00pm – Review clothing and physical description vocabulary  12:00pm – 1:00pm – Review Acebo material  1:00pm – 2:00pm – Lunch  2:00pm – 4:00pm – Review Acebo material |
| **Thursday, 2/29** | 9:30am – 9:45am – Translate “factual basis” for misdemeanor  9:45am – 10:15am – Read about proffers to prepare for shadowing  10:15am – 10:45am – Conflict of Interest training  10:45am – 11:15am – Review ADA James Clarke BWC video to prepare for shadowing  11:15am – 11:30am – Continue Conflict of Interest training  11:30am – 12:00pm – Review proffer agreement and translation  12:00pm – 1:00pm – Lunch  1:00pm – 2:00pm – Proffer with ADA Ferrera  2:00pm – 2:30pm – Review proffer with Ivana  2:30pm – 3:00pm – Continue reviewing proffer agreement  3:00pm – 4:00pm – Witness interview with ADA Sharpe  4:00pm – 4:30pm – Debrief after witness interview with ADA Sharpe |