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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 8th, 2024 |
| **Re:** | Week 4 Log (March 4th – March 8th) |
| **Tuesday, 3/5** | 9:30am – 10:30am – DOI Corruption Prevention training module  10:30am – 11:00am – Disability training module  11:00am – 11:30am – Glossary creation  11:30am – 1:00pm – Transcription & translation of 911 call  1:00pm – 2:00pm – Lunch  2:00pm – 4:00pm – Shadowed Ana for proffer session  4:00pm – 4:30pm – Transcription & translation of 911 call |
| **Thursday, 3/7** | 9:30am – 11:00am – Review details and vocab for cases  11:00am – 12:00pm – Review and correct 911 transcription and translation  12:00pm – 12:30pm – Read article detailing the Legal Translation field  12:30pm – 1:00pm – Review and Correct 911 transcription/translation based on feedback from Alison  1:00pm – 2:00pm – Lunch  2:00pm – 2:15pm – Read article detailing the Legal Translation field  2:15pm – 3:00pm – Review ADA Rosenfeld Rikers call  3:00pm – 3:30pm – Telephonic interpretation for ADA Coulson  3:30pm – 4:00pm – Review and correct 911 transcription/translation based on feedback from Martha  4:00pm – 4:30pm – Read legal translation article |