

**EXPANDED STAFF MEETING
JANUARY 8, 2003**

ANNOUNCEMENTS MICHAEL P. JUDGE

Michael P. Judge presented Head Deputy Steven Hobson his service award for 25 years of service to the County of Los Angeles.

Mr. Judge also presented Supervising Paralegal Geneva Phillips her service award for 30 years of service to the County of Los Angeles.

TRAINING-MARK WINDHAM

Training Head Deputy Mark Windham indicated Departmental Gender Bias training is scheduled for Monday, March 31, Cesar Chavez birthday. Mr. Judge emphasized this training is mandatory for all staff, the date is a day courts will not be in session.

Also, Attorneys new to felony trials will receive specialized felony training all day on January 24 and January 31. Mr. Windham will be conducting the training, assisted by Special Circumstance Coordinator Verah Bradford. A list of the attorneys scheduled for this training has been sent out. They are Cathryn Shin, Avalon Economou, Greg Hoegee, Jay Keenan, Nicole Wong-Chong, Lisa Marks, Victoria Billit, Marie Boyer, Thomas Tyler, Monique Hoffmayer, Philip Peng and Albert Thomas. Mr. Windham asked that he be notified by the Head Deputy if anyone new to felony trials from their branch has been omitted from the list. The location of the training will be a central location to be determined at a later date.

Ethics training for MCLE credit will occur on Wednesday, January 29. PIAS staff members will be presenters. They will discuss possible remedies and responses to the lack of discovery from the prosecution, the effect on the plea bargaining process, and how we can ethically respond. The U.S. v. Ruiz case in relation to Brady will also be discussed. Michael P. Judge will also promulgate an official Public Defender Notice providing important guidance to Deputy Public Defenders regarding these issues. Public Defender Michael Judge urges all lawyers to attend.

WIDE FORMAT PRINTERS LON SARNOFF

Each branch has already designated at least three people to be trained and Central has designated ten, a total of forty to be trained in the use of the Wide Format Printers.

The first class was conducted January 7, 2003. The next three classes are January 14, and January 16. All scheduled staff members were present at the first session. Mr. Sarnoff feels the training went well. It is a full day of training. The idea is those who have been designated will be the trainers and the contact person for each branch. It is important that Head Deputies consider how they want the work on the Wide Format Printers to be done. Mr. Sarnoff believes it would be very unwise to give everybody carte blanche use of the equipment because the equipment is sensitive and can malfunction very easily. Also, if one is not trained to handle the software, he/she can spend several hours doing what a trained operator could accomplish in fifteen or twenty minutes.

Unfortunately, the software design is not all that intuitive, so it is important that those who take the class go back to the equipment on site and use that equipment very quickly after taking the class. If there are problems, please contact Lon Sarnoff.

EXAMS MICHAEL P. JUDGE/ ROBERT KALUNIAN

Mr. Judge gave the following update concerning promotional exams in order for people to plan for the future. Deputy Public Defender Grade III & IV exams have been administered almost routinely on a yearly basis. The current Grade III & IV lists are almost six months old. We have not been able to make a single promotion off the Grade IV list and only three off the Grade III. In the top band of the Grade IV list there are twelve people and twenty two people in the top band and the Grade III list. These lists contain many highly qualified and deserving candidates. Consequently, Mr. Judge does not intend to schedule a written exam for Grade III or IV this June 2003. In all likelihood these lists will be extended for an additional year. If something unforeseen occurs to cause the lists to become exhausted, an exam could be scheduled sooner. But in the absence of that happening, the exam list will be extended this coming June for an additional year to approximately June 2004.

Mr. Judge has made a significant number of promotions off the current Head Deputy list, so a new Head Deputy exam will be posted on January 10. The filing for the Head Deputy exam will commence January 13 and terminate on January 27. Mr. Judge stressed to not rely on anything other than personally filing for the exam because we have had unfortunate problems occur in the past where people used County mail and their applications never were received or logged in. While we have done what we could in the past to try to address such problems, everyone who is interested is urged to personally file.

Mr. Judge has also authorized LOSA I & II exams to be run and he expects that they will post on January 19 and then there will be a subsequent two week filing period. Mr. Judge would like the supervisors and Head Deputies to alert their staff members who may be eligible. The same caveat applies, applications should be filed in person.

Mr. Judge indicated it is very important that all qualifying staff have the opportunity to file. Managers should make arrangements for applications to be filed personally.

Mr. Kalunian warned applications are not accepted by fax.

**SEXUAL HARASSMENT
POLICY ACKNOWLEDGMENT RONALD WHITE**

Mr. White handed out Ride Share Program brochures to all in attendance for distribution to staff County-wide.

Mr. White indicated the revised Sexual Harassment Policy and Procedure (A-6) issued to all staff last month contained an acknowledgment form attached to it which should have been signed by each staff member and returned to Personnel. To date all but 152 staff members have returned the form signed. An alphabetized list of staff who have not complied was provided for each Head Deputy. Any employee on the list should be contacted and instructed to return the signed form acknowledgment to Personnel immediately.

RETIREMENT OF ADOLFO D. LARA RONALD BROWN

Assistant Public Defender, Adolfo Lara is retiring in March 2003. The date of his retirement party is Friday, March 28, 2003 at the Marriott Hotel in downtown Los Angeles. Mr. Lara has operated as a key Executive Manager for many years, has been instrumental in facilitating the hiring of an exceptionally well qualified attorney staff and has been entrusted by Mr. Judge with an extraordinary span of operational authority. It would be appreciated if all would attend.

ANDRADE PROTOCOL LON SARNOFF

Lon Sarnoff indicated no opinion as to the constitutionality of the Three Strikes Law has been issued yet by the U.S. Supreme Court in the Andrade case, but it will be forthcoming some time before Summer 2003. In an attempt to avoid the chaos that existed with the Romero case ruling, the Department has developed some refined plans to be ahead of the curb in identifying cases where the Public Defender is likely to be filing writs, after the Andrade decision. Mr. Sarnoff disseminated the protocol and asked everyone to examine it and direct any problems or suggestions to him.

REGISTRATION FEE ROBERT KALUNIAN

In looking at the Registration Fee revenue for this fiscal year, we are lagging behind in revenue collected. At the current rate we will be about \$250,000 short in Registration fee revenue. Some of the shortfall is attributable to Public Defender unavailability. However, there have been staffing changes particularly in the high volume misdemeanor arraignment courts. Mr. Kalunian

requested Head Deputies to talk to Deputy Public Defenders working in arraignment courts and go over the protocol to make sure they understand it and registration fees are being assessed when appropriate. We must redouble our efforts to get that revenue back on track, because at the current rate of collection will fail to meet budgeted revenue.

CRIME TIME VENDOR IPAQ PILOT LON SARNOFF

The Crime Time software vendor has migrated the program into a hand held computer called IPAQ. The program does basically the same thing a desktop does but it is very convenient. It is on a PDA which trial lawyers can take into court, the lockup or to the jail and be able to advise the clients right then what possible sentence they are facing, including potential direct and collateral consequences of charges.

The vendor has offered us the use of twenty of these at no cost for approximately a two month period. Since it is a pilot program, they will require some feedback as to how well it works but there will be no cost to the Department. Head Deputies will participate in the dissemination of the PDA s by selecting one felony lawyer from each branch, the remainder will come from Central. The vendor will provide the instrument fully loaded with Crime Time and manufacturer software, for example, the calendar program, the phone book and Microsoft Word. The vendor will also provide the cradle, which is the small device that hooks the hand held up to a desktop, so that a Deputy Public Defender can synchronize the information in a hand held with the information on a computer. The cradle also charges the batteries of the hand held computer. For this pilot the vendor will provide all the necessary hardware and software.

Mr. Sarnoff indicated he has reviewed the program and thinks it is fantastic. One can obtain much information very quickly and it seems to be more user friendly than the desktop program. Mr. Sarnoff thinks the hand held units themselves, are around \$350. Mr. Sarnoff understands that Dell Computers has just come out with one, so he believes that during the next year the price will come down significantly. We don t know what the Crime Time license will cost if we ultimately decide to buy; but probably, it will be in the neighborhood of \$200 per license.

It would be advisable for more sophisticated attorneys to participate in the Pilot as they are probably the ones who will make use of Crime Time.

The question of the extent written feedback required was posed and Mr. Sarnoff indicated we will develop something simple, a one or two page form the user attorney will fill out at the end of the Pilot period.

CAPITAL CONFERENCE IN MONTEREY JOHN BROCK

Mr. Brock reminded the lawyers that the CACJ Capital Conference, which is held in Monterey, will be on February 14, 15, 16 and 17. Memos have been sent out noting when the conference will take place. The actual application and brochure are on the PDWEB under what's new. Mr. Brock indicated we have made an arrangement with CACJ and Deputy Public Defender Jennifer Friedman will submit a list of staff attending to obtain the group discount rate. Ms. Friedman will be turning in the information on the January 15th but, any Deputy Public Defender can send in a single application and receive the reduced rate as long as they accompany it with a letter saying they are in the Los Angeles County Public Defender group.

The next Expanded Staff meeting will be held on February 13, 2003 at 2:00 p.m. at the Clara Shortridge Foltz Criminal Justice Center, 19th Floor.