

GENERAL OFFICE MEMORANDUM 20-093

TO: ALL DEPUTY DISTRICT ATTORNEYS

FROM:  JOSEPH P. ESPOSITO  
Chief Deputy District Attorney

SUBJECT: ADVANCED FILING DEPUTY COLLEGE – JULY 30, 2020

DATE: JULY 09, 2020

The Training Division is pleased to announce the Advanced Filing Deputy College, which will take place on **Thursday, July 30, 2020**. All deputies currently in filing assignments and those interested in improving their filing skills are encouraged to attend. Topics include the following:

- Mental Health Policy
- Filing Arson Cases
- New and Recurring Filing Issues
- Using PIMS/eCER/eFolder
- Pre-Filing Diversion Program
- TruNarc (handheld narcotics-detection instruments)
- Filing Vehicular Homicide and Related Cases

District Attorney Jackie Lacey will be addressing the class about the Mental Health Policy and the critical role of filing in the effective implementation of this Policy.

The class will be held from 8:30 a.m. to 4:30 p.m. at the LADA Training Center on the 11<sup>th</sup> floor of the Hall of Records, 320 West Temple Street, Los Angeles, CA 90012. In adherence with the physical-distancing guidelines currently in place, in-class seating is limited. Thus, deputies may also attend via Microsoft Teams.

Deputies must obtain prior approval from their supervisor, complete a Request for Approval of Travel/Training form, and register by emailing Grace Rai at [grai@da.lacounty.gov](mailto:grai@da.lacounty.gov) *no later than July 24, 2020*. Please indicate in the email whether you prefer to attend this training in-class or via Microsoft Teams.

For deputies who are not assigned to the Civic Center, parking can be requested at the Hall of Justice parking lot (Lot 12). If you would like to park in Lot 12, please also include in your email to Grace Rai, the year, make, model, color, and license plate number of your vehicle. Requests for parking must also be made by **July 24, 2020**, but *cannot* be guaranteed.

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