



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

REPORT WRITING FOR PROSECUTORS

November 5, 2014

4:00 p.m. to 5:30 p.m.

Richard J. Hughes Justice Complex

6th Point Meeting Area-Attorney General's Library

25 Market Street

Trenton, New Jersey

Program Summary

This presentation will focus on police report writing from a prosecutor's perspective. This presentation will discuss how to review reports received from detectives during an investigation, including what to look for in reports, elements of good reports and elements of bad reports. This presentation will also discuss the effects that police reports have on a case - both good and bad. This presentation will further discuss the role of the prosecutor in helping detectives to write reports that strengthen a case. We will look at the prosecutor's role in reviewing police reports from a litigation team perspective, with his/her role to assist the detective in forming the best case possible and avoiding common pitfalls in writing reports that can make an otherwise strong case appear weaker to supervisors, opposing counsel, judges and juries.

Who Should Attend?

This program is intended for newly hired deputy attorneys general within the Division of Criminal Justice. The Division of Criminal Justice has selected those attorneys who must attend this program. Others within the Department of Law and Public Safety are welcome to attend space permitting. Please do not attempt to register for this program if you are not within the Department of Law and Public Safety.

Who Is the Faculty?

Anthony A. Picione is a Deputy Attorney General with the Division of Criminal Justice and the Chief of the Division's Corruption Bureau. Mr. Picione's practice concentrates largely on white collar crime, particularly offenses involving public officials and public funds. In addition to teaching for the Attorney General's Advocacy Institute, Mr. Picione is also an instructor for the Police Training Commission and the National Attorneys General Training and Research Institute. Mr. Picione received his J.D. cum laude from the University of Pennsylvania Law

School in 1995 and received his B.A. magna cum laude from Drew University in 1992. Prior to joining the Division in 1999, Mr. Picione was associated with the law firm of Pitney, Hardin, Kipp & Szuch.

CLE Credit

NJ CLE Credit: This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.8 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism, and 1.8 qualify as hours of credit toward certification in criminal trial law.

NY CLE Credit: 1.5 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.5 substantive credits (\$\$3.00 mandatory registration fee required).

How Do I Register?

State Employees

Most State employees are able to register for this course by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

Non-State Employees or State Employees not Connected to the Garden State Network

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: AdvocacyInstitute@lps.state.nj.us for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

If you have already been issued an authorization code in the past you do not need to request another one. You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.