



**Program #15000B - Management Services - DDA Training Instructor** FY 2025 Department Requested

**Department:** District Attorney **Program Contact:** Jeff Howes  
**Program Offer Type:** New Request **Program Offer Stage:** Department Requested  
**Related Programs:**  
**Program Characteristics:** Out of Target

**Executive Summary**

The MCDA Attorney Training Instructor will provide training to every DDA and Certified Law Student on the staff. A strong training program is critical to the success of the organization as we continue to progress away from the traditional model of over-incarceration as a response to complex legal and societal issues. Today's prosecutor needs to be continuously educated on the ever-changing statutory and case law, including updated jury instructions, trial court rules, evidentiary rules, criminal code, and new case law that is announced twice each week. Additionally, information technology is evolving at a rapid pace. Up to date training on the use of digital databases (Westlaw, Lexis-Nexus, Oregon eCourt Case Information OEI, MCDA Brief Bank) is critical to ensure the latest information is available to front-line prosecutors.

**Program Description**

The MCDA Attorney Training Instructor will be responsible to three primary areas of attorney training: on-boarding and rotation/promotion support, continuing legal and ethical education, and trial practice. In providing on-boarding and rotation/promotion support, the training instructor will develop materials and curricula that will allow for consistent timely orientation of newly hired attorneys and certified law students. The curriculum will include sections on professionalism, policy, information systems, office structure, office culture, and personal safety. When an attorney is promoted or rotated from either one unit to another, or from one level to another, the training instructor will provide the necessary training, in addition to that of the new unit supervisors. For example, when an attorney promotes from Level 1 to Level 2, the new duties will include conducting grand jury hearings, release and preventative detention hearings on serious cases, reviewing search warrants (for residences, business, cell phone, cell tower and geo-fence data) and arrest warrants. To date, the duty to train newly promoted attorneys has fallen upon the new supervisors and co-workers, to mixed and inconsistent results. A newly promoted Level 3 DDA will be the lead prosecutor on homicide cases, including vulnerable victim homicides and vehicular homicides. The training instructor will be both a trainer/educator and an on-going resource, available to answer questions and give advice as attorneys encounter bigger and more complex issues. Every Oregon attorney must demonstrably complete 15 hours of continuing legal education (CLE) annually (45 hours every three years is reported). Currently a group of volunteer attorneys plan, create, and present ample CLE's to meet the Oregon State Bar requirements. The training instructor will assume the role of CLE committee chairperson and will expand the scope of topics and activities, including a greater emphasis on topics that meet the OSB mandated categories, including diversity, equity, and inclusion, access to justice, and mental health and substance abuse. The Training instructor will observe attorneys of all levels in trial (or other court hearings) and will provide direct feedback. Trial skills are often assumed or taken for granted, but can be significantly enhanced (leading to better outcomes) with real-time, fact specific feedback from a trained observer/educator.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Create and implement a curriculum for each: DDA on-boarding, transfers, and promotions	N/A	N/A	N/A	3
Output	Create and implement a curriculum for newly promoted DDAs to management and leadership roles	N/A	N/A	N/A	1
Outcome	Continuing legal education (CLE) credit hours approved by the Oregon State Bar per DDA	N/A	N/A	N/A	20

**Performance Measures Descriptions**

**Revenue/Expense Detail**

	<b>Adopted General Fund</b>	<b>Adopted Other Funds</b>	<b>Department Requested General Fund</b>	<b>Department Requested Other Funds</b>
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$0	\$308,530	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$308,530</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$308,530</b>	
<b>Program FTE</b>	0.00	0.00	1.00	0.00

<b>Program Revenues</b>				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

**Significant Program Changes**

Last Year this program was: