

## **Dutchess County District Attorney's Office**

### **1) A brief statement about your office generally (e.g., mission, jurisdiction, size, nature of practice, etc.)**

The Dutchess County District Attorney's Office is located in Poughkeepsie, NY. As of the April, 2000 census, the population of the county was approximately 280,000. The District Attorney's Office is composed of the District Attorney and 24 attorneys. Divisions within the office structure include specialization in the areas of Career Criminals, Felony Narcotics, Special Victims, DWI, Appeals and lower court prosecutions. The office is responsible for the prosecution of all crimes that occur within Dutchess County and for the related responsibilities of working with law enforcement, witnesses, victims and ancillary services to seek accountability for offenders who commit crimes in this county.

### **2) A description of the experiences law students are likely to have at your office, including the types of tasks a student may perform.**

At the outset, it is anticipated that if this office is approved as a Field Placement, the designated student would be the subject of a Practice Order that would permit the supervised practice of law. One of the supervising attorneys, Marjorie Smith, is Chief of the Special Victims Bureau that handles all domestic violence matters in the county as well as other crimes involving sexual or intimate partner violence and child abuse. One of the busier courts is in the process of commencing a special Domestic Violence part and the intention would be to assign the field placement student to work directly with two experienced Senior Assistant District Attorneys within the Special Victims Bureau to handle a case load of domestic violence prosecutions from the beginning through and including trial if necessary. The associated tasks would include initial review of accusatory instruments, the drafting of legally required notices, discovery, consultation and fact finding with victims and witnesses, motion practice, pre-trial hearings, pleas, sentences and, as appropriate, trials.

### **3) Any special requirements you have for student selection (e.g., writing sample, class standing, experience, third year students only, background check, etc.)**

In considering applicants for field placement, this office would be seeking students who are in their third year of law school and would want to review a writing sample as well as a transcript of classes taken, grades achieved and whether the person has been involved with any of the moot court programs at the law school. Given the nature of the work, the student would be subject to a background check. Lastly, a preference would be given to students who have a connection to Dutchess County.

### **4) Website for further information.**

The District Attorney's page on the Dutchess County Government website is:

<http://www.co.dutchess.ny.us/CountyGov/Departments/DistrictAttorney/DAindex.htm>