<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
</table>
| Keith Kaneshiro           | Department of the Prosecuting Attorney<br>
                           | City and County of Honolulu<br>
                           | 1164 Bishop Street<br>
                           | Honolulu, Hawaii 96813 | (808) 527-6407 |
| Joseph Cardoza            | Office of the Prosecuting Attorney<br>
                           | County of Maui<br>
                           | 200 South High Street<br>
                           | Wailuku, Hawaii 96793  | (808) 243-7777 |
| Ryan Jimenez              | Office of the Prosecuting Attorney<br>
                           | County of Kauai<br>
                           | 4193 Hardy Street, Room 7<br>
                           | Lihue, Hawaii 96766    | (808) 245-7791 |
| Jon Ono                   | Office of the Prosecuting Attorney<br>
                           | County of Hawaii<br>
                           | 34 Rainbow Drive<br>
                           | Hilo, Hawaii 96720     | (808) 961-0466 |
| Larry Goya                | Department of the Attorney General<br>
                           | Criminal Justice Division<br>
                           | 426 Queen Street, Room 201<br>
                           | Honolulu, Hawaii 96813  | (808) 548-5336 |
MEMORANDUM

TO: Lari Koga, Administrator, Resource Coordination Division, Department of the Attorney General

FROM: Joseph E. Cardoza, Prosecuting Attorney

SUBJECT: Information Concerning Department of the Prosecuting Attorney, County of Maui

Pursuant to your request, the following information concerning our office is submitted:

1. Is there any position description for our deputies?
   
   No.

2. How many deputies are there in our office?
   
   18

3. Number of years the deputies were employed by our office.

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>3</td>
</tr>
<tr>
<td>1 - 2 years</td>
<td>5</td>
</tr>
<tr>
<td>2 - 3 years</td>
<td>2</td>
</tr>
<tr>
<td>3 - 4 years</td>
<td>4</td>
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<tr>
<td>4 - 5 years</td>
<td>1</td>
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<tr>
<td>6 - 7 years</td>
<td>1</td>
</tr>
<tr>
<td>9 - 10 years</td>
<td>1</td>
</tr>
<tr>
<td>11 years</td>
<td>1</td>
</tr>
</tbody>
</table>
4. Names of divisions or units in our office.
   a. Anti-Drug Abuse Program
   b. Career Criminal Unit
   c. General Prosecution
      (1) Appellate Courts
      (2) Circuit Courts
      (3) District Courts
      (4) Family Courts
      (5) Felony Intake/Grand Jury
   d. Victim/Witness Assistance Program

5. Total caseload.
   a. Misdemeanors and felonies  10,000+
   b. Traffic                  50,000+

   Should you have any questions concerning the foregoing, please feel free to call me at my office.
MEMORANDUM

TO: STAFF ATTORNEYS, COUNSELORS AND INVESTIGATORS
FROM: JOE
RE: TRAINING

On February 14, 1989, I will be meeting with a team of consultants assigned to evaluate the training needs of each prosecutor's office in the state. The team of consultants will present their recommendations on February 16, 1989. I would like to share your input with the consultants. Therefore, please provide me with your input concerning possible training topics by MONDAY, FEBRUARY 13, 1989. Please be as specific as possible and list the topics in order of preference.

Thank you for your cooperation.

Name: Artemio C. Baxa

1. Training Inexperienced Prosecutors
2. Developing Supervisory Skills
3. The Prosecution & Disposition of Juvenile Offenders
4. The Factual/Technical/Legal Requirements of a DUI Case
5. Hawaii Search & Seizure Laws
6. Case Preparation & Organization
7. Practical Exercises in Handling Certain Aspects of a Non-Jury Trial: a) Direct Examination
   b) Making a Record
   c) Making & Meeting Objections
   d) Laying Foundations
   e) Introduction and Effective Use of Exhibits
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Thank you for your cooperation.

Name: ________

1. Prosecution of co-ax cases (groups) addressing
2. Prosecution of elderly abuse (eg. problems
3. A profile of the crimes they commit —— generic view
4. The scope of things FBI and labs can do in "conviction" —— eg. aid in look at whether
5. ___________________________________________________________
6. ___________________________________________________________
7. ___________________________________________________________
8. ___________________________________________________________
9. ___________________________________________________________
10. ___________________________________________________________
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Thank you for your cooperation.

Name: Kurt W. Spohn

1. Hawaii Rules of Evidence
2. Hawaii Rules of Penal Procedure
3. Collection, Preservation and Entry of Scientific Evidence
4. HRS on Sentencing
5. Search and Seizure
6. Sexual Assault (investigation, trial techniques, expert testimony, victim issues)
7. Civil and Criminal Forfeitures
8. RICO and Conspiracy Prosecution
9. Jury Selection
10. General Trial Preparation
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Name:

1.
2. Jury trials (voir dire)
3. Evidence
4. Penal Procedure
5.
6.
7.
8.
9.
10.
MEMORANDUM

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Thank you for your cooperation.

Name: C. Dolton

1. DUl / breath test
2. 42 Am 545 in H1
3. Civil forfeiture
4. A general class on the identification
5. USE OF DRUGS AND DRUGS PARAPHERNALIA
6. 
7. 
8. 
9. 
10. 
MEMORANDUM

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Thank you for your cooperation.

Name: JOHN D. Kim

1. TRIAL PREPARATION
2. TRIAL ORGANIZATION
3. Voir Dire Techniques / Subject Matter
4. ANTICIPATING CROSS EXAMINATION
5. ANTICIPATING REBUTTAL
6. WRITING MEMORANDUM - LAW - TRIAL
7. RESEARCH SKILL - REFINING SEARCH TECHNIQUES
8. TRIAL PRESENTATION - SPEECH TECHNIQUES
9. ____________________________
10. ____________________________
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Thank you for your cooperation.

Name: Brian O'Kawa (Co-assistant)

1. HOMICIDE CASES
2. DEFICIENT HOMICIDE CASES
3. EVIDENCE COLLECTION IN SEXUAL ASSAULT CASES
4. USE OF EXPERT TESTIMONY
5. ROLE OF VICTIM/WITNESS ASSISTANCE PROGRAM
6. __________________________________
7. __________________________________
8. __________________________________
9. __________________________________
10. __________________________________
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Thank you for your cooperation.

Name: Debbie J.S. (writing)

1. How to use Victim Witness Services
2. Collection of Evidence in Sexual Assault Cases
3. a) Issues of Testing Infection Transmission
4. __________________________
5. b) What is in a rape kit?
6. When and how to use expert testimony
7. Courtroom Presence
8. __________________________
9. __________________________
10. __________________________
MEMORANDUM

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Thank you for your cooperation.

Name: Glenn J. Padua

1. FORENSICS: Current exams, techniques, etc. (FBI Lab capabilities)
2. Youth Gang Investigation & Prosecution
3. Complex Crimes, Conspiracy Investigation & Prosecution
4. Basic Forensic Accounting
5. Interview & Interrogation Techniques
6. Environmental Investigation & Prosecution
7. ELECTRONIC SURVEILLANCE
8. Psychological Profiling: Sex Offenders, Home Invaders
9. Computer Crimes
10. Police Mis Conduct
February 1, 1989

Joseph Trotter  
EMT Group  
3615 Wisconsin Ave. N.W.  
Washington, D.C. 20016

Dear Mr. Trotter:

Per our telephone conversation today in preparation for the technical assistance for Statewide Prosecutor Training Assessment and Plan requested by the Resource Coordination Division of the State of Hawaii Department of the Attorney General, the requested list of statewide prosecutor seminars sponsored by the Hawaii Prosecuting Attorneys Association from 1985 to 1988 are as follows:

11/21-23/85  Homicide and the Insanity Defense; Honolulu, HI. Lecture format on case analysis and development, evidence, and witness control, insanity defense, post-traumatic stress syndrome, & handling expert witnesses. Mock-trial presentation of opening, direct and cross-examination of practicing psychologists, and closing arguments that were videotaped and critiqued. City & County of Honolulu Department of the Prosecuting Attorney produced and hosted the seminar.

5/24-25/86  Narcotics Prosecution & Investigation; Keauhou, Hawaii. Lecture format on liability, ethics, etc.; informants; financial investigations and money laundering; narcotics networks, conspiracies & multiple defendant problems; undercover operations and stings; civil & criminal asset forfeiture; investigation and special prosecution problems; Western States Information Network. Hawaii County Office of the Prosecuting Attorney hosted the seminar with the National College of District Attorneys (NCDA) as training contractor.

8/19-23/87  1987 Hawaii Prosecutors Trial Training Program; Honolulu, HI. Mock trial presentations by trainees which were videotaped and critiqued. Maui County Department of the Prosecuting Attorney hosted the seminar, with the Pacific Law Institute’s Bob Toyofuku as training contractor. Bob utilized National Institute of Trial Advocacy faculty.

5/4-6/88 Bureau of Justice Assistance (BJA) Asset Forfeiture Training Program, Wailuku, Maui, HI. Lecture format on the generation and flow of illegal money, tracking money in banks and other financial institutions, Hawaii forfeiture law, history and philosophy of forfeiture law, civil litigation and narcotics enforcement, building the nexus between legal income and assets, organization and management of an asset forfeiture unit, cooperation between local and federal agencies, polygraph use in locating hidden assets, finding public record and other information on hidden assets, uncovering hidden assets and a practical exercise, confiscated books and records and deciphering notations and codes, financial search warrants, federal asset sharing. Maui County prosecutor's office hosted the seminar with course done by BJA free.

7/14-15/88 Hawaii Prosecution of Narcotics Offenses Seminar, Hilo, HI. Lecture format on search and seizure law, pretrial legal problems, prosecuting street level drug cases, conspiracy prosecution, R.I.C.O. prosecution, investigative constitutional law, search and seizure law/ preparing, obtaining and executing search warrants, electronic surveillance, meeting defenses in drug cases. Hawaii County prosecutor's office hosted with the NCDA as training contractor.

8/19-20/88 Hawaii Sexual Offenses Seminar, Honolulu, HI. Lecture format for victim witness counselors and prosecuting attorneys on addressing the needs of the traumatized sexual assault victim, and implementing services for the sexual assault victim (the victim counselor training); witness preparation in child sexual abuse cases, effective use of experts in child sexual abuse cases, prosecuting acquaintance and date sexual assaults, reduction of courtroom trauma for sexual assault victims, the mistaken identification defense in sexual assault cases, investigative techniques in child sexual abuse cases, profile and treatability of the sexual offender. Honolulu prosecutor's office hosted with the NCDA as training contractor.

The attached narrative explains the project organization and management of the current Statewide Training for Prosecuting Attorneys Justice Assistance Act block grant project. The October 1988 is the first seminar of this project. Honolulu County is to start planning for several other seminars.

If there are any questions, please call me at 527-6502. Thank you.

Sincerely yours,

Karen Sakata, Planner

Enclosures

cc: Keith Kaneshiro
     Cora Lum
     Carol Senaga
     Wallace Weatherwax
     Lari Koga
PART II. DESCRIPTION OF PROJECT

A. THE PROBLEM

The total Hawaii criminal justice system convicted in District and Circuit Courts 14.7 percent of the total adult felony arrests during September 1979 through August 1980.1 Over 85 percent of the total adult felony arrests were interpreted as "system fallout".2

The proposed training programs will aim to increase the depth of knowledge and skill necessary for prosecuting attorneys, as one of the many components of the criminal justice system, to operate at their optimum levels of effectiveness, and thereby improve their advocacy function in the Hawaii Criminal Justice System.

The four county prosecuting attorneys sponsored an advanced advocacy course in fiscal year 1982-1983 for their personnel. It was found to be successful as well as cost-effective because training was made available to a larger audience of prosecuting attorneys than possible through out-of-state training. Approximately 148 prosecutors in the State of Hawaii could benefit from continuing professional in-service training.

During project year 1987-88 the following formal in-state training programs for prosecuting attorney staff were sponsored and implemented on a statewide basis by the Hawaii Prosecuting Attorneys Association: (1) The Second Annual Statewide White Collar Crime Intelligence Conference in Kapaa, Hawaii on April 14-15, 1988 with 42 prosecutor and 5 attorney general trainees; (2) Asset Forfeiture Training Program in Wailuku, Hawaii on May 4-6, 1988 with 43 prosecutor and 5 attorney general trainees; (3) Hawaii Prosecution of Narcotics Offenses Seminar in Hilo, Hawaii on July 14-15, 1988 with 46 prosecutor and 2 attorney general trainees; and (4) Hawaii Sexual Offenses Seminar in Honolulu, Hawaii on August 19-20, 1988 with 45 prosecutor trainees.


B. GOALS AND OBJECTIVES

The goal of this program is to increase the effectiveness of the prosecution function in the criminal justice system through specialized in-service training programs.

The objectives of the participating prosecuting attorneys are to acquire advanced knowledge and develop expertise in trial tactics and in the prosecution of criminal cases. Participation in continuing professional education programs will enable prosecuting attorneys to better meet the demands of their advocacy role in the criminal justice system.

C. PROJECT ACTIVITIES

At least three seminars are tentatively proposed for this training project. One seminar will be on advanced trial advocacy and the insanity defense, and advanced forensic evidence. The course objectives are to offer expert instructions in the preparation and trial of meeting the insanity defense; to inform attorneys on numerous areas of scientific and forensic evidence (such as DNA identity testing) featuring recognized experts who will lecture in their various fields of expertise and to meet psychological considerations in trial by utilizing basic human themes, power language, and non-verbal communication.

Another seminar will be on the topic of white collar crime, public corruption, civil forfeiture and drug paraphernalia. The course will offer expert instruction in prosecuting these particular criminal cases.

A last possible seminar will be on domestic and child abuse and violence. The course will provide training in the definition and scope of the problem; personal biases; and investigation and prosecution techniques to use in these sensitive and difficult cases.

Training materials such as audiocassettes, videocassettes, manuals, and books may be purchased in the above noted subject areas with the project director's approval.

Training resources that could be utilized include training contractors such as the National College of District Attorneys (NCDA), the National Institute of Trial Advocacy (NITA), the U. S. Department of the Treasury Federal Law Enforcement Training Center (FLETC), the Medi-Legal Institute and the Honolulu-based Pacific Law Institute, of which descriptions are attached. Any of the county prosecutor offices could also organize and produce the seminars. Faculty may include senior deputy prosecuting attorneys and U.S. attorneys, and members of the Hawaii Bar Association and the American Bar Association.
The Hawaii Prosecuting Attorneys Association (HPAA) comprised of the four county prosecuting attorneys, the State of Hawaii Attorney General, and the U.S. Attorney, will decide on the training format and schedule. Three training brochures of NCDA sponsored seminars (Forensic Evidence, Trial Advocacy and Special Prosecutions) are attached to show sample topics that could be integrated into the two seminar curricula.

Generally, all participants will benefit by increasing their depth of knowledge and skills necessary as prosecutors, as one of the many components in the criminal justice system, to operate at their optimum levels of effectiveness, and thereby improve their advocacy functions in the Hawaii criminal justice system. Prosecutors will also benefit specifically from each seminar by gaining detailed subject matter knowledge and competency in prosecuting specific types of cases and trial tactics.

D. PROJECT ORGANIZATION AND MANAGEMENT

Laraine Koga, Administrator of the Resource Coordination Division of the Department of the Attorney General, State of Hawaii, will provide overall coordination for the statewide prosecutor training project under the certified program for block grant funds. HPAA members will determine which county prosecuting attorney office will coordinate individual seminars.

HPAA seminar coordinators will report to the Resource Coordination Division, Department of the Attorney General, State of Hawaii, which is the grantee for the State of Hawaii Justice Assistance Block Grant. All seminar plans and budgets must be approved by the Resource Coordination Division before final implementation.

Grantsmanship technical assistance is expected to be handled by the Department of the Prosecuting Attorney, City and County of Honolulu upon HPAA request.

E. PARTICIPATING AGENCIES

Financial accounting and responsibilities will be handled by the Department of the Attorney General, Administrative Services Office.

Government agencies sending trainees and faculty to seminars are: Department of the Prosecuting Attorney, City and County of Honolulu; Office of the Prosecuting Attorney, County of Hawaii; Office of the Prosecuting Attorney, County of Kauai; Department of the Public Prosecutor, County of Maui; and the Department of the Attorney General, State of Hawaii.

The U. S. Attorney's Office may send faculty members to participate in seminars as needed. At the determination of the
HPAA, other agencies may be invited.

F. PROJECT EVALUATION

A post-seminar questionnaire to measure training effectiveness will be distributed to all seminar participants for their completion. A seminar evaluation report, including the questionnaire results, the number of participants, and cost per participant, will be submitted to the Resource Coordination Division after each seminar.
TRAINING NEEDS REPORT OUTLINE
THURSDAY, FEBRUARY 16, 1989

-- Objectives of the Study
-- Summary of Findings
-- A Proposed Annual Training Calendar
-- A Training Implementation Plan
-- Financing Options
-- A Full-Service HPAA Central Office
OVERVIEW OF PROPOSED HAWAII PROSECUTING ATTORNEYS EDUCATIONAL PROGRAM

I. NEW ATTORNEYS (BASIC)
   1. LOCAL: ADVISOR (MENTOR) ATTORNEY PROGRAM
   2. STATEWIDE: NEW P.A. ORIENTATION PROGRAM
      - ONE-WEEK, 3-4 PGMS. PER YEAR
      - TOPICS: ROLE o ETHICS o CRIMINAL:
        - EVIDENCE, TRIALS, MOTIONS o CRIMES
      - FACULTY: SENIOR P.A.'s FROM ALL COUNTIES
      - LIVE & VIDEO SEMINAR FORMAT

II. CONTINUING EDUCATION (INTERMEDIATE)
   1. CONTINUING EDUCATION INSTITUTES
      - NEW DEVELOPMENTS
      - DATES: NOVEMBER (3 DAYS), MAY (1 DAY)
   2. TRIAL PRACTICE/ADVOCACY PGMS. (NITA)
      - 3-5 DAYS - FACULTY: NITA-TRAINED P.A.'s

III. SPECIAL PROGRAMS (ADVANCED)
   1. IN STATE = [SPECIALTY TOPICS (1 DAY)
                 SPECIALTY ASSIGNMENTS (3 DAYS)]
   2. MAINLAND: NCDA PROGRAMS

IV. VIDEO PROGRAMS
    (LOCAL BROWN BAG/EVENING MEETINGS)

V. "HOW TO" PRACTICE MATERIALS
   - CHECKLISTS - SCRIPTS - FORMS
   - CENTRAL LIBRARY OF LOCAL/MAINLAND MANUALS & TRAINING MATERIALS
FINANCING APPROACH

1. State - A Permanent Base
   - Staff - General Funds
     Minimum:
     Attorney - Director
     Para-Legal - Training Admin.
     Secretary
     $150,000 - $200,000
   - Training Costs
     Forfeiture Proceeds:
     $100,000 - $200,000

2. Federal - Special Purpose
   Special Seminars

3. County/Local - Enrichment
   Tuition for Extras

4. New Revenue - Growth
   "Justice Training Fund"