



# CALIFORNIA NARCOTIC OFFICERS' ASSOCIATION

## Report Writing : From a District Attorney's Perspective Tuesday, October 20, 2020 0800 to 1700 hours

### REGION V

#### CHAIRMAN

Sgt. James Hoffman  
San Bernardino Sheriff's Dept.  
(909) 841-1528  
[jhoffman@sbcasd.org](mailto:jhoffman@sbcasd.org)

#### VICE CHAIRMAN

Lt. Marc Bracco  
San Bernardino Sheriff's Dept.  
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#### TREASURER

Sgt. Alex Naoum  
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#### SECRETARY

Dep. James Herington  
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#### SERGEANT-AT-ARMS

Dep. Jonathan Flores  
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#### TRAINING COORDINATOR

Sgt. Kenneth Marshall  
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[kimarshall@sbcasd.org](mailto:kimarshall@sbcasd.org)

Det. Jonathan Ramstad  
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[jramstad@sbcasd.org](mailto:jramstad@sbcasd.org)

#### BOARD MEMBERS

Det. Sean Tabor  
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[stabor@sbcasd.org](mailto:stabor@sbcasd.org)

Det. Bettsey Herington  
Riverside Police Dept.  
[bherington@riversideca.gov](mailto:bherington@riversideca.gov)

Matthew Stewart  
[matthewstewartcg@aol.com](mailto:matthewstewartcg@aol.com)

CNOA REGION V  
P.O. BOX 3062  
Victorville, CA 92393  
[www.cnoa.org](http://www.cnoa.org)

TRAINING CALENDAR  
[www.cnoaregionaltraining.org](http://www.cnoaregionaltraining.org)

Not just for narcs.

### COURSE DESCRIPTION

DDA Donna Kauffman will present an 8-hour course on what everyone from patrol officers to investigators need to know prior to submitting their reports for review. Donna will provide insight on what an officer needs to pay attention to when investigating crimes, also, what details and evidence will help reviewing deputy district attorneys understand and file your case.

#### Topics:

- Evidence Documentation
- What DDA's Need to Know from Your Interviews
- What Patrol Officers Need to Focus on When Detailing Crime Reports
- What Investigators Need to Document for DDA's to File Their Cases

**\*\*A MUST training for a patrol officer and Detectives.\*\***

### COST

\$40 for CNOA Members  
\$60 for Non-Members

[CLICK HERE TO MAKE PAYMENT.](#)

### LOCATION

Ontario Police Department  
2500 S. Archibald Ave.  
Ontario, CA 91761

[Click for Map](#)

### INSTRUCTORS

Supervising Deputy District Attorney  
Donna Kauffman

Supervising DDA Donna Kauffman has been with San Bernardino County District Attorney's Office for over 13 years. Donna is currently the supervising attorney for the Felony Trial Team, Misdemeanor Team, Preliminary Hearings Team, and Prepres team in the Victorville Office. Prior to this assignment, Donna supervised the Family Violence/Crimes Against Children unit in the Desert Division. Donna has prosecuted hundreds of serious criminals and has completed nearly 50 jury trials to include gang murders and sophisticated electronic surveillances, also known as wiretap cases. Donna teaches on various topics related to criminal prosecution for the California District Attorneys' Association and at the San Bernardino County Sheriff's Department Advanced Officer Training Center.

Please make reservations by visiting

[www.cnoaregionaltraining.org](http://www.cnoaregionaltraining.org).

For questions please email [cnoaregion5@yahoo.com](mailto:cnoaregion5@yahoo.com).

Walk-ins are accepted. Law Enforcement with credentials only!

[WWW.CNOAREGIONALTRAINING.ORG](http://WWW.CNOAREGIONALTRAINING.ORG)