

THE KINGS COUNTY DISTRICT ATTORNEY'S OFFICE

POLICIES AND REGULATIONS

FOR ASSISTANT DISTRICT ATTORNEYS

ERIC GONZALEZ
DISTRICT ATTORNEY



KINGS COUNTY DISTRICT ATTORNEY'S OFFICE 2022

2.3 Residency Requirement

Assistant District Attorneys must be residents of New York State as of the day they begin work and must continue as residents throughout the term of their employment.

2.4 New York State Office of Court Administration (OCA) Registration of Attorneys and Biennial Fees

Section 468-a of the Judiciary Law and 22 NYCRR Part 118 of the Rules of the Chief Administrator of the Courts require the biennial registration of all attorneys admitted in the State of New York. Assistant District Attorneys are required to renew their attorney registration every 2 years within thirty days of their birth month and date. Assistant District Attorneys must report address and name changes directly to OCA.

2.5 OCA Custodial Accounts Filing

Attorneys admitted to practice in the State of New York must comply with the Rule for the Preservation of Client Funds of the Appellate Division of the Supreme Court, First and Second Departments. Assistant District Attorneys must truthfully execute the required Biennial Affirmation of Compliance.

2.6 Continuing Legal Education (CLE) Requirements for Newly Admitted Attorneys and Experienced Attorneys

All Assistant District Attorneys are required to fulfill the CLE requirement for all New York State Attorneys to ensure that they are appropriately licensed. It is the responsibility of each Assistant District Attorney to satisfy those requirements, maintain accurate records of credit hours, and meet all deadlines.

Please see 22 N.Y.C.R.R. 1500 for a full text of CLE requirements

2.7 Ethical Obligations

Assistant District Attorneys are expected to meet and maintain the highest standards of propriety, ethical conduct, professionalism and judgment at all times. The standards to which Assistant District Attorneys are held is commensurate with the great responsibility they hold to the Office and the public that they serve. Assistant District Attorneys are prohibited from using their positions to gain a benefit or preferential treatment and must ensure that in all their dealings, they avoid the appearance of impropriety.

All Assistant District Attorneys are required to comply with the New York Rules of Professional Conduct codified at 22 N.Y.C.R.R. § 1200.0, as well as with *Brady* and the *Giglio* doctrine, Criminal Procedure Law Article 240 and the *Rosario* rule. All Assistant District Attorneys must also read and be familiar with *The Right Thing: Ethical Guidelines for Prosecutors*, available on the Office INTRANet.

Any Assistant District Attorney who has an ethical question or conflict should discuss the issue with the General Counsel.

2.8 Confidentiality

In the course of an Assistant District Attorney's work, he or she may have access to sensitive and confidential information. This information may include facts about investigations and cases; information in computer databases provided by government agencies or private companies; and information about staff or law enforcement personnel. Assistant District Attorneys are required to take all necessary measures to safeguard this information and to comply with all statutes, rules, and Office policies designed to secure sensitive and confidential information from unauthorized disclosure.