

# NICOLE M. CLAY



Redactions of personal contact information pursuant to 91-A:5,IV, disclosure would constitute invasion of privacy

## BAR ADMISSIONS

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Commonwealth of Massachusetts, November 2016  
State of New Hampshire, December 2016  
United States District Court, District of New Hampshire, December 2016

## EDUCATION

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**NEW ENGLAND LAW | BOSTON**, Boston, Massachusetts  
Juris Doctor, May 2016  
Dean's List, 2012-2016  
CALI Excellence for the Future Award, Alternative Dispute Resolution

**NEW HAMPSHIRE POLICE STANDARDS AND TRAINING COUNCIL**, Concord, New Hampshire  
143<sup>rd</sup> Full Time Police Academy, June 2007

**WESTFIELD STATE COLLEGE**, Westfield, Massachusetts  
Bachelor of Science, Criminal Justice, *cum laude*, May 2005

## PROFESSIONAL EXPERIENCE

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**NEW HAMPSHIRE DEPARTMENT OF JUSTICE**, Concord, New Hampshire  
*Assistant Attorney General – Criminal Justice Bureau* October 2017 – Present

- Investigate and prosecute homicides, public integrity violations, drug death crimes, and other major crimes as assigned by the Attorney General
- Manage homicide investigations from their inception, collaboratively with other investigating agencies
- Manage work/workflow/priorities from legal support staff/paralegals
- Investigate and prosecute allegations of police misconduct
- Investigate the use of deadly force by on-duty police officers and determine the legality of their actions
- Litigate criminal cases at all stages of court proceedings in Superior Court
- Conduct grand jury investigations and present allegations for indictment
- Compose, file, and argue pre- and post-trial motions
- Draft and file appellate pleadings in criminal cases
- Provide training and assistance to law enforcement and prosecutors
- Police Academy Trainor & Curriculum Contributor
- Contributing author to the 2020 New Hampshire Law Enforcement Manual
- Respond to Right-to-Know (FOIA) requests, consistent with NH law
- Review applications for Governor's Warrant for the rendition and extradition of fugitives
- Review and respond to annulment requests
- Assisted the New Hampshire Commission on Law Enforcement Accountability, Community and Transparency (LEACT) by compiling and synthesizing information and drafting the Commission's final report

**NASHUA POLICE DEPARTMENT, Nashua, New Hampshire**  
*Legal Officer – Transitional Team Leader – Legal Division (August 2017 – October 2017)*

March 2007 – October 2017

- Executed all paralegal functions for the division
- Created and implemented new systems, including filing systems to improve efficiency, accuracy, and accountability
  - Re-organized filing system to ensure access to full spectrum of a defendant's open cases at any given court hearing
  - Implemented protocols to quickly and efficiently update case statuses to facilitate internal tracking of cases
  - Created tracking system for open suspended sentences to ensure individual defendants were held accountable for behavior that violated those suspended sentences
- Trained new hires for paralegal and support staff roles

*Police Prosecutor – Legal Division (March 2012 – February 2017)*

- Litigated cases at all stages of court proceedings in Circuit Court
- Prepared violation and misdemeanor criminal cases for trial
- Subpoenaed civilian and officer witnesses
- Negotiated cases with defendants/defense attorneys
- Composed, filed, and argued pre- and post-trial pleadings

*Police Athletic League Officer (June 2011 – August 2011)*

- Fostered positive relationships with youth that attended the drop-in center
- Assisted in organization of fundraising efforts
- Chaperoned weekly youth field trips to the zoo, amusement park, etc.

*Crisis Intervention Unit (November 2010 – October 2017)*

- Communicated and assisted individuals in crisis
- Completed 40 hours of FBI training in crisis intervention

*School Resource Officer (September 2010 – February 2012)*

- Presented cases for indictment to grand jury on a monthly basis
- Handled all calls for service within a high school
- Presented students with information regarding law related topics in a classroom setting
- Provided advice to students and faculty on law related issues

*Patrol Officer (March 2007 – November 2010, February 2017 – August 2017)*

- Conducted patrols in a marked cruiser
- Investigated and enforced criminal laws, city ordinances, and motor vehicle statutes
- Responded to all types of calls for service
- Testified in court and at administrative hearings
- Screened telephonic complaints and dispatched officers to calls for service

**CIRCUIT COURT ADMINISTRATIVE OFFICE, Concord, New Hampshire**  
*Legal Intern*

May 2015 – August 2015

- Researched and answered questions of law as they arose in the trial court
- Drafted educational materials regarding Criminal Bail Protective Orders
- Drafted policy for the storage of trial exhibits in the trial court

**OFFICE OF THE MIDDLESEX DISTRICT ATTORNEY, Cambridge, Massachusetts**

June 2005 – February 2007

*Paralegal (March 2006 – February 2007)*

- Worked closely with assistant district attorneys to prepare cases for trial
- Gathered and prepared discovery/evidence from police departments, private companies, and other agencies
- Liaison between assistant district attorneys and police prosecutors
- Communicated with defense attorneys, clerks' offices, and probation officers regarding pending cases
- Prepared legal documents including notices of discovery, motions, and subpoenas

*Support Staff (June 2005 – March 2006)*

- Maintained and updated case histories in the electronic case management system
- Gathered documentation of prior criminal convictions
- Notified civilian and officer witnesses of court appearances

**PUBLIC DEFENDER FOR THE DISTRICT OF COLUMBIA, Washington D.C.**

January 2004 – May 2004

*Intern Investigator*

- Conducted client consultations at containment facilities
- Retrieved court documents/police reports to establish the facts of cases
- Located and interviewed witnesses to obtain their account of the alleged incidents
- Recorded written statements from witnesses to be used during trial
- Photographed evidence/crime scenes
- Served criminal subpoenas
- Conducted criminal background checks

