VOLUNTEER OPPORTUNITIES

Undergraduate Internship

For high school and college students and graduates (age 16 and older), this internship in the Los Angeles County District Attorney's Office will provide students with the opportunity to learn about the criminal justice system first-hand. They work closely with all levels of staff, from deputy district attorneys to investigators to support staff, as well as have contact with other court and law enforcement staff. An undergraduate intern working in one of our branch or area offices, special units or Bureau of Investigation can be expected to assist with any of the following duties:

- Collecting and analyzing statistics
- Doing research and special studies on issues affecting individual cases
- Assembling reports, documents or manual for distribution
- Contacting witnesses-civilian and law enforcement-regarding court dates
- Assembling case evidence notebooks; sorting evidence
- Performing any related clerical work, as required, including Answering telephones and running errands.

Application deadlines: October 30 for spring, February 15 for summer, June 30 for fall

Students interested in an internship should send a resume and cover letter to Recruitment Coordinator, Regina Mayo, District Attorney’s Office 210 West Temple Street, Room 18-215, Los Angeles, California 90012-3229; telephone: (213) 974-7786; fax: (213) 626-5882; email: rmayo@da.co.la.ca.us
LOS ANGELES COUNTY DISTRICT ATTORNEY

Criminal Record Check Information

Employees of the Department of the District Attorney have access to confidential information concerning criminal investigations and prosecutions.

The existence of a criminal record may reflect on your suitability as an employee of this department.

Information on this form is necessary to conduct a criminal record check. Falsification or omission of any requested information on this form is cause for rejection of your application for employment.

PLEASE PRINT

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<th>LAST NAME</th>
<th>FIRST NAME</th>
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<td>LAST SCHOOL ATTENDED: NAME &amp; ADDRESS</td>
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HAVE YOU EVER BEEN ARRESTED AS AN ADULT?* ☐ YES ☐ NO

*Adult arrests or convictions which are exempt from disclosure by statute or valid court order do not have to be included.

IF YES, LIST ALL ADULT ARRESTS:

<table>
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<th>DATE</th>
<th>ARRESTING AGENCY</th>
<th>CHARGE</th>
<th>DISPOSITION</th>
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IN EMERGENCY, NOTIFY: NAME

ADDRESS

PHONE NO. ( )

APPLICANT'S SIGNATURE

DATE

LCForm10.15.04c2f
VOLUNTEERS AND TEMPORARY EMPLOYEES

WAIVER

I understand that if the District Attorney's Office concludes that there is disqualifying information as a result of a background investigation, the proffered position will be withdrawn and I will be subject to immediate dismissal. I also understand that if I falsified or omitted required information, or failed to cooperate with reasonable investigations related to my application for this position, the position will be terminated.

____________________________________  ______________________
SIGNATURE                                DATE

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Office of the District Attorney, I am required to furnish information for use in determining my qualifications. In this connection, I authorize you to release all information that you have concerning, including information of a confidential or privileged nature, and to provide copies of documents as may be required the District Attorney's background investigator.

I hereby release you, your organization, or others from liability or damage which may result from providing the information requested. This authorization expires 90 days after the date signed.

____________________________________  ______________________
SIGNATURE                                DATE

201 N. Figueroa Street
Suite 1300
Los Angeles, CA 90012
(213) 402-7777
Thank you for considering the District Attorney's Office as an opportunity for your volunteer activity. Please provide the following information:

Your name: 

Street address: 

City and State: Zip 

Telephone: Circle one: Home Work Cell/Msg 

Enter the hours you will have available for volunteer activity in the following chart:

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<th>Dates of availability:</th>
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What skills do you have - such as typing, use of a computer, artistic abilities, foreign language, etc.

________________________________________
________________________________________
________________________________________

Check any of the following that describe your current situation:

☐ I am a student Where? __________________________________________________________________________

☐ I am currently employed Where? __________________________________________________________________

☐ I am a County employee Department? __________________________________________________________________

Signature: _______________________________ Date: _______________________________

* PLEASE INDICATE IF YOU ARE QUALIFIED TO BE CERTIFIED AND HAVE COMPLETED CIVIL PROCEDURE AND EVIDENCE. __________ __________ __________ __________
COUNTY OF LOS ANGELES
DISTRICT ATTORNEY'S OFFICE
VOLUNTEER ASSIGNMENT AGREEMENT

Volunteer:

Date Assigned:

Location:

Phone Number:

Office Liaison or Volunteer Coordinator:

AREA: BOLANTE-MARTINEZ, Special Assistant (bbolante@da.co.ca.us)

Address:

10 West Temple Street, Room 18-215, Los Angeles, CA 90012-3225

Phone Number:

(213) 974-3910

Volunteer Agrees to provide the following services:

Volunteer Responsibilities and Limitations

1. Keep confidential all information as required.

2. Refrain from publishing any data gathered during the volunteer assignment or disseminating commercial advertisements, press releases, opinions or feature articles without prior written consent of your supervisor or the Recruitment Coordinator.

3. Refrain from any type of solicitation or charging, requesting or accepting any fee, gift, reward or payment of any kind from individuals or staff for any services rendered as a volunteer.

4. Refrain from offering legal advice and referral to individuals, even though you may be asked.

5. If you drive your car as part of your volunteer assignment, you must maintain a current driver's license and automobile liability insurance.

6. Report immediately any known or suspected incident of abuse to children, dependent adults or elders to a child protective services agency, the Elder Abuse Hotline, County Long Term Care Ombudsman or local law enforcement agency as well as your supervisor.

7. Refrain from performing duties other than those listed above. If you want to provide new or additional services, a new agreement must be completed.

8. Refrain from handling personal resources such as bank accounts, cash, checks, notes, mortgages, trust deeds, sales contracts, stocks, bonds, certificates or other liquid assets of individuals with whom you are working as a volunteer.

9. If your assignment is with a child, always carry your "Field Trip Authorization" form with you during activities.

10. Complete a report of your volunteer hours each month.

11. Always carry or wear your "D.A. Volunteer Identification Card" when engaged in activities as a volunteer for this program.

12. Contact the individual with whom you are working as a volunteer—your supervisor, Deputy-in-Charge, Assistant Head Deputy or Head Deputy—and the Recruitment Coordinator whenever you cannot follow through with your assignment.

13. Contact the Recruitment Coordinator immediately when any problems arise: i.e., if you or the individual with whom you are working is injured in the course of your volunteer assignment, when you are unable to contact your supervisor or when you feel that changes need to be made in your assignment.

I have read and understand the responsibilities and limitations as stated above and I agree to abide by them in carrying out my duties.

Volunteer's Signature:

Date:

Retention:

5 years after volunteer is inactive

DISTRIBUTION:

Original: Recruitment Office File

First Copy: Volunteer

Second Copy: Supervisor

rm (10/11/02)
Certified Law Clerk Extern Assignment
Locations and Volunteer Law Clerk Assignment Locations

Bureau of Branch and Area Operations
Locations: Throughout Los Angeles County

- Airport Branch
- Alhambra Area
- Antelope Valley Branch
- Bellflower Area
- Downey Area
- El Monte Area
- Florence/Firestone Area
- Glendale Area
- Huntington Park Area
- Inglewood Area
- Long Beach Branch
- Lynwood Regional Justice Center
- Malibu Satellite
- Newhall Area
- Pasadena Branch
- Pomona Branch
- San Fernando Branch
- Torrance Branch
- Van Nuys Branch
- West Covina Area
- Whittier Area

Bureau of Central Operations
Locations: Downtown Los Angeles/East Los Angeles

- Preliminary Hearing Unit
- East Los Angeles Area

Bureau of Specialized Prosecutions
Locations: Throughout Los Angeles County

- Compton Juvenile
- Eastlake Juvenile (Lincoln Park area)
- Inglewood Juvenile
- Juvenile Justice Center (South Central LA)
- Long Beach Juvenile
- Los Padrinos Juvenile (Downey)
- Pasadena Juvenile
- Pomona Juvenile
- Sylmar Juvenile

Volunteer Law Clerk Assignment Locations Only

Bureau of Branch and Area Operations
Locations: Throughout Los Angeles County

- Compton Branch
- Norwalk Branch

Bureau of Central Operations
Location: Downtown Los Angeles

- Central Trials Divisions
- Complaints Division

Bureau of Fraud and Corruption Prosecutions
Location: Downtown Los Angeles

- Automobile Insurance Fraud Division
- Consumer Protection Division
- Environmental Crimes and OSHA Division
- Justice System Integrity Division
- Major Fraud Division
- Real Estate Fraud Section
- Organized Crime Division
- Hate Crimes Unit
- Public Integrity Division
- Specialized Litigation Division
- Child Abduction Section
- Elder Abuse Section
- Psychiatric Section
- Welfare Fraud Division
- Workers' Compensation Fraud Division

Bureau of Prosecution Support Operations
Location: Downtown Los Angeles

- Appellate Division
- Training Division
- Trial Support Division

Bureau of Specialized Prosecutions
Location: Downtown Los Angeles

- Family Violence Division
- Hardcore Gang Division (Downtown and branch offices)
- Juvenile Division Offices
- Major Crimes Division
- Major Narcotics Division
- Sex Crimes Division
- Target Crimes Division
  - Career Criminal Unit
  - Crimes Against Peace Officers Section (CAPOS)
  - Stalking and Threat Assessment Team (STAT)

***If you are a Volunteer Law Clerk: choose from both columns
***If you are a Certified Law Clerk: choose only from the left column