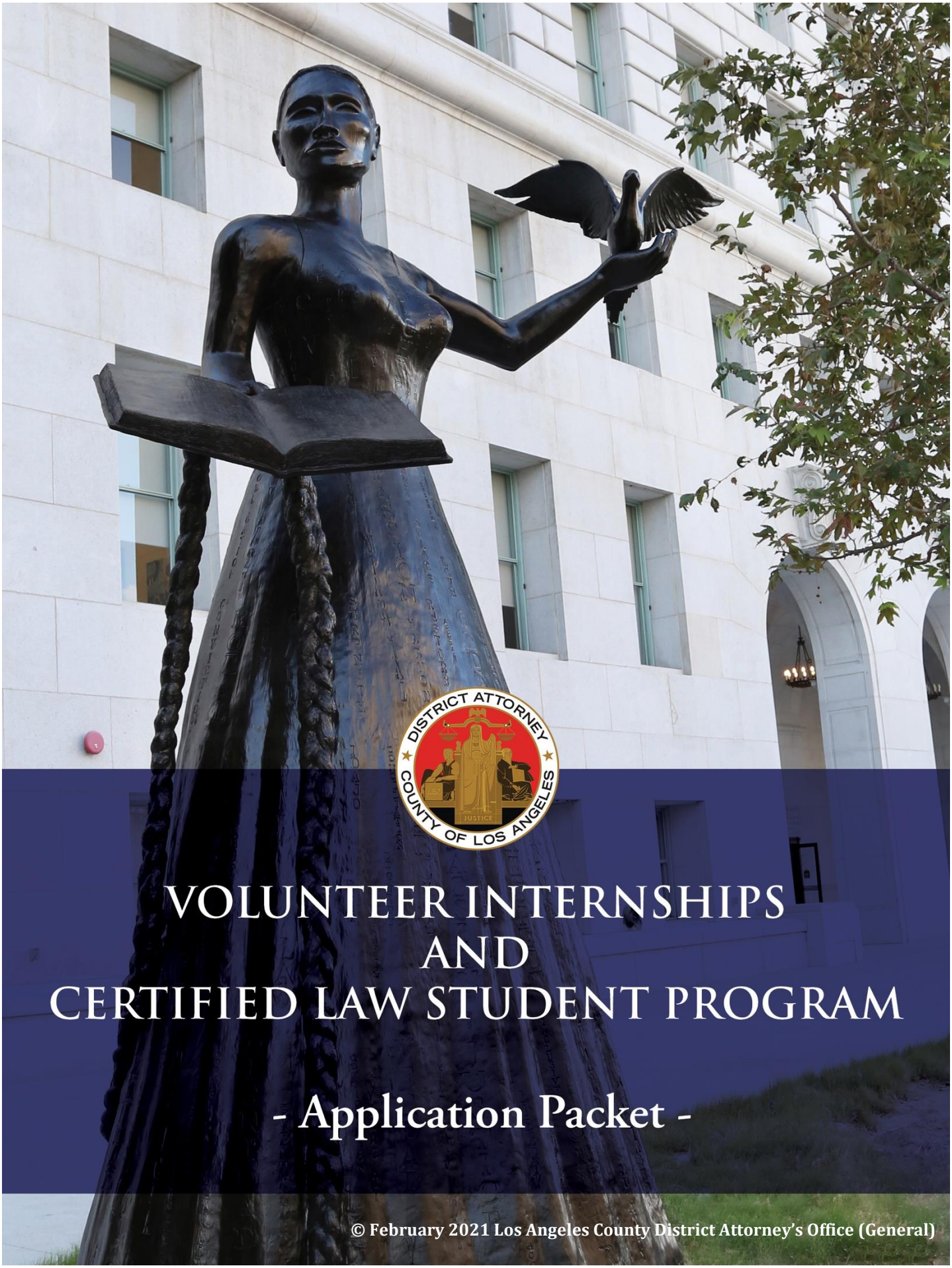

VOLUNTEER INTERNSHIPS AND CERTIFIED LAW STUDENT PROGRAM

- Application Packet -

© February 2021 Los Angeles County District Attorney's Office (General)

OFFICE OF THE DISTRICT ATTORNEY

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Hall of Justice, Suite 1200
211 West Temple Street, Los Angeles, CA 90012
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VOLUNTEER INTERNSHIPS AND CERTIFIED LAW STUDENT PROGRAM

Thank you for your interest and desire to participate in the Los Angeles County District Attorney's Office Volunteer Internships and Certified Law Student Program. The District Attorney's Office offers a variety of volunteer opportunities. Volunteers do not receive compensation or benefits from the District Attorney's Office.

Volunteer positions are available for high school students; college or university undergraduate and post-graduate students; law clerk and certified law clerk students, including students participating in a Masters of Law (LL.M) program; and recent law school graduates who are waiting for their results of the California Bar examination.

Attorney volunteers are not eligible to participate in the Volunteer Internship program. For those interested in a volunteer attorney positions, please contact the Los Angeles County Bar Association, Trial Advocacy Project (TAP Project). Please note that all LA County hiring is governed by the rules of civil service which require licensed attorneys to be hired only after participating in a civil service exam. Attorneys are ineligible to be placed pursuant to the provisional license implemented by the Supreme Court of California in 2020.

This Application Packet provides important information about the eligibility requirements for the various volunteer positions and the proper procedures that must be followed by all potential volunteer candidates. The policies and procedures contained herein are within the guidelines of Los Angeles County and District Attorney departmental regulations. Alteration of the information and contents of this Application Packet is strictly prohibited.

VOLUNTEER RECRUITMENT COORDINATOR'S OFFICE

The Los Angeles County District Attorney's Office, Volunteer Internships and Certified Law Student Program is administered through the Recruitment Unit which is located at the following address:

District Attorney's Office
Recruitment Unit
Hall of Justice, Suite 1200
211 West Temple Street
Los Angeles, California 90012

Questions regarding the District Attorney's Office volunteer program should be directed to the Recruitment Unit via email at LADARecruitment@da.lacounty.gov.

VOLUNTEER INTERNSHIPS AND CERTIFIED LAW STUDENT PROGRAM

VOLUNTEER INTERNSHIP POSITIONS

Volunteers may work during regular office hours (8:00 a.m. to 5:00 p.m.) Monday through Friday during the Spring (January 1 through May 31), Summer (June 1 through August 31) and Fall (September 1 through December 31) sessions, and volunteers must be available for a minimum of 16 hours per week. Volunteers have the opportunity to learn about the criminal justice system firsthand and 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.

Due to our desire to avoid even the appearance of a conflict of interest, volunteers are advised that they may not perform any work (paid or unpaid) for any criminal defense attorney or on any criminal defense case during the pendency of their internship with this office.

Application Deadlines

Applications for each session are accepted at any time prior to the session deadline as indicated below. The application process, including a LiveScan and background investigation, requires four (4) to six (6) weeks or longer to complete.

Available volunteer positions will be limited for each session (225 applications for the Spring session, 450 applications for the Summer session, and 225 applications for the Fall session. Applications received after the application deadline period will not be accepted. Receipt of a cover letter and/or resume will not satisfy the requirement of timely submission of the application and background investigation forms.

Session	Internship Dates	Application Deadlines	Available Positions
Spring	January 1 – May 31	November 15	225
Summer	June 1 – August 31	April 15	450
Fall	September 1 – December 31	July 15	225

Youth Volunteer Internship – High School Students

Volunteer Student Worker: The minimum age requirement to participate in the volunteer program as a high school student is 16 years of age. All high school students must be 16 years of age at the time the application is submitted. Students must be currently enrolled in high school and have the consent of a parent or legal guardian. Volunteer positions for high school students will be limited for each session. A high school volunteer student worker can be expected to assist with any of the following duties:

- Scanning, photocopying, and/or shredding of documents
- Answering telephones, typing, filing, delivering documents
- Assembling reports, documents or manuals
- Other duties depending on education and skills

Undergraduate and Post-Graduate Internship – College or University Students

Volunteer Student Worker: Undergraduate or post-graduate students who are currently enrolled in, or have recently graduated from, a college or university may participate in the volunteer program. Volunteer positions for undergraduate and post-graduate students will be limited for each session. Undergraduate or post-graduate volunteer student workers 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 manuals
- 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, photocopying, delivering documents, and transporting media equipment
- Other duties depending on education and skills

Law Clerk Internship – First Year Law Students

Volunteer Law Clerk: Students who have completed their first year of law school are eligible to volunteer as a law clerk during the summer after the first year and also during the following school year. Volunteer law clerks are placed in offices where they will be involved primarily in legal research-related assignments in specialized units and divisions located in the Downtown Los Angeles area and outlying branch and area offices. They may assist in the preparation of felony and misdemeanor prosecutions, observe courtroom activities and assist with any of the following duties:

- Reviewing transcripts for inconsistent statements
- Sitting in on trial strategy discussions
- Composing drafts of motions and memoranda
- Obtaining restitution information
- Contacting or checking in victims or witnesses
- Assembling case evidence notebooks; sorting and analyzing evidence
- Assist with any of the duties listed above for undergraduate students

Certified Law Clerk Internship – Second, Third, or Fourth Year Law Students

Volunteer Certified Law Clerk: The Certified Law Student Program provides law school students with the opportunity to present actual criminal cases in court with a focus on courtroom trial skills. Under the rules of the Office of Certification/Practical Training of Law Students (PTLS), the State Bar of California allows qualified law students to make appearances in court under the supervision of a deputy district attorney.

In order to qualify for certification, students must be enrolled in their second, third or fourth year of law school and must have either successfully completed or be currently enrolled in Evidence and Civil Procedure courses. Certification forms are available through your law school and the State Bar of California. The certification procedure includes a fee of $55.00 payable to the State Bar for students who have never been certified. There is no fee for recertification. Fees are the responsibility of the

student. Students must attend a virtual be available to attend a one-day training on how to present evidence in a criminal proceeding and how to conduct a preliminary hearing or juvenile adjudication (this training is temporarily suspended during the ongoing pandemic).

Masters of Law (LL.M.) Internship – Attorneys Outside Of California Or The United States

Volunteer Law Clerk or Certified Law Clerk: Students who are participating in a Masters of Law (LL.M. to J.D.) law school program may participate in the volunteer program as a volunteer law clerk or certified law clerk. Students in the LL.M. program are assigned to offices where they will be involved in legal research-related assignments in specialized units and divisions located in the Downtown Los Angeles area and some outlying branch and area offices. They may assist with any of the duties of a volunteer law clerk or certified law clerk.

Post-Bar Law Clerk Internship – Recent Law School Graduates

Post-Bar Volunteer Law Clerk: Law school students who have received a Juris Doctorate (J.D.) degree and are waiting for results of the California Bar examination may participate in the volunteer program as a volunteer law clerk. ***However, once an individual has successfully passed the California Bar examination, they are no longer eligible or authorized to participate in the District Attorney's Office volunteer program and must end employment within two weeks of receiving their results.*** Any exception requires the approval of the Assistant District Attorney for Administration. The deputy district attorney requesting the exception must do so in writing through their chain of command (Deputy-in-Charge/Head Deputy, Bureau Director, Assistant District Attorney).

LACBA Trial Advocacy Project Attorney – TAP Attorneys

Volunteer Attorney: Attorneys in good standing with the California State Bar and who have successfully completed the Los Angeles County Bar Association, Traditional Trial Advocacy Program (TAP) may participate as a volunteer attorney where they will present actual criminal cases. Attorneys interested in a volunteer attorney position may send a cover letter and resume to the LACBA TAP Administrator, 1055 West 7th Street, Suite 2700, Los Angeles, California 90017-2577 or visit the LACBA website at www.lacba.org for further information.

Volunteer attorneys participating in the TAP project volunteer as pro bono prosecutors. They may assist with criminal cases, including jury selection, opening statements, direct and cross-examination of witnesses, trial related motions (i.e., motions to dismiss), jury instructions, closing arguments and sentencing. Assignments for TAP attorneys are made at the discretion of the District Attorney's Office to ensure the mission of the office is successfully accomplished and where positions are available.

General Volunteer Position

General Volunteer Position: An individual who does not meet the eligibility requirements for a student worker, law clerk, certified law clerk or TAP attorney volunteer position may participate as a general volunteer. The general volunteer position is reserved for individuals who have been selected to assist with special projects or special assignments. The general volunteer position is not available for students currently enrolled in law school, law school graduates or attorneys.

VOLUNTEER INTERNSHIPS AND CERTIFIED LAW STUDENT PROGRAM

FREQUENTLY ASKED QUESTIONS

These "Frequently Asked Questions" provide answers to questions that are most frequently asked about the District Attorney's Office volunteer program. They also provide important information regarding the application process and the proper procedures that must be followed as you apply for a volunteer position with the Los Angeles County District Attorney's Office.

Confidential Volunteer Office File

Los Angeles County and District Attorney departmental policies require the Recruitment Unit to maintain a confidential file for all volunteers. Only authorized personnel in the Recruitment Unit, Bureau of Investigation and Human Resources Division have access to the volunteer confidential files.

Your application and background investigation forms, as well as any documents submitted in support of your application (such as a cover letter, resume, curriculum vitae, photo identification, passport, school enrollment form, school transcripts, military forms, letter of recommendation, license or certificate, court records, et cetera) become part of your confidential file.

1. Volunteer Internship Application Forms

Step 1: You must complete the volunteer application forms – *Volunteer Program Application* and *Volunteer Program Agreement*. High school students must also complete the *Youth Volunteer Parental Consent Form*. These forms are available at the end of this packet as well as on the District Attorney's Office website at http://da.lacounty.gov under the "Contact/Volunteer" tab.

May I apply for more than one internship session? No. Your application will be considered for one (1) session that you have selected on your application.

If I am unable to begin my internship for the session I requested, may I change my request for a different session? Yes. If you are unable to intern during the session you requested on your application, you must contact the Recruitment Unit and request another session.

If I submit my application and background investigation forms and then decide not to volunteer as an intern, whom should I contact? You must contact the Recruitment Unit and indicate that you are no longer interested in a volunteer internship.

2. Background Investigation Forms

Step 2: You must complete the background investigation forms – *Waiver/Authorization To Release Information and Criminal Record Check Information.* These forms are available in the Recruitment Unit as well as on the District Attorney's Office website at http://da.lacounty.gov under the "Contact/Volunteer" tab.

Los Angeles County and District Attorney departmental policies require you to have a preliminary background check before you can participate as a volunteer. Your internship is contingent upon satisfactory completion of your background investigation.

3. Submission of Application and Background Investigation Forms

Step 3: Submit your completed application, background investigation forms, resume and an official photo identification to the District Attorney's Office, Recruitment Unit, Hall of Justice, 211 West Temple Street, Suite 1200, Los Angeles, California 90012 or scan and email to LADARecruitment@da.lacounty.gov. Your original, hand-written signatures are required on all forms before you scan and email the forms. Electronic/digital signatures cannot be accepted.

Can I submit my application and background investigation forms after the deadline? No. Applications for each session are accepted at any time prior to the session deadline as indicated below (all forms must be emailed, hand-delivered or post-marked on or before the deadline).

Session	Internship Dates	Application Deadlines	Available Positions
Spring	January 1 – May 31	November 15	225
Summer	June 1 – August 31	April 15	450
Fall	September 1 – December 31	July 15	225

4. Volunteer Internship Assignment

Step 4: The Recruitment Unit will review your resume, application forms and consider your assignment preferences. You may not volunteer for more than one office/division during your internship. Volunteer internship assignments are made at the discretion of the District Attorney's Office to ensure the mission of the office is successfully accomplished.

Will I be assigned with the supervisor or to the division/office I have listed on my application? In most instances, although you are not guaranteed an assignment to your selected preferences. Assignments are made at the discretion of the Deputy-in-Charge of the Recruitment Unit to ensure assignments are made where positions are available.

Can I request to change my assignment with a different supervisor or transfer to another division/office? Yes. You must contact the Recruitment Unit and provide a reason for a change in your assignment. You are not allowed to change your internship assignment without notification to and the authorization of the Recruitment Unit.

5. LiveScan, i.e. digital fingerprinting

Step 5: Your application and background investigation forms will be submitted to the Human Resources Division (HRD) for further processing. Los Angeles County and District Attorney departmental policies require all volunteer interns to complete a LiveScan where you will be digitally fingerprinted.

The Human Resources Division will contact you via phone or email to schedule your LiveScan at the District Attorney's Office, Human Resources Division, Hall of Justice, Suite 200, 211 West Temple Street, Los Angeles, CA 90012. The Human Resources Division will make three (3) attempts to schedule your LiveScan. If you do not respond after three attempts to schedule your LiveScan, your application will be cancelled.

Can I contact the Recruitment Unit to check on the status of my application? Please direct inquiries regarding the status of your application or questions regarding the LiveScan to the Recruitment Unit via email at LADARecruitment@da.lacounty.gov.

If I am under the age of 18, must a parent or legal guardian accompany me for my LiveScan? Yes. Los Angeles County and District Attorney departmental policies require a parent or legal guardian to be present when you complete your LiveScan and requires you to bring a copy of your birth certificate as proof of identity.

6. Background Investigation

Step 6: After the completion of your LiveScan, the Bureau of Investigation will commence your background investigation which can take four (4) to six (6) weeks or longer. Your internship is contingent upon passing your background investigation.

Can I start my internship before my background investigation is completed? No. Los Angeles County and District Attorney departmental policies prohibit you from starting your internship prior to passing your background investigation.

Can I or my supervisor contact the Recruitment Unit or the Human Resources Division to check on the status of my background investigation? No. The background investigation is confidential in nature and verbal or written updates regarding the status of the background investigation are not provided. Also, the volume of work will not permit devoting resources to providing updates to applicants.

Can I or my supervisor request to have my background investigation expedited? No. All candidates will be processed in the same manner.

Will I be informed when my background investigation is completed? Yes. The Recruitment Unit will notify you and your supervisor that your background investigation has been satisfactorily completed and that you have been cleared to begin your internship.

If I do not receive clearance of my background investigation, may I participate in the volunteer program? No. You are not authorized to participate in the volunteer program if you do not receive notice of satisfactory completion of your background investigation. The Recruitment Unit will also notify you and your supervisor that you have not passed your background investigation.

7. Pre-screening Interview

Step 7: In order to be accepted into the Volunteer Program, all volunteers must submit to a pre-screening interview. The Recruitment Unit will contact you to schedule an interview as part of the onboarding process. Law students can satisfy this requirement by participating in their law school's on-campus interview (OCI) program.

8. Internship Start and End Dates

Step 8: When your background investigation is completed, the Recruitment Unit will contact you and your supervisor. Your supervisor will contact you to arrange a start date.

Must I report my start and end dates to the Recruitment Unit? Yes. You must report your first and last day of your internship to the Recruitment Unit. Los Angeles County and District Attorney departmental policies require the Recruitment Unit to maintain attendance records for all volunteers.

9. Temporary Identification Card

Step 9: During your participation in the volunteer program, you will be issued a temporary Identification (ID) Card. You are not authorized to receive a temporary ID card until the satisfactory completion of your background investigation. The temporary ID card is issued for six (6) months. Your temporary ID card must be worn or displayed at all times while you are engaged in activities related to your internship.

How can I request a temporary ID card? Your supervisor (or the Head Deputy, Assistant Head Deputy, Deputy-in-Charge or the Head Secretary) must initiate the request for a temporary ID card. The procedures are as follows:

a. **ID Card Request Memorandum:** Your supervisor must contact the Recruitment Unit and request a temporary ID card for you. The Volunteer Recruitment Manager will prepare a memorandum requesting that you receive a temporary ID card. The memorandum will be sent to your supervisor (you must receive the memorandum through your supervisor).

b. **Schedule Appointment (with Human Resources Division):** Once you receive your ID memo from your supervisor, you must contact the Human Resources Division at (213) 257-2751 to make an appointment to receive your temporary ID card. You must bring the ID memorandum to the Human Resources Division at the time of your scheduled appointment.

May I keep the ID card after the completion of my internship? No. The ID card is the property of the District Attorney's Office. Los Angeles County and District Attorney departmental policies require that you return the ID card to the Human Resources Division (or the Recruitment Unit) at the end of your internship. It will be noted in your confidential file that you failed to return the ID card, which could impact future opportunities to volunteer with LADA.

If I lose my ID card, will I be given a replacement ID card? Yes. You must report the loss of your ID card to the Human Resources Division and complete an *Affidavit of Lost Identification Card*. You may be assessed a nominal replacement fee.

10. Hall of Justice Building Access Card

Step 10: If you are assigned to a division/office located in the Hall of Justice (HOJ), you will receive a temporary HOJ building access card. You must not share your access card with anyone or allow anyone access into the District Attorney's Offices who does not have authority to enter.

How may I request an access card for the Hall of Justice? Your supervisor (or the Head Deputy, Assistant Head Deputy, Deputy-in-Charge or the Head Secretary) must initiate the request for an access card. Your supervisor should contact the Recruitment Unit, and an access card application will be submitted for you. The Recruitment Unit will notify your supervisor when your access card is available.

May I keep the access card after the completion of my internship? No. The access card is the

property of the District Attorney's Office. Los Angeles County and District Attorney departmental policies require that you return the access card to the Human Resources Division (or the Recruitment Unit) at the end of your internship. If you fail to return the access card, it will be noted in your confidential file that you failed to return the access card, which could impact future opportunities to volunteer with LADA.

If I lose my access card, will I be given a replacement card? Yes. You must report the loss of your access card to the Human Resources Division and complete an *Affidavit of Lost Building Access Card*. You may be assessed a nominal replacement fee.

11. Guest Identification (GID) Number

Step 11: All volunteers are required to have a GID number, which is provided by the Human Resources Division and is printed on the temporary ID card. In some assignments, you may be required to logon to various computer-related research systems or databases. You must have a GID number before accessing office databases.

GID numbers are valid for three (3) months and should not be shared with other volunteers. Your GID number must be activated prior to using it. After three months, the GID number is automatically deactivated.

How can I request activation of my GID for computer access? The request for activation of the GID must originate from your supervisor (or the Head Deputy, Assistant Head Deputy, Deputy-in-Charge or the Head Secretary). The request must be directed to the Recruitment Unit via email at LADARecruitment@da.lacounty.gov.

After three months and access has expired, can I request reactivation of my GID number? Yes. If you have requested that your internship be extended to the Recruitment Unit and your internship is still ongoing, your GID number may be reactivated for the remainder of your internship.

Procedures For Reactivation of A GID Number:

a. **Request Reactivation:** The request for reactivation of the GID number must originate from your supervisor (or the Head Deputy, Assistant Head Deputy, Deputy-in-Charge or the Head Secretary). The request for reactivation of a GID number must be directed to the Recruitment Unit via email at LADARecruitment@da.lacounty.gov.

b. **Recruitment Unit:** When the Recruitment Unit receives a request to reactivate a GID number, the Recruitment Unit will verify that you have completed a *Request to Extend Volunteer Internship* form. A form can be requested via email at LADARecruitment@da.lacounty.gov.

c. **Request Approved:** If your internship is still ongoing and you have been approved to extend your volunteer internship, the request to reactivate your GID number will be processed.

d. **Request Denied:** If your internship has expired, the request to reactivate your GID number will be denied.

12. Training

The District Attorney's Office Training Division will provide training for all volunteers. This training is available online and includes topics on professionalism (professional conduct and security procedures, professional attire for the office and courtroom); the criminal court process, motions, discovery and *Brady* compliance; social media; workplace safety and confidentiality. Also, certified law clerks will receive training on preliminary hearing preparation, demonstration, and participation in mock preliminary hearing exercises (this part of the training is temporarily suspended due to the ongoing pandemic). This training is mandatory for all volunteer interns. Additional training may be offered by your supervising attorney.

13. Report of Hours/Attendance

Los Angeles County and District Attorney departmental policies require all volunteers to complete a daily record of their attendance. For your convenience, attached to this packet are two *Report of Volunteer Hours* forms. You are required to complete the report each day you report to the office.

At the end of your internship, you must sign the report and submit it to your supervisor, who then must approve the report and submit it to the Recruitment Unit. If you do not complete the *Report of Volunteer Hours* form as required, your failure to complete the report will be noted in your confidential file and this could impact future opportunities to volunteer with LADA.

14. Volunteer Internship Performance Evaluation Form

At the end of your internship, your supervisor will be required to complete a *Volunteer Program Performance Evaluation Form* and submit it to the Recruitment Unit. You will be evaluated on your performance during your internship, including your attendance, personal relations and conduct, and professionalism. Attorney, law clerk and certified law clerk volunteers will also be evaluated in the areas of legal knowledge, oral and/or written presentation, and courtroom presentation.

Will I receive a copy of my performance evaluation? No. The performance evaluation is confidential in nature and will be placed in your confidential file.

15. Length of Internship

Volunteers may work in the District Attorney's Office for a maximum of three (3) consecutive sessions. After you have volunteered for (3) consecutive sessions, you must submit a new application for another internship period.

How may I request to extend my internship? At the end of your session, you may request to extend your internship for an additional session. You must complete the *Request To Extend Internship* form either at the end of your internship session or if your internship overlaps into the next session. A form can be requested via email at LADARecruitment@da.lacounty.gov.

Session	Internship Dates
Spring	January 1 – May 31
Summer	June 1 – August 31
Fall	September 1 – December 31

After completing an internship for three (3) consecutive sessions, may I reapply for a future internship? Yes. You may reapply for another internship. You must reapply by completing the application and background investigation forms prior to the deadline. You will be required to complete another LiveScan, and you are not authorized to volunteer until the Recruitment Unit receives confirmation that you have passed the background investigation.

16. California State Bar Examination

Individuals who are waiting for results of the California Bar examination may volunteer as a law clerk. However, once you have successfully passed the California Bar examination, you are no longer eligible or authorized to participate in the District Attorney's Office volunteer program and will have to end your internship within two weeks from receiving Bar results. Completion of law school will also be a factor in determining future volunteer eligibility.

May I volunteer while participating as a candidate in the Deputy District Attorney I Examination/Selection process? No. Once you have been sworn in as an attorney with the California State Bar, you are no longer eligible to volunteer with LADA. As you must be an active member of the California State Bar to submit an application for Deputy District Attorney I, you should no longer be acting as a volunteer.

Is there an advantage to having served as a volunteer if I expect to be a candidate in the Deputy District Attorney I Examination/Selection process? It is not a requirement for the position of Deputy District Attorney I to have volunteered for LADA. All of the work experience reported by the candidate will be considered during the selection process. This includes any experience gained as a volunteer in a prosecutorial office, such as LADA.

17. County/Retired County Employee Volunteers

Los Angeles County employees may volunteer their services as long as the work they perform as a volunteer is outside their scope of duties as a County employee and not performed during their regular work hours. Time sheets, which must be maintained for County employee volunteers, should verify that the hours worked were outside of the hours during which the employee is regularly employed and specify that the work performed was voluntary and not paid. Retired Los Angeles County employees may volunteer their services. Retired County employees are subject to the same guidelines as all volunteers.

18. Verification of Internship Letter (From LADA)

As a requirement for enrollment in a certain course, curriculum, school program or grant fellowship in which you will receive credit(s) or compensation, you may be required to request a

letter from the District Attorney's Office which confirms your pending and/or completed participation in the District Attorney's Office volunteer internship program.

The Recruitment Unit can assist you with a verification letter which confirms that you are scheduled to participate in the District Attorney's Office internship program or that you have completed your internship. The District Attorney's Office does not verify participation in the volunteer internship program telephonically.

19. Verification of Internship Letter (From School Or Other Entity)

As a requirement for enrollment in a certain course, curriculum, school program or grant fellowship in which you will receive credit(s) or compensation, the school, State Bar, government agency or other entity may send a letter or verification form to the Recruitment Unit or to your supervisor. Depending on the information requested on the form, the Recruitment Unit or your supervisor will review and complete the form as requested.

20. Verification of Internship/Employment (Background Investigation)

As a requirement for employment, certain entities may request to review your confidential file to verify your internship/employment with the District Attorney's Office. Per departmental policy, information in a volunteer's confidential file is considered confidential and shall not be released unless the volunteer/employee has given written permission, an inquirer has legal authority to have such information, or the information is determined to be public information.

21. County of Los Angeles Volunteer Insurance Program

As a volunteer with the District Attorney's Office, you may be eligible for insurance coverage under the Volunteer Accidental Medical Insurance Program. During your training session, you will be provided with the *County of Los Angeles Volunteer Workers: Indemnification and Insurance Program Description and Guide*, which is a brief description of the County insurance programs available to you in case you are injured while performing your assigned volunteer duties.

If you are injured, you must immediately report the injury incident to your supervisor. You will be required to complete the ACE/HSR claim form.

VOLUNTEER INTERNSHIPS AND CERTIFIED LAW STUDENT PROGRAM

DISTRICT ATTORNEY OFFICE LOCATIONS

While the District Attorney's Office has many offices throughout the County, not all of them offer assignments for certified law students who wish to present actual criminal cases in court. If you are a certified law student and would like to receive courtroom experience, you are encouraged to choose from any office listed below that is marked with an asterisk (*). All other candidates may choose from any office listed below. Some offices have limited positions available for each semester.

Select three offices and indicate your selections in order of preference on your application. List the specific name of the division/office (do not list a general area such as "Downtown L.A." or "Civic Center" as a selection). If you have been assigned to a supervisor, place his or her name as your first selection. Volunteer positions are also available in the Bureau of Investigation and the Bureau of Administrative Services.

Branch/Area Operations
Throughout L.A. County

Animal Cruelty
Airport Branch *
Alhambra Branch *
Antelope Valley Branch *
Bellflower Area *
Compton Branch *
Downey Area *
El Monte Area *
Glendale Area *
Inglewood Area *
Long Beach Branch *
Metropolitan Area *
Norwalk Branch *
Pasadena Branch *
Pomona Branch *
San Fernando Branch *
Santa Clarita Area *
Torrance Branch *
Van Nuys Branch *
West Covina Area *

Central Operations
Downtown/Civic Center

Central Trials 11 Division *
Central Trials 13 Division *
Central Trials 15 Division *
Charge Evaluation Division
Preliminary Hearing Unit *
Trial Support Unit

Central Operations
East Los Angeles Area *

Fraud and Corruption Prosecutions
Downtown/Civic Center

Auto Insurance Fraud Division
Consumer Protection Division
Environmental Crimes Unit
Healthcare Fraud Division
Cyber Crime Division
Justice System Integrity Div.
Organized Crime Division
Public Assistance Fraud Div.
Public Integrity Division
White Collar Crime Division
Real Estate Fraud Section
Elder Abuse Section

Prosecution Support Operations
Downtown/Civic Center

Appellate Division
Parole Division
Post-Conviction Litigation and Discovery Division
Training Division
Extradition Section
Forensic Science Section

Specialized Prosecutions
Downtown/Civic Center

Family Violence Division
Complex Child Abuse Section
Hardcore Gang Division
Branch Office
Hardcore Gang Division
Civic Center (Downtown)
Grand Jury
Major Crimes Division
Major Narcotics Division
Asset Forfeiture Section
Sex Crimes Division
Human Sex Trafficking Sec.
Target Crimes Division
Arson/Explosives Unit
Crimes Against Peace Officers Section
Child Abduction Section
Psychiatric Unit
Stalking and Threat Assessment Team

Juvenile Division
Throughout L.A. County

Antelope Valley Juvenile *
Compton Juvenile *
Eastlake Juvenile * (Lincoln Park Area)
Inglewood Juvenile *
Long Beach Juvenile *
Los Padrinos Juvenile * (Downey)
Pomona Juvenile *
Sylmar Juvenile *

VOLUNTEER INTERNSHIPS AND CERTIFIED LAW STUDENT PROGRAM

INSTRUCTIONS FOR COMPLETING THE APPLICATION AND BACKGROUND INVESTIGATION FORMS

Application Forms: All candidates who desire to participate in the District Attorney's Office volunteer program must complete the following forms (to change or alter the forms is strictly prohibited):

- Volunteer Program Application: The application consists of two pages wherein you must provide personal and educational information.

- Volunteer Program Agreement: The agreement consists of two pages and must be completed wherein you agree to abide by all Los Angeles County and District Attorney's Office policies and regulations.

- Youth Volunteer Parental Consent Form: Candidates between the ages of 16-17 must have a parent or legal guardian complete the *Youth Volunteer Parental Consent Form*.

Background Investigation Forms: The Background Investigation Forms – *Waiver/Authorization To Release Information and Criminal Record Check Information*. You must answer all applicable questions, including the employment history section (do not list "see resume") You may attach an additional sheet if necessary.

Please print or write legibly**.** After you have completed all forms, please print all of the forms single side only (do not print the forms back to back). Make sure you sign the forms in all areas that require your signature. In addition to the application and background investigation forms, you must submit the following documents:

1. Resume: You must submit a current resume.

2. Valid Photo Identification: You must submit a copy of an official, valid photograph for identification, such as a driver's license, state identification card, military identification card, school identification card, or a valid passport (please photocopy the entire passport).

3. Internship Session Selection: You must select one (1) session. For the session selected, list the dates you are available for that session only (do list "open," "immediately," "any time" or any type of an indefinite period of time).

4. Signatures: The District Attorney's Office requires all forms contain original, hand-written signatures. Electronic/digital signatures on the forms will not be accepted.

5. Recruitment Unit: You must return only the application, background investigation (and parental consent) forms and all attachments (DO NOT RETURN THE ENTIRE APPLICATION PACKET). The forms may be submitted via email at LADARecruitment@da.lacounty.gov, U.S. Mail, or hand-delivery to the following address: Los Angeles County District Attorney's Office, Recruitment Unit, Hall of Justice, Suite 1200, 211 West Temple Street, Los Angeles, CA 90012.

LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE

VOLUNTEER INTERNSHIPS AND CERTIFIED LAW STUDENT PROGRAM

VOLUNTEER PROGRAM APPLICATION (Page 1)

NAME: _____
First Name Middle Name or Initial Last Name

ADDRESS: _____
Home Street Address (Do not list a P.O. Box) Apartment or Suite No.

_____
City State Zip Code Age Date of Birth

PHONE: CELL: ( )_____ OTHER: ( )_____

EMAIL ADDRESS: _____

IN CASE OF EMERGENCY, PLEASE CONTACT:

NAME: _____
First Name Last Name Relationship

ADDRESS: _____
Home Street Address (Do not list a P.O. Box) Apartment or Suite No.

_____
City State Zip Code

PHONE: CELL: ( )_____ OTHER: ( )_____

EMAIL ADDRESS: _____

PREVIOUS VOLUNTEER INTERNSHIP EXPERIENCE

Have you ever volunteered with the Los Angeles County District Attorney's Office?

Yes _____ No _____ If yes, please indicate the date(s) and location(s):

	SEMESTER or DATE(S)	DIVISION/OFFICE	SUPERVISOR
1.			
2.			
3.			
4.			
5.			

Are you currently employed? Yes_____ No _____ If yes, please list the name and address of your employer and duties performed:

_____

_____

_____

VOLUNTEER PROGRAM APPLICATION (Page 2)

NAME: _____
First Name Middle Name or Initial Last Name

ASSIGNMENT PREFERENCE

List in order of preference the division/office you would like to provide volunteer services. **If you have been assigned to a supervisor, list his or her name as your first selection**.

1. _____ **Dates of Availability:**
2. _____ Start Date: _____
3. _____ End Date: _____

Semester (select one):

☐ Spring (January 1 - May 31)
☐ Summer (June 1 – August 31)
☐ Fall (September 1 – December 31)

Position (select one):

☐ Student Worker ☐ Law Clerk
☐ Certified Law Clerk
☐ Attorney (TAP Project)
☐ General Volunteer

Please enter your hours of availability for each day of the week (if you are not available on a certain day, leave that day blank). (Example: Monday: 8:30 a.m. to 4:30 p.m.)				
MONDAY	:	a.m. to	:	p.m.
TUESDAY	:	a.m. to	:	p.m.
WEDNESDAY	:	a.m. to	:	p.m.
THURSDAY	:	a.m. to	:	p.m.
FRIDAY	:	a.m. to	:	p.m.

MINIMUM: 16 HOURS PER WEEK

EDUCATIONAL INFORMATION

College or University: _____

Major/Course of Study: _____ Degree: _____ Law School: _____

Law School Students and Recent Law School Graduates

Year of Study: ☐ 1st Year ☐ 2nd Year ☐ 3rd Year ☐ 4th Year ☐ Law School Graduate

Have you taken the California Bar Examination? Yes _____ No _____ Date: _____

Certified Law Students – Dates of Certification: _____

Civil Procedure: ☐ Completed ☐ Currently Enrolled Evidence: ☐ Completed ☐ Currently Enrolled

Are you a participant in an LL.M. (Masters of Law) program or a trial advocacy clinic or program?
Yes_____No _____ ☐ LL.M. Program ☐ Trial Advocacy: _____

Special Skills/Special Training/Areas of Interest/Foreign Language(s): _____

_____

_____

Please indicate if you are proficient with any of the following computer applications: ☐ Microsoft Office

☐ Excel ☐ Outlook ☐ PowerPoint ☐ LexisNexis ☐ Westlaw ☐ Other _____

LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE

VOLUNTEER INTERNSHIPS AND CERTIFIED LAW STUDENT PROGRAM

VOLUNTEER PROGRAM AGREEMENT

NAME: _____

First Name Middle Name or Initial Last Name

I understand that during my participation in the Los Angeles County District Attorney's Office Volunteer Internships and Certified Law Student Program, I am "expected to conduct myself at all times in a professional, courteous and businesslike manner." I understand that I must "adhere to the highest standard of personal conduct, integrity and professionalism and avoid engaging in conduct that may reflect adversely upon the District Attorney's Office." (Los Angeles County District Attorney's Office, Personnel Policies Handbook)

I understand that I will not receive compensation or benefits and that my participation in the volunteer program and my assignment is at the discretion of the Los Angeles County District Attorney's Office and may be terminated at any time. Please read and place your initials next to each paragraph listed below.

_____ Initial	Paragraph No. 1: I understand that my participation in the District Attorney's Office volunteer program is contingent upon the satisfactory completion of my background investigation.
_____ Initial	Paragraph No. 2: I understand that I am not authorized to begin my volunteer services until I have been notified by the Recruitment Unit that my background investigation has been satisfactorily completed.
_____ Initial	Paragraph No. 3: I agree to comply with all security rules, regulations and protocols established by the Los Angeles County District Attorney's Office and the Los Angeles County Sheriff's Department.
_____ Initial	Paragraph No. 4: I agree to display the temporary Identification (ID) Card while engaged in activities related to my volunteer assignment; to properly secure and protect the custody of the temporary ID Card; and to refrain from using the temporary ID Card to obtain special favors, treatment, benefit or consideration for personal advantage.
_____ Initial	Paragraph No. 5: I agree to return the temporary Identification (ID) Card to the Human Resources Division (or the Recruitment Office) on my last workday, and to immediately notify my supervisor and the Human Resources Division in the event the temporary ID Card is lost or stolen.
_____ Initial	Paragraph No. 6: I agree to return the Hall of Justice (HOJ) Building Access Card (or any building access card issued to me) to the Human Resources Division (or the Recruitment Office) on my last workday, and to notify my supervisor and the Human Resources Division in the event the building access card is lost or stolen.
_____ Initial	Paragraph No. 7: I agree to comply with all the instructions of my supervisor in the performance of my responsibilities; to report to the office in a timely manner; and to call promptly when I am not able to report to the office.

_____ Initial	Paragraph No. 8: I agree to keep all information confidential; to refrain from discussing confidential matters in open areas (i.e., lunchrooms, elevators, restrooms, open office areas, home); and to refrain from publishing or disseminating any materials or confidential documents in the possession of the District Attorney's Office.
_____ Initial	Paragraph No. 9: I understand that unauthorized release, publication, or dissemination of any materials or confidential documents will subject me to civil liability or criminal prosecution.
_____ Initial	Paragraph No. 10: I agree to adhere to all safety workplace procedures; and in the event I am injured while performing my duties and responsibilities, I understand that I must immediately report such injury to my supervisor.
_____ Initial	Paragraph No. 11: I agree to report my first and last workday to the Recruitment Office; and to complete a *Report of Volunteer Hours* form and submit it to the Recruitment Office on my last workday.
_____ Initial	Paragraph No. 12: I agree to refrain from any type of solicitation or charging, requesting or accepting any fee, gift, reward or payment of any kind from individuals or staff.
_____ Initial	Paragraph No. 13: I understand that volunteers are prohibited from driving a County vehicle; and in the event I am required to drive my personal vehicle, I understand I must have a valid driver's license and automobile liability insurance.
_____ Initial	Paragraph No. 14: I understand that I will be required to attend a mandatory half-day training session (the training for all volunteer certified law clerks is one full day).
_____ Initial	Paragraph No. 15: I understand that any violation of this *Volunteer Program Agreement* will be cause for immediate dismissal and termination (without the right to appeal) of my volunteer services.

ACKNOWLEDGEMENT

I certify that all of the information in my application and background investigation forms are true and correct and that any false information will be cause for immediate dismissal and termination of my volunteer services. By affixing my signature below, I acknowledge that I have read and understand all of the conditions and restrictions indicated above. I agree to fully comply with all of the provisions of this agreement during my volunteer services with the District Attorney's Office.

Signature: _____ **Date:** _____

PARENT OR LEGAL GUARDIAN

(For youth applicants under the age of 18, a parent or legal guardian must sign this agreement.)

NAME: _____

First Name Last Name Relationship to Minor

Signature:_____ Date: _____

LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE

VOLUNTEER INTERNSHIPS AND CERTIFIED LAW STUDENT PROGRAM

YOUTH VOLUNTEER PARENTAL CONSENT FORM

(Youth applicants under the age of 18 must be 16 years of age at the time the application is submitted.)

YOUTH'S NAME: _____

First Name | Middle Name or Initial | Last Name | Age

HIGH SCHOOL: _____ Grade: _____

PARENT OR LEGAL GUARDIAN

NAME: _____

First Name | Last Name | Relationship to Minor

ADDRESS: _____

Home Street Address (Do not list a P.O. Box) | Apartment or Suite No.

_____

City | State | Zip Code

PHONE.: CELL: ( )_____ OTHER: ( )_____

EMAIL: _____

Are you a Los Angeles County Employee: ☐ Yes _____ ☐ No _____ If yes, list the name of your

department and your title/position: _____

_____

I understand that obtaining criminal conviction information is a necessary part of the volunteer application process for the County of Los Angeles. Therefore, I hereby authorize the Los Angeles County District Attorney's Office to obtain a record of my child's criminal conviction(s) from the Department of Justice or any other agency that collects records of criminal convictions.

Signature: _____ **Date:** _____

DO NOT WRITE BELOW THIS LINE • FOR DISTRICT ATTORNEY'S OFFICE USE ONLY

RECRUITMENT OFFICE

Intern's Office Assignment: _____

Intern's Supervisor: _____

MANAGEMENT APPROVAL

Notes: _____

_____

Signature: _____ Deputy In Charge, Recruitment Date: _____

LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE

VOLUNTEER PROGRAM -- REPORT OF VOLUNTEER HOURS

Name:_____ Supervisor:_____

Office/Division:_____ Start Date:_____End Date: _____

Month: _____				Month: _____				Month: _____			
Date	In	Out	Initial	Date	In	Out	Initial	Date	In	Out	Initial
1				1				1			
2				2				2			
3				3				3			
4				4				4			
5				5				5			
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31				31				31			

Signature:_____ Supervisor's Signature _____

LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE

VOLUNTEER PROGRAM -- REPORT OF VOLUNTEER HOURS

Name:_____ Supervisor:_____

Office/Division:_____ Start Date:_____End Date: _____

Month: _____				Month: _____				Month: _____			
Date	In	Out	Initial	Date	In	Out	Initial	Date	In	Out	Initial
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Signature:_____ Supervisor's Signature _____