Alameda County Public Defender's Office
Investigation Division
Internship Program Description

The mission of the Alameda County Public Defender's Office is to zealously protect and defend the rights of our clients. We accomplish this mission through compassionate and inspired legal representation of the highest quality; in pursuit of a fair and unbiased system of justice for all.

The goal of the program is to train college students who are studying criminal justice or a similarly related field in defense investigations and provide them with the opportunity to assist with the daily operations of the division. Students will learn about the function and duties of the Investigation Division as it relates to the Public Defender's Office and the criminal justice system in general.

Training includes investigator safety, subpoena service, background investigation, crime scene evaluation, locating witnesses, interviewing skills and report writing, as well as using investigative resources and maintaining confidential files. Interns will have the opportunity to accompany investigators in the field, operate a county vehicle and perform some investigative tasks both in the office and in the field.

Applicants must possess a valid California driver's license and have a clean driving record. They should present a professional appearance suitable for a business environment and for meeting with the public. Please note, this is an unpaid internship and interns will be required to work eight to ten hours per week (typically two or three days per week) over a period of at least ten weeks. The program will be supervised by one or two investigators and positions may be available in either the Oakland or Dublin offices.

For more information, contact Intern Coordinator/Investigator **Joseph Sutherlin** at **(510)** 272-5048 or by email at Joseph.Sutherlin@acgov.org

Name: _____ Date of birth: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Social Security No: _____ Driver's License No.: _____

Email: _____

Emergency Contact Person and Phone No: _____

College or University currently attending: _____

Major: _____ Anticipated graduation date: _____

Intern Coordinator or Student Advisor: _____ Phone: _____

Have you ever applied for an internship in this office? _____ If so, when? _____

Are you fluent in any languages other than English? _____ If so, which? _____

Hours you are Available (8am-5:30pm):

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Present Employer: _____

How many hours per week do you work? _____

What do you hope to get out of this internship? _____

_____

_____

_____

Do you have any moving violations on your driving record? _____

If yes, list date(s) and location(s): _____

_____

Do you give the Alameda County Public Defender's Office permission to run your California

Drivers Record (DMV)? _____

Have you ever been convicted of a felony or a misdemeanor? _____

If yes, list charge(s), date(s), and location(s) _____

_____

Are you currently a defendant/witness in a criminal case pending in Alameda County? _____

If yes explain: _____

_____

List two Professional or Personal References:

Name: _____ Phone no: _____

Name: _____ Phone no: _____

Signature: _____ Date: _____