



DA College Academy Overview

Application Process

- ❖ Application, Interview, & Acceptance
 - ❖ Background check & Live scan
 - ❖ Parking Application & Name tag
- ❖ Agreement, Expectations & Learning Objectives
 - ❖ Orientation & Supplies

DA College Academy

Week 1 – Welcome & Introduction Week

Interns will get acquainted with the staff, and meet District Attorney Rod Pacheco and the Executive Staff. Additionally, interns will learn the inter-workings of the office; learn how to operate the office phone system, the computer system and e-mails. Learn the various divisions within the DA's Office; Tour the Bureau of Investigations, Administrative Building and more.

Week 2 – How Things Work

Interns will learn about the criminal justice system; how cases flow through the DA's office and the court system. Tour the Historic Courthouse, the Hall of Justice, and the DOJ Crime Lab.

Week 3 – Life as a Prosecutor

Learn what it is like to be a Prosecutor in Riverside County. Meet several of Riverside's finest Prosecutors and have the opportunity to ask them questions. A tour of the Juvenile Hall, the Juvenile Court, and the DA's Juvenile Office will end the week.

Week 4 – A Look Inside

See what happens after the prosecution with a tour of the local county jail and the closest state prison.

Week 5 – A Victim's Voice

Learn how crime impacts the victim and how the Riverside DA's office is proactive in assisting victims' of violent crime. Take a tour of our Family Justice Center and the Division of Victim Services.

Week 6-9 – Law & Order

Interns will be able to get hands-on experience with attorneys. They will assist in organization and support for investigation and trial preparation.

Week 10 – Case Closed

The internship will conclude with a short presentation, final evaluation of the program, and a luncheon.



Internship Application

Riverside District Attorney's Office

INSTRUCTIONS: Please type or print clearly and answer each question completely. Please attach your most recent resume with this application.				
1. Last Name:		2. First Name:		
3. Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		4. Date of Birth (dd/mm/yyyy)		
5. Permanent address:		Home Phone:		
		Cell Phone:		
		E-mail:		
6. Education (H.S. / University)		Current GPA:		
Institution Name Place and Country	Attended from / to		Degree Obtained	Major Subject of Study
	Month/Year (mm/yy)	Month/Year (mm/yy)		
			Degree Expected	
7. Career plans:				
8. Computer skills/software used:	<i>Knowledge of software</i>			
	<i>Good</i>	<i>Medium</i>	<i>None</i>	
<i>Windows</i>	θ	θ	θ	
<i>Word</i>	θ	θ	θ	
<i>Excel</i>	θ	θ	θ	
<i>Powerpoint</i>	θ	θ	θ	
<i>Access Database</i>	θ	θ	θ	
<i>Other(please specify):</i>	θ	θ	θ	
	θ	θ	θ	
9. Tell us something non-educational, non-career oriented about yourself.				



10. What personal characteristics of yours would be an asset to this internship?		
11. What is your purpose for joining this internship?		
12. Internship Availability: Please give an indication of your dates and times of availability for an internship.		
Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____		
13. How did you hear about this internship?		
13. Have you ever been arrested, indicted, or summoned into Court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for violation of any law (excluding minor traffic violations)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please give full details in an attached statement.		
14. Contact person in case of emergency:		
Name:		Relation to you:
Address		
Telephone:	(Daytime)	(Evening)
E-mail address:		
15. References:		
Please list at least two persons not related to you, who are familiar with your character and qualifications:		
Full name and title	Address	Business or occupation

16. I CERTIFY that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief.		
Signature _____		Date _____

** Please attach or include your most recent resume with this application.*



DA College Academy Agreement

I, _____, agree to participate in the DA College Academy with the Riverside County District Attorney's Office for _____ hours, to be completed from _____ to _____ according to the following schedule:

Monday	Tuesday	Wednesday	Thursday	Friday

Total hours per week: _____

I agree to conduct myself professionally at all times and use discretion when dealing with sensitive matters and confidential information. Inappropriate conduct may result in early release from the DA College Academy.

By signing this agreement, the supervisor and the intern confirm the conditions of the DA College Academy.

Student Signature: _____

Print Name: _____ Date: _____

Supervisor Signature: _____

Print Name: _____ Date: _____