



## The Presley Center of Crime & Justice Studies External Internship Program

### CALL FOR APPLICATIONS

**DEADLINE: Friday, February 16<sup>th</sup>**

The Presley Center of Crime & Justice Studies is a research center housed within UCR's School of Public Policy that conducts empirical research to improve the criminal justice system and advance evidence-based practice. We are pleased to announce our annual call for applications for the Presley Center External Internship Program, which leverages our Center's connections with regional criminal justice agencies and community-based organizations that serve the justice-impacted population to create enriching professionalization opportunities for UCR students.

### HOST ORGANIZATIONS

UCR students with an interest in criminal justice, policy, law, and/or supportive services for justice-impacted individuals are encouraged to apply for an internship with the following organizations:

- **Riverside County District Attorney's Office**
- **Riverside County Probation Department**
- **Riverside County Public Defender's Office**
- **Riverside Police Department**
- **San Bernardino County District Attorney's Office**
- **San Bernardino County Probation Department**
- **San Bernardino County Public Defender's Office**

Students may apply to be considered for an internship with one or more of the organizations listed above. (i.e. an internship with the Riverside County District Attorney's Office, Probation Department, OR the Public Defender's Office.) **Applicants who are willing to be considered for an internship with more than one organization are more likely to be awarded an internship and are thus encouraged to apply for all organizations they might be interested in interning for.**

### INTERNSHIP DESCRIPTION

Most internships begin in late-June 2023, require a 6-month commitment, and at least 8 hours of work per week. Please consult the Organizations Table (p. 3-4) for information specific to each organization, including the types of responsibilities and assignments you will undertake as an intern.

While the vast majority of your internship activities will take place with your host organization, we developed supplementary opportunities to help maximize your professional development by making sure you have the tools and foundational knowledge you need to hit the ground running, support throughout, and develop strong working relationships that will facilitate your continued professional success after the internship ends. We do this through a cohort model that includes:

- **Mini-course:** Interns will come together to jump start their internship by completing a mini-course in professionalism and the foundations of the criminal justice system. These will be led by the Center's directors, last roughly 3 hours, and provide an opportunity to for you to get to know your fellow interns while preparing you with the information you need before beginning your internship.
- **Group Check-Ins:** We will bring the interns together—either in-person or via Zoom—to share their experiences with their peers and hear from guest speakers who work in this space. We will decide on the



exact number of check-ins with the interns’ input, but will likely meet at least two times over the course of the internships.

- **Office Hours Mentorship:** Our external directors—the City of Riverside’s Chief of Police (retired) Sergio Diaz and San Bernardino County’s District Attorney (retired) Michael Ramos—will be available to meet with you throughout your internship to discuss your internship experience, professional interests, and provide general mentorship that supports your professional growth. We appreciate that criminal justice is a highly complex and, at times, politically contentious topic, so we want you to have an outlet to openly talk about your experience in a way you might not be comfortable doing so with your internship supervisor.
- **Networking Luncheon:** At the end of the internships, we will host a networking luncheon that brings the interns, their supervisors, and leadership from each organization to UCR. This will provide you the opportunity to share your work with your cohort and all of the internship host organizations, reflect upon your experience as relates to other domains within the criminal justice system, and broaden your network.

**Eligible students may enroll in the School of Public Policy’s internship course for unit credit. Internships are unpaid, unless otherwise stated.**

**ELIGIBILITY**

To be eligible, you must:

- Be a currently enrolled UCR student (undergraduate or graduate)
- Be in good academic standing
- Not have plans to graduate before March 2025
- Be able to complete the internship duties as described in the ‘Internship Description’ section and the specific responsibilities listed for the internship you are applying for in the Organizations Table (p. 3-4)

**HOW TO APPLY**

If you are interested in applying for a Presley Center External Internship, you must submit the following application materials:

- **REQUIRED** – A completed **application form** (p. 5 of this document)
- **REQUIRED** – A **personal statement**, not to exceed one single-spaced page, that answers the following questions:
  - What is your interest in the criminal justice system?
  - What are your long-term professional aspirations?
  - How will the Presley Center’s External Internship Program contribute to your professional aspirations?
  - What is something you would like to highlight about your educational successes, personal or professional accomplishments, or extracurricular activities that makes you an exceptional fit for this internship? This is an opportunity to provide the review committee with additional insight into your application.
- **REQUIRED** – An **unofficial copy of your UCR transcripts**
- **OPTIONAL** – A **copy of your resume**

**The above application materials must be merged into a single PDF and submitted via email to [presleycenter@ucr.edu](mailto:presleycenter@ucr.edu) by 11:59pm on Friday, February 16<sup>th</sup>.**

**QUESTIONS?**

Please contact the Presley Center’s Associate Director, Justine Ross ([justine.ross@ucr.edu](mailto:justine.ross@ucr.edu)), if you have questions about the internship program or your application.



Organization	Hours	Duration	Position Description
Riverside County District Attorney's Office	Tuesdays and Thursdays from 8am-5pm during the summer, at least 2 days per week for a total of 8 hours per week during the school year	At least 6 months	The Riverside County District Attorney's Office will provide interns four weeks of orientation and training, including educational workshops about the criminal justice system and tours. Once the training is complete, interns will shadow staff members and assist them with their cases
Riverside County Probation Department	At least 2 days per week, 4 hours per day	6 months	The Riverside County Probation Department will provide an orientation course that includes the structure and mission of the department, the department's role in the criminal justice system, and training as relates field operations, criminal justice principles, and internal processes. Interns will select the focus of their internship and the geographic area of the county they wish to be assigned. Possible foci include supporting the supervision of youth and adult client rehabilitation (case planning, co-teaching life skills curriculum, searches for outstanding warrants, DNA collections, enrichment activities, supportive services) and adult and youth investigation/court operations (legal research, analysis, preparation of court paperwork, observation of court hearings, collaboration with judicial partners).
Riverside County Public Defender's Office	At least 2 days/week, 4 hours per day	At least 6 months	The Riverside County Public Defender's Office will provide an orientation to interns before assigning them to work on a variety of projects, including working with paralegals or attorneys on cases, providing legal support to assist with updating case files, pre-trial duties (e.g. listing to jail calls, reviewing discovery materials, etc.), observing criminal court hearing, and attending trainings and seminars put on by the office throughout the year. Interns will be required to prepare a research paper about the Public Defender's Office. Interns may be able to tailor their internship based on their interests (e.g. mental health court, complex litigation, domestic violence, etc.)
Riverside Police Department	At least 2 days per week, 4 hours per day	At least 6 months	The Riverside Police Department (RPD) will cycle the intern through work assignments with specialized units including Field Operations, Evidence Specialist/Crime Scene Investigations, Downtown Entertainment District Team, the Community Services Bureau, and Community Policing teams. In cycling through these units, the intern will conduct many types of work including 'ride along' with officers, receiving and categorizing property and evidence, visiting low level crime scenes, conducting surveillance of the Downtown Entertainment District using cameras, interacting with the community through special events and outreach, and community policing activities.



San Bernardino County District Attorney's Office	A minimum time commitment may apply, applicants should assume they will complete at least 2 days per week, 4 hours per day	At least 6 months	The San Bernardino County's District Attorney's Office welcomes applications for interns to provide lawyer support, including general administrative services (e.g. answering phones, filing, and data entry), delivering documents, court room observation, case preparation, assembling reports and notebooks, and victim services support, including assisting victim advocates by accompanying crime victims and witnesses to court, providing resources and case updates to crime victims, and assisting with community outreach programs.
San Bernardino County Probation Department	A minimum time commitment may apply, applicants should assume they will complete at least 2 days per week, 4 hours per day	At least 6 months	The San Bernardino County Probation Department welcomes applications for interns to shadow probation offices and work across departments, including assisting with youth programs, juvenile detention and social awareness, providing tutoring, and other activities under staff supervision.
San Bernardino County Public Defender's Office	A minimum time commitment may apply, applicants should assume they will complete at least 2 days per week, 4 hours per day	At least 6 months, with a preference for longer commitment	The San Bernardino County Public Defender's Office welcomes applications for interns who will support the Office's work in a range of capacities. This may include working with attorneys and paralegals on cases, providing administrative services (data entry, answering phones, etc.), observing criminal court hearings, and pre-trial duties, among other duties.

# The Presley Center Internship Program Application Form

*Please combine all application materials (form - required, unofficial transcript - required, personal statement - required, resume - optional) into a single PDF and submit via email to [presleycenter@ucr.edu](mailto:presleycenter@ucr.edu).*

Name (First and Last):

Student ID Number:

UCR Email Address:

Phone Number:

Degree Level:       Undergraduate                       Graduate Student

Major:

Cumulative GPA:

Year in Program:       First       Second       Third       Fourth       Other:

Anticipated Graduation Date:

**Internship Ranking:** After reviewing the Organizations Table (p. 3-4), please rank the organizations you would like to intern with from most to least desirable. You are not required to rank more than one organization; however, you will only be considered for an internship with the organizations you rank. You are highly encouraged to rank **ALL** of the organizations you are interested in as being considered for multiple organizations may increase your chances of being selected for an internship.

- Riverside County District Attorney's Office
- Riverside County Probation Department
- Riverside County Public Defender's Office
- Riverside Police Department
- San Bernardino County District Attorney's Office
- San Bernardino County Probation Department
- San Bernardino County Public Defender's Office

<b>CORRECT</b>	<b>INCORRECT</b>
<input type="checkbox"/> Riverside County District Attorney's Office	<input type="checkbox"/> Riverside County District Attorney's Office
<input type="checkbox"/> Riverside County Probation Department	<input type="checkbox"/> Riverside County Probation Department
<input type="checkbox"/> Riverside County Public Defender's Office	<input type="checkbox"/> Riverside County Public Defender's Office
<input type="checkbox"/> Riverside Police Department	<input type="checkbox"/> Riverside Police Department
<input type="checkbox"/> San Bernardino County District Attorney's Office	<input type="checkbox"/> San Bernardino County District Attorney's Office
<input type="checkbox"/> San Bernardino County Probation Department	<input type="checkbox"/> San Bernardino County Probation Department
<input type="checkbox"/> San Bernardino County Public Defender's Office	<input type="checkbox"/> San Bernardino County Public Defender's Office