



**OFFICE OF THE DISTRICT ATTORNEY
COUNTY OF SOLANO**

**DAVID W. PAULSON
DISTRICT ATTORNEY**

L. Kathryn Coffey
Chief Deputy

George H. Williamson
Chief Deputy

Alejandro Garza
Chief Investigator

**Student internship with the Solano County District Attorney's Office
Bureau of Investigation**

Job Description:

Interns will be under the general supervision of the Supervising Criminal Investigators. Interns may be under the direct supervision of Investigative Aids, Crime Victims Assistants Advocates, or Investigators in making job assignments.

Interns will submit their proposed work schedule to Supervising Investigator Brook Byerley for approval. The work hours for Interns will be between the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday. Interns will be assigned to work at 675 Texas Street Suite 4500 in Fairfield or 321 Tuolumne Street in Vallejo. On rare occasions, and only with the prior approval of a Supervising Investigator, interns may be escorted by a Criminal Investigator to crime scenes or the morgue.

Interns may be assigned to assist the Bad Check Program, Crime Victims Assistance Unit, the Subpoena Service Unit, the Discovery Unit or in making courtroom exhibits and other related duties as assigned.

Typical duties might include: Reviewing for the purposes of filing, bank records, application, police reports, criminal histories, records from the Department of Motor Vehicles, real estate records, and other business records. Duplicating photographs, DVDs, CDs, reports, video tape, and tape recordings of crime scenes, interviews, or interrogations. Assisting Investigators and Attorneys in preparing courtroom exhibits including photographs, sketches, diagrams, maps, and charts. Setting up and operating audio video equipment in courtrooms.

Due to the confidential nature of the material that could be observed, Interns will be required to sign a confidentiality statement. Interns will be required to follow all policies and procedures in effect by the Solano County District Attorney's Office and the County of Solano. If an Intern becomes aware that they know a defendant, victim, or witness on a case they are assigned to assist with, they shall immediately stop work on that case and advise a Supervising Investigator for further instructions.

Interns shall complete a personal history statement, a drug test and a through background shall be conducted prior to acceptance into the internship. Deliberate misstatements or omissions can, and often will result in your application being rejected.