

The University of Texas at San Antonio



Directory of Internship Placements

This listing is updated as appropriate and is comprised of agencies that have entered into a formal affiliation agreement with the University. Students must select an approved internship agency from this listing. The listing is divided into four (4) major sections:

- 1. Private Security Management**
- 2. Law Enforcement**
- 3. Corrections**
- 4. Judicial**

While internship duties vary between organizations, if you wish a general overview of the activities of a specific agency, conduct a Google search to begin your study of an organization to see if it matches your career goals.

Your next step is to contact the agency's Point of Contact (POC) and arrange an interview for the internship. Remember to take the "Internship Information Form" that you downloaded to your interview. It is during the interview process that you will be able to discuss your specific duties as well as the agency's expectations. If you are accepted for the internship, ask the authorized agency representative to complete the bottom portion of the "Internship Information Form."

Following your interview and agency completion of the form, you will then need to schedule an appointment with me as soon as possible so that we can begin the pre-registration process.

Keep in mind that many organizations require the completion of a background investigation before allowing you to complete an internship, so check with the agency and plan your academic registration accordingly. It is highly recommended that students begin their internship search one semester prior to the semester in which they plan to take the course.

Good luck.
Dr. T. Babcock

The University of Texas at San Antonio

Section 1

Private Security Management

Sears, Roebuck and Company
Rolling Oaks Mall
6909 N. Loop 1604 East
San Antonio, TX 78247
POC: District Manager, Frank Flores
210-377-4356

Sea World of Texas
10500 Sea World Drive
San Antonio, TX 78251
POC: Director Security, David Skelton
210-523-3682

Note: This has been a paid position during the spring and summer sessions.

Six Flags-Fiesta Texas
17000 IH 10 West
San Antonio, TX 78257
POC: Loss Prevention Manager, Ms. D. J. Jeffrey
210-697-5144
210-697-5143 (FAX)

AT&T
Security/Asset Protection
1010 N. St. Mary's Street, Room 315-C
San Antonio, TX 78215
POC: Manager Asset Protection, Steven Cline
210-222-3718 (office); 210-213-3313 (cell)

The University of Texas at San Antonio

San Antonio Water System

2800 US Hwy 281 North

San Antonio, TX 78212

POC: Joshua Dean

210-233-3326

210-233-4559 (FAX)

***NOTE:** Depending on availability of budget and staffing needs for each semester, SAWS is looking for part-time security assistants to assist with security needs. These positions may work hours other than nine to five Monday through Friday; nights and weekends may be required. Contact POC for specific duties. Must be a U.S. citizen, have a valid driver's license and good driving record. Agency will conduct a background check, drug test and pre-employment physical.

G4S Wackenhut

901 NE Loop 410, Suite 900

San Antonio, TX 78209

POC: Manager, Business Development, Cyndi Giordano

210-826-2646

210-326-9595 (cell phone)

***NOTE:** G4S Wackenhut specializes in providing clients with smart options and customer focused solutions, based upon programs designed to respond and adapt to evolving security concerns. Contact POC for specific duties. Must be a U.S. citizen, have a valid driver's license and good driving record. Agency will conduct a background check, drug test and pre-employment physical.

USAA

9800 Fredericksburg Road

San Antonio, TX 78288

POC: College Recruiting Advisor, Ryan Wyllie

210-913-9078

210-498-1489 (FAX)

***NOTE:** USAA is a Fortune 200 financial services company with more than \$113.5 billion in owned and managed assets. Job duties may include assisting investigators with auto and/or property claims; assisting with loss reports, monitoring appropriate claim reserves and assisting investigators in moderately complex investigations as needed. Applicant must complete a pre-employment background and drug screening.

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Section 2 *Law Enforcement*

Local Agencies

Boerne Police Department
124 Old San Antonio Road
Boerne, TX 78006
POC: Lt. Ron Marquis
830-249-8645

Schertz Police Department
1404-A Schertz Parkway
Schertz, TX 78154
POC: Lt. Michael Harris
210-658-5321

Universal City Police Department
2150 Universal City Blvd.
Universal City, TX 78148
POC: Administrator, Vicky Stutzman
210-658-5353 ext. 245

***NOTE:** Prior to being interviewed and signing the Internship Information Form, this department requires the student to bring a letter from the UTSA CJ Internship Coordinator verifying the student has successfully completed CRJ 4933 course prerequisites.

Live Oak Police Department
8001 Shin Oak
Live Oak, TX 78237
POC: Sgt. Jesse Barela
210-653-9140 ext. 117
210-590-4607 (FAX)

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Hollywood Park Police Department

2 Mecca Drive

San Antonio, TX 78232-2235

POC: Administrative Specialist, Ms. Gena Phelan

210-494-3575 ext. 235

San Antonio Police Department

555 Academic Court

San Antonio, TX 78204

POC: Officer Andre' Taylor, Recruiter/Interns Coordinator

210-207-5050

***NOTE: Contact the UTSA CJ internship Coordinator prior to applying to this agency. Current agency POC requires the applicant complete an application and a 500 word essay prior to approval.**

Seguin Police Department

350 N. Guadalupe Street

Seguin, TX 78155

Chief Luis F. Collazo

POC: Lt. Robert Pacasio

830-379-2123

Police Training Academy

Alamo Area Council of Governments (AACOG)

8700 Tesoro Drive, Suite 700

San Antonio, TX 78217

POC: Criminal Justice Coordinator Marcela T. Medina

210-362-5250

210-824-5881 (FAX)

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County Agencies

Bexar County Sheriff's Office

200 N. Comal

San Antonio, TX 78207

POC: Pre-employment Coordinator, Cheryle Iglehart Conley

210-335-6486

Kendall County Sheriff's Office

6 Staudt Street

Boerne, TX 78006

POC: Sheriff, Roger Duncan

830-249-9721

Bexar County Constable Office Precinct #1

218 So. Laredo Street

San Antonio, TX 78207

POC: Constable Ruben C. Tejeda

210-335-4555

Bexar County Constable Office Precinct #2

7723 Guilbeau #105

San Antonio, TX 78250

POC: Constable Jimmy Willborn, or Deputy Chief Raymond Ford

210-335-4850

210-335-4865 (FAX)

Bexar County Constable Office Precinct #3

8918 Tesoro Drive, Suite 301

San Antonio, TX 78217

POC: Constable Mark Vojvodich

210-335-4750

Bexar County Constable Office Precinct #4

4462 E. Houston, Suite 100

San Antonio, TX 78220

POC: Chief Deputy Mike Blount

210-335-4950

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Bexar County Medical Examiner

Dr. Randall Frost

7337 Louis Pasteur

San Antonio, TX 78229

POC: Medical Investigator, Megan M. Ryan

E-mail: Meghan,ryan@bexar.org

***NOTE:** Students must be in their senior year and must adhere to strict guidelines for personal appearance. The agency will not accept students with visible tattoos, facial piercings or unusual hair colors or styles. Students must be able to dress in a professional or business casual style during the internship experience.

State Agencies

UTSA Police Department

6900 N. Loop 1604 West

San Antonio, TX 78249

POC: Officer Melody Piepho

Office is located in the Neighborhood Center 14 of Chaparral Village Housing

210-458-6974; melody.piepho@utsa.edu

University of Texas Health

Health Science Center Police Department

7703 Floyd Curl Drive

San Antonio, TX

POC: Captain Alfredo Cooke

210-567-2802; 210-336-9266

Texas Alcoholic Beverage Commission (TABC)

4203 Woodcock Drive, Suite 120

San Antonio, TX 78228

POC: Lt. Craig Smith

210-731-1720

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Texas Department of Public Safety (DPS)

6502 So. New Braunfels
San Antonio, TX 78223

***NOTE:** Application packages can be accessed from the department's website at www.txdps.state.tx.us/trainingacademy/trooper_trainee/internship.htm. Hold off with this contact until you have completed the required department forms. Background check will take at least 8-weeks.

Submission of application for internship with Texas DPS must be made through the Austin office with:

POC: Sgt. Patrick Hernandez
Texas DPS Training Academy
P.O. Box 4087
Austin, TX 78773
(512) 424-2215
(512) 424-5734 (FAX)

Texas Parks & Wildlife

POC: Lt. Game Warden, Brad Guinn
325-938-3301

***NOTE:** At this time, this agency only supports a "Student Summer Internship Program." This agency has offered paid internship positions for undergraduate or graduate students throughout the state of Texas. Begin your application process by going to the agency website at www.tpwd.state.tx.us. Click on "Jobs" and then on "Intern." State application and required disclosure forms are on-line and remember to note deadline submission dates.

Federal Agencies

Department of Homeland Security

Secret Service

One International Center
10 N.E. Loop 410, suite 1200
San Antonio, TX 78216

POC: Administrative Officer, Charlotte J. Bennett
210-308-6220
210-308-6230 (FAX)

The University of Texas at San Antonio

Drug Enforcement Administration (DEA)

10127 Morocco Street

San Antonio, TX 78216-3911

POC: Internship Coordinator, Ms. Leticia Lopez

915-832-6066

***NOTE:** Possible 3-6 months for full criminal background check. Agency requires minimum of 2.5—3.0 GPA and Junior standing. Agency requires a 16-week internship commitment.

Department of Homeland Security

Immigration and Customs Enforcement Bureau (ICE)

8940 Fourwinds Drive

San Antonio, TX 78239

POC: Agent Charles Courtney

210-967-7262; e-mail: charles.courtney@dhs.gov

***NOTE:** Possible 3-6 months for full criminal background check. Agency requires minimum of 2.5—3.0 GPA and Junior standing. The National Recruiter (Carol Hale) states that students who are 9-months away from receiving their 4-year degree may apply for open Special Agent positions as the formal hiring process may take up to 9-months.

Department of Justice

U.S. Marshal's Service

655 E. Durango Blvd., Suite 235

San Antonio, TX 78206

POC: Criminal Investigator/Deputy U.S. Marshal, Christopher Bozeman

210-271-2507 (office)

210-854-8665 (cell)

210-472-6645 (FAX)

***NOTE:** Students interested completing the normal internship requirement should contact Deputy Bozeman. However, students interested in the U.S. Marshals Centralized Student Career Experience Program (CSCEP) must contact Career Services. If selected for the CSCEP Program, this will meet the CRJ 4933 requirement. See Career Services for application criteria and deadlines.

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Central Intelligence Agency (CIA)

Washington, DC 20505

POC: www.cia.gov/careers/student-opportunities/index.html

***NOTE:** The Central Intelligence Agency is an independent US Government agency responsible for providing national security intelligence to senior US policymakers with headquarters located within a Langley suburb in McLean, Virginia. The agency offers several student opportunities including paid summer internships (\$40K+), CO-OP programs, college tuition (\$70K+), housing, transportation, etc. Applicants must complete an on-line agency application package that will be provided. Positions are extremely competitive. See application requirements and application deadlines. Recommend that application to this agency be made nine to twelve months in advance of targeted internship semester due to processing time.

Department of Justice

Federal Bureau of Investigation (FBI)

5740 University Heights

San Antonio, TX 78249

POC: Special Agent John DeLeon

210-225-6741

***NOTE:** Extensive background check required; polygraph; drug screen; GPA 3.0 or better; Junior/Senior standing.

Department of Justice

Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)

8610 Broadway, Suite 400

San Antonio, TX 78217

POC: Special Agent in Charge, Bart Mora

(210) 805-2727

***NOTE:** Applicants must complete an agency application package that will be provided. Completed items to be submitted may include, but is not limited to, government forms, financial questionnaire, drug use statement, fingerprint cards, official school transcripts, and two (2) photographs. Allow a minimum of sixty (60) to (90) days to process the application. Recommend that application to this agency be made one semester in advance of targeted internship semester due to processing time.

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Postal Inspection Service

10410 Perrin Beitel

San Antonio, TX 78284

POC: Inspector Ms. Marian Williams

713-503-3352

***NOTE:** Applicants must complete an agency application package that will be provided by Ms. Bakker out of the Austin, TX office. Completed items to be submitted may include, but is not limited to, government forms, financial questionnaire, drug use statement, fingerprint cards, etc. Allow a minimum of sixty (60) to (90) days to process the application. Recommend that application to this agency be made one semester in advance of targeted internship semester due to processing time. Actual intern experience will be at the San Antonio office.

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Section 3 *Corrections*

Bexar County Juvenile Probation Department Internship Program

301 East Mitchell Road
San Antonio, TX 78210

POC: Program Director, Richard Garcia

Note: This agency requests that students use the BCJPD website for internship application. Additional information as to the internship program and requirements with Bexar County Juvenile Probation Department is located on the web at www.bexar.org/bcjpgd. Next, go to the internship link.

Bexar County Detention Ministries

503 San Pedro
San Antonio, TX 78212

POC: Volunteer Coordinator, Dejah Behnke

210-299-4540, ext. 18; e-mail: dbehnke@bcdm.org

Note: This agency offers involvement in casework and case management under the direction of a supervisor (caseworker) or program coordinator. Intern will be dealing directly with clients who are or have been incarcerated. Interns may be asked to complete a background check prior to acceptance.

Neighborhood Conferencing Committee (NCC)

Columbia Heights Center
1502 Fitch

San Antonio, TX 78211

POC: Youth Center Supervisor, Arnoldo Morin

210-924-4862; or (FAX 210-928-3291)

City of San Antonio, Community Initiatives and Youth Opportunities Program

401 South Frio Street, Room 218

San Antonio, TX 78207

POC: Program Supervisor, Alicia E. Trujillo

210-207-7307

210-207-4498 (FAX)

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**City of San Antonio, Department of Community Initiatives
Youth Services Division
115 Plaza de Armas, Suite 210
San Antonio, TX 78205
POC: Sr. Special Projects Manager, Teresa Vasquez-Romero
210-207-8761
210-207-4254 (FAX)**

**Texas Youth Commission (TYC)
Volunteer Services
321 N. Center, Suite W-101
San Antonio, TX 78202
POC: Coordinator, Roberto R. Ruiz
210-242-7852
210-242-7885 (FAX)**

**Roy Maas' Youth Alternatives Inc.
The Bridge
3103 West Avenue
San Antonio, TX 78213
POC: Director of Recreational Activities, Jennifer Farias
830-816-2425**

**Roy Maas' Youth Alternatives Inc.
The Meadowlands
121 Old San Antonio Road
Boerne, TX 78006
POC: Director of Recreational Activities, Jennifer Farias
830-816-2425**

**Bexar County Community Supervision and Corrections Department
207 North Comal
San Antonio, TX 78207
POC: Volunteer/Intern Coordinator, Cindy Aguirre
210-335-7464**

**Crosspoint, Inc.
225 E. Locust Street
San Antonio, TX 78212
POC: Chief Executive Officer, Dr. Kevin Downey
210-225-0864**

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Texas Department of Criminal Justice

District Parole Office

2821 Guadalupe Street, Suite 106

San Antonio, TX 78207

POC: Unit Supervisor, Robert Hernandez

210-436-5885, ext. 1231

U.S. Probation Office, Pretrial Services

727 E. Durango Blvd., Room A-405

San Antonio, TX 78026

POC: Supervising Probation Officer, Frank Olvera or Alejandro Cruz

210-244-5450; cell # 210-818-7160

***NOTE:** Applicants must complete an agency application package that will be provided. Completed items to be submitted may include, but not limited to, government forms, financial questionnaire, drug use statement, fingerprint cards, official school transcripts, and a brief resume. This agency requires that applicants have no history of arrests. Allow a minimum of sixty (60) to (90) days to process the application. Recommend that application to this agency be made one semester in advance of targeted internship semester due to processing time.

Bexar County Pretrial Services

600 North Leona, Suite 100

San Antonio, TX 78207

POC: Pretrial bond Officer, Charles Jones

210-335-8933, ext. 331

***NOTE:** Applicants are required to pass a criminal background check and adhere to a professional dress code. Interns will work within established office hours which may be subject to change. Allow a minimum of sixty (60) days to process the application. Recommend that application to this agency be made one semester in advance of targeted internship semester due to processing time.

Kendall County Juvenile Probation Department

204 E. San Antonio Street, Suite 10

Boerne, TX 78006

POC: Chief Probation Officer, Joanne Bradley

830-249-9343

Bandera County Probation Department

P.O. Box 2739

Bandera, TX 78003

POC: Chief Probation Officer, Glenn Muennick

830-796-7222

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Wilson County Community Supervision and Corrections Department
Adult Probation Services
1144 C Street, Suite 2
Floresville, TX 78114
POC: Unit Manager, Andrew LaMore
830-393-7317

Karnes/Wilson Juvenile Probation Department
Juvenile Probation Services
115 N. Market
Karnes City, TX 78118
POC: Neva Schmidt, Chief
830-780-2228; Email: n-schmidt@kwjpd.com

Texas Department of Family Protective Services (DFPS)
Child Protective Services
3635 S.E. Military Drive
San Antonio, TX 78223
POC: Rhonda E. Smith, LMSW
210-337-3582; 210-337-3095 (FAX)

Child Safe
7130 West US Hwy 90
San Antonio, TX 78227
POC: Volunteer Coordinator, Lea Ann Collisson
210-675-9000
210-675-9020 (FAX)

Bexar County Family Justice Center
527 N. Leona Street
San Antonio, TX 78207
POC: Programs Manager, Debra Parrot
210-208-6816
210-208-6805 (FAX)

Comal County Community Supervision and Corrections Department
160 E. Bridge Street
New Braunfels, TX 78130
POC: Deputy Director, Eddie Lozoya
830-221-1160
830-608-2029 (FAX)

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Bexar County Community Resources

233 N. Pecos, Suite 590

San Antonio, TX 78207

POC: Senior Analyst, Audrey M. Cavazos

210-335-0682

***NOTE:** This agency is seeking interns to monitor several criminal justice programs related to a Restorative Justice pilot project requiring input to a statistical database.

Section 4 *Judicial*

U.S. District Court

Western District

655 E. Durango Blvd.

San Antonio, TX 78206

POC: Judicial Assistant, Gilbert Rodriguez

210-472-6505

U.S. District Court

US Probation Office

655 E. Durango Blvd., Room A-405

San Antonio, TX 78206

POC: Chief Dep. Probation Officer, Joe Sanchez

210-472-6590

State District Court

300 Dolorosa

San Antonio, TX 78204

POC: Administrator, Melissa Fisher 210-335-2544

Bexar County Criminal Law Magistrate

300 Dolorosa, #4101

San Antonio, TX 78205

POC: Coordinator, Terry Trevino

210-335-2901

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Bexar County Courts at Law
300 Dolorosa, Suite B-012
San Antonio, TX 78205
POC: Administrator, Kathy English
210-335-2571

San Antonio Municipal Court
401 South Frio Street
San Antonio, TX 78207
POC: Court Administrator Norma J. Morales-Arias
210-207-7147
210-207-4259 (FAX)

NOTE: The Court operates on a 24/7 schedule which may benefit students needing special assistance with scheduling the internship hours. Processing by Human Resources may take several weeks.

Fort Bend County Administrative Court
Judge Pedro P. Ruiz, District Court Associate Judge
301 Jackson
Richmond, TX 77469
POC: Court Administrator Elvia Morales
281-341-4457; emorales@co.fort-bend.tx.us

United States Attorney, Western District of Texas
601 NW Loop 410, Suite 600
San Antonio, TX 78216
POC: Sabrina Chandler, Human Resources Specialist
210-384-7244

Criminal Justice Legislative Oversight Committee
Reagan Building #310, P.O. Box 2910
Austin, TX 78768-2910
POC: Amanda Deason, Committee Clerk/Assistant Researcher
512-463-1703; Amanda.deasonjc@senate.state.tx.us

***NOTE:** The role of the Oversight Committee is to provide information on criminal and juvenile justice issues that will have a major impact on Legislative decisions. Using several sources, the Committee will provide information that will help form criminal justice policy direction for the state. The intern will assist in analyzing data to identify trends that affect policy direction, producing ad hoc reports on relevant criminal justice issues and other CJ research related duties. This is an unpaid position that is suitable for students willing to relocate for the summer session.

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Attorney General of Texas

Child Support Division

852 W. Rhapsody Drive

San Antonio, TX 78216

POC: Regional Outreach Coordinator, Leticia Cantu

210-348-4248

210-3448011 (FAX)

Attorney General of Texas

Criminal Investigations Division, Professional Standards Unit

P.O. Box 12548

Austin, TX 78711-2548

POC: Criminal Investigator, Sgt. Henry Guevara

512-936-0560

512-370-9441 (FAX)

512-634-6070 (cell); henryguevara@org.state.tx.us

***NOTE:** The role of the Investigations Division is to undertake a wide range of investigations and activities to support detection, prevention, and prosecution of crime. The internship experience may include exposure to cyber crimes, computer forensics, internet crimes against children, fugitive apprehension and special investigations. This is an unpaid position that is suitable for students willing to commute to Austin.

Bexar County District Attorney

Criminal Prosecution Division & Victim Services

300 Dolorosa 5th Floor

San Antonio, TX 78205

POC: Chief Administrative Attorney, Kaye Whitcomb

210-335-2342, or

Victim Service Coordinator, Cynthia Jahn

210-335-2311

Bexar County Court Administration

300 Dolorosa

San Antonio, TX 78205

POC: Chief Administrator, Liza Rodriguez-Duron

210-335-2628

City Attorney

Domestic Violence Unit

401 South Frio Street

San Antonio, TX 78205

POC: Assist. City Attorney, Kimberly Piechowiak or Amanda Crowds

210-207-7355

210-207-7358 (FAX)

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Alamo Children's Advocacy Center

7130 West U.S. Hwy 90

San Antonio, TX 78227

POC: Victim Assistance Coordinator, Francis B. Esparza

210-675-9000 ext. 330

Family Violence Prevention Services, Inc.

7911 Broadway

San Antonio, TX 78209

POC: Volunteer Services Administrator, Melissa Schultz

210-930-3669

***NOTE:** Must complete preliminary interviews with the Volunteer Coordinator and with the Court Liaison officer. Position will operate out of the Court Liaison's office on the 3rd floor of the Bexar County Courthouse located at 100 Dolorosa in downtown San Antonio. Parking is not provided.

PEACE Initiative

Benedictine Resource Center

530 Bandera Road

San Antonio, TX 78228

POC: Program Coordinator, Monica Lopez

210-5332729

Listing of Private Law Firms:

Attorney at Law---Norma Gonzales

206 E. Locust

San Antonio, TX 78212

POC: Norma Gonzales

210-354-4411

210-212-7234 (FAX)

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Attorney at Law---Stephen Gordon

5820 IH 10 West, suite 400

San Antonio, TX 78201

POC: Stephen Gordon

210-531-9700

210-732-0158 (FAX)

Attorney at Law---Anthony Zamora

4100 N.W. Loop 410, Suite 106

San Antonio, TX 78229

POC: Anthony Zamora

210-738-0067

210-738-1440 (FAX)

Attorney at Law---Daniel E. Serna

12175 Network Blvd., Suite 175

San Antonio, TX 78249

POC: Daniel E. Serna

210-228-0095

210-228-0839 (FAX)

Attorney at Law---Laura Hardy

111 Soledad Street, Suite 300

San Antonio, TX 78205

POC: Laura Hardy

210-299-7606

Attorney at Law---Robert A. Schaezler

1202 Bitters, Suite 1204

San Antonio, TX 78216

POC: Robert Schaezler

210-399-4545

210-223-4200 (FAX)

Attorney at Law---Campion & Campion

222 Main Plaza East

San Antonio, TX 78205

POC: Charles Campion

210-227-5161

210-229-1243 (FAX)

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End of Listing