

# The University of Texas at San Antonio

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Updated 5/4/16



## 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 having senior class standing and having completed the three course prerequisites for CRJ 4933 must select an approved internship agency from this listing.** This listing is divided into four (4) major sections:

1. Private Sector
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***

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## *Section 1*

### *Private Sector*

#### **Aces Private Investigations**

10515 Alcantara  
Helotes, TX 78023  
POC: Henry Mota  
210-399-2053

**NOTE:** Aces Private Investigations conducts a variety of investigations involving cases such as child custody, workers compensation, personal background investigations, etc. The intern will observe and participate as appropriate in office work, surveillance and business management. Intern must be eligible to be licensed through the Private Security Board of the Department of Public Safety. This may be a paid position, depending upon capability and motivation of the intern.

#### **Kinetic Concepts Inc.**

8023 Vantage Drive  
San Antonio, TX 78230

Kinetic Concepts Inc. has online internship applications at [www.KCI.com/apply](http://www.KCI.com/apply). Interns will work forty hours a week from mid-May until the end of August.

**NOTE:** Kinetic Concepts Inc. is a multi-national bio-medical technology company which develops, manufactures and markets wound care solutions and therapy devices for patients in more than 20 countries around the world. Interns will have the opportunity to experience the manner by which multi-national corporations utilize the corporate global security function to identify, mitigate, and manage business risk issues. Interns will observe and participate as appropriate in the development of strategic and tactical planning meetings or operations of the security organization. Must have a cumulative GPA of 3.0 or higher.

#### **SeaWorld Parks and Entertainment**

10500 Sea World Drive  
San Antonio, TX 78251  
POC: HR Manager, Dianitza Rodriguez  
210-523-3650

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## **Six Flags-Fiesta Texas**

**17000 IH 10 West**

**San Antonio, TX 78257**

**POC: Loss Prevention Manager, Joe Gonzales**

**210-697-5186**

**210-697-5143 (FAX)**

**or**

**Security Manager, David Norton at 210-697-5420**

**\*NOTE:** This company does not accept interns in the fall, but has offered paid positions during the spring and summer sessions. Intern positions are available in loss prevention as well as uniform security services.

## **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)**

## **G4S Secure Solutions (USA) Inc.**

**901 NE Loop 410, Suite 900**

**San Antonio, TX 78209**

**POC: Manager, Kristina Marsico**

**210-826-2646**

**210-326-5006 (FAX)**

**\*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**

**\*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. USAA posts internship positions in late August for the fall semester and late January for the spring semester. The internship positions will be available at [www.usaajobs.com](http://www.usaajobs.com) and students can also find the majority of the positions posted to Rowdy Jobs.

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## **Mothers Against Drunk Driving (MADD)**

**8610 Broadway, Suite 320**

**San Antonio, TX 78217**

**POC: Internship Coordinator, Mike Dunnell**

**210-349-0200 Ext. 4817**

**\*NOTE:** The mission of MADD is to stop drunk driving, support the victims of this type of crime and prevent underage drinking. Duties for the intern will vary and may include, but are not limited to such actions as conducting and participating in community presentations and outreach events, gathering crime research data, and working with law enforcement officials, legislators and key players within the judicial process as it relates to the organization's legislative efforts.

## **Catholic Charities Archdiocese of San Antonio**

**Immigration Services Department**

**1801 W. Cesar Chavez**

**San Antonio, TX 78207**

**POC: Staff Attorney, Yvonne Cisneros**

**210-433-3256**

**\*NOTE:** Catholic Charities operates the oldest recognized immigration program in the state, keeping families intact and workers able to remain legally with a particular emphasis on working with victims of crime, domestic violence, abandoned and neglected children. Students will have the opportunity to learn immigration, observe legal consultations with clients, assist with working client files, and conduct translations of documents, if bilingual. Students may also help coordinate special events including working with the media, local non-profit agencies and law enforcement agencies on a variety of issues or events.

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## *Section 2*

### *Law Enforcement*

#### *Local Agencies*

##### **Boerne Police Department**

124 Old San Antonio Road

Boerne, TX 78006

POC: Sgt. Pedro Moncada

830-249-8645

\***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.

##### **Castle Hills Police Department**

209 Lemonwood Drive

Castle Hills, TX 78213

POC: Captain Johnny Siemens

210-342-2341 Ext. 205

210-825-0670 (CELL)

##### **Schertz Police Department**

1404-A Schertz Parkway

Schertz, TX 78154

POC: Lieutenant John Correu

210-619-1245

##### **Universal City Police Department**

2150 Universal City Blvd.

Universal City, TX 78148

POC: Administrator, Vicky Stutzman

210-658-5353 ext. 752

\***NOTE:** Students desiring an internship must provide documentation of 2-hour Criminal Justice Information Systems (CJIS) training prior to acceptance. Prior to being interviewed and signing the Internship Information Form, this agency also requires the student to bring a letter from the UTSA CJ Internship Coordinator verifying the student has successfully completed CRJ 4933 course prerequisites.

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## **Live Oak Police Department**

8022 Shin Oak  
Live Oak, TX 78233  
POC: Sgt. Jesse Barela  
210-945-1705  
210-945-1762 (FAX)

## **Hollywood Park Police Department**

2 Mecca Drive  
San Antonio, TX 78232-2235  
POC: Administrative Specialist, Ms. Gena Phelan  
210-494-3575 ext. 235

\*NOTE: Students must have a 3.0 GPA to be considered for the position.

## **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)

\*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.

## **Mission Police Department**

1200 E. 8<sup>th</sup> Street  
Mission, TX 78572  
POC: Assistant Chief  
956-584-5144

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## **San Antonio Police Department**

555 Academic Court # 142

San Antonio, TX 78204

POC: Officer Andre Taylor 210-207-5050

or Officer Javier Arguello 210-207-3328

## **San Antonio Park Police**

600 Hemisfair Park, Suite 336

San Antonio, TX 78205

POC: Sgt. Ronald L. Cottrell

210-207-2241

## **Helotes Police Department**

12951 Bandera Road

Helotes, TX 78023

**\*NOTE:** As of 7/10/2014, currently not accepting interns due to administrative issues. Contact information will be provided when this agency's temporary situation is corrected.

## **Edgewood ISD Police Department**

5358 W. Commerce Street

San Antonio, TX 780237

POC: Sgt. Jesse Quiroga

210-444-4558

## *County Agencies*

### **Bexar County Sheriff's Office**

200 N. Comal

San Antonio, TX 78207

POC: Pre-employment Specialist, Kendall Rosales

210-335-5411

**\*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.

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## **Kendall County Sheriff's Office**

6 Staudt Street  
Boerne, TX 78006  
POC: Sergeant Roger Baker  
830-249-9721

## **Travis County Sheriff's Office**

3800 Hudson Bend Road  
Austin, TX 78734  
POC: Deputy Alvis Prince  
512-854-8424

## **Bexar County Constable Office Precinct #1**

218 So. Laredo Street  
San Antonio, TX 78207  
POC: Constable Ruben C. Tejada  
210-335-4555

## **Bexar County Constable Office Precinct #2**

7723 Guilbeau #105  
San Antonio, TX 78250  
POC: Lydia Garcia  
210-335-4874  
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**

2711 S.E. Loop 410, Suite 100  
San Antonio, TX 78222  
POC: Chief Deputy John 'J.T.' Hydrick  
210-335-4952



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## **Bexar County Medical Examiner**

**Dr. Randall Frost**

**7337 Louis Pasteur**

**San Antonio, TX 78229**

**POC: Medical Investigator, Meghan M. Ryan**

**E-mail: [Meghan.ryan@bexar.org](mailto: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. Agency internship program limited to 5 interns each semester. Recommend students contact agency one semester ahead of planned internship period.

## **Lower Colorado River Authority**

**Public Safety Department**

**3700 Lake Austin Blvd.**

**Austin, TX 78703**

**POC: Workforce Planning Specialist, Shelby Soleimani**

**512-473-3200**

## **Bexar County Hospital District Police**

**Investigation Division**

**4502 Medical Drive**

**San Antonio, TX 78229**

**POC: Sgt. Bobby Maxwell**

**210-358-2450**

## ***State Agencies***

### **UTSA Police Department**

**6900 N. Loop 1604 West**

**San Antonio, TX 78249**

**POC: Officer Maranda Tupper**

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

**210-458-6974**

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**University of Texas Health**  
**Health Science Center Police Department**  
**7703 Floyd Curl Drive**  
**San Antonio, TX**

**\*NOTE:** This internship program is currently closed until further notice.

**Texas Alcoholic Beverage Commission (TABC)**  
**4203 Woodcock Drive, Suite 120, Goliad Building**  
**San Antonio, TX 78228**  
**POC: Keon Flowers**  
**512-206-3211**

**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.join dps.com](http://www.join dps.com). 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 completed prior to acceptance. Upon acceptance, interns will be assigned to the San Antonio DPS office.

**POC: Academic Internship Coordinator, Sgt. Brock Molter**  
**(512) 424-7235**

**Email: [brock.molter@dps.texas.gov](mailto:brock.molter@dps.texas.gov)**

## **Texas Parks & Wildlife**

**\*NOTE:** At this time, this agency only supports an “on-line” application process for the 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](http://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.

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## *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**

**\*NOTE:** Agency requires students to apply online at [www.usajobs.gov](http://www.usajobs.gov); see application submission deadlines as it may take 5-6 months for full background check. Agency requires minimum of 2.5 GPA or higher; U.S. citizenship is required.

### **Drug Enforcement Administration (DEA)**

**10127 Morocco Street  
San Antonio, TX 78216-3911**

**POC: Internship Coordinator, Ms. Anita Garrett  
713-693-3055**

**\*NOTE:** Ms. Garrett works out of the Houston office and coordinates local intern opportunities. Possible 3-6 months for full criminal background check. Agency requires minimum of 2.5—3.0 GPA. Agency requires a 16-week internship commitment.

### **Department of Homeland Security**

#### **Immigration and Customs Enforcement Bureau (ICE)**

**10127 Morocco, Suite 180  
San Antonio, TX 78216**

**POC: Recruiter/Special Agent, Cory Downs  
210-541-7279; e-mail: [cdowns@dhs.gov](mailto:cdowns@dhs.gov)**

**\*NOTE:** Possible 3-6 months for full criminal background check. Agency requires minimum of 2.5—3.0 GPA. 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. As with other federal agencies, internship opportunities vary by semester, due to budgetary issues associated with background investigations.

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## **Department of Justice**

### **Federal Bureau of Investigation (FBI)**

**5740 University Heights**

**San Antonio, TX 78249**

**POC: Special Agent Mirella Rodriguez**

**210-225-6741**

**\*NOTE:** Extensive background check required; polygraph; drug screen; GPA 3.0 or better.

## **Department of Justice**

### **U.S. Marshal's Service**

**655 E. Cesar E. Chavez 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/Co-op) must contact Career Services. If selected for the CSCEP Program, the student will earn 6-hours of credit (CRJ 4933 requirement plus 3 hours of an upper-division elective). As program may be affected by budgetary constraints, see Career Services for application criteria and deadlines.

## **Central Intelligence Agency (CIA)**

**Washington, DC 20505**

**POC: [www.cia.gov/careers/student-opportunities/index.html](http://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.

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## **Department of Justice**

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

**8610 Broadway, Suite 400**

**San Antonio, TX 78217**

**POC: Executive Assistant to the Special Agent in Charge, Darlyn Sodders**

**210-716-8205**

**\*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.

## **Postal Inspection Service**

**10410 Perrin Beitel**

**San Antonio, TX 78284**

**POC: Postal Inspector Richard Butler**

**713-238-4421**

**\*NOTE:** Applicants must complete an agency application package that will be provided by Ms. Williams 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, Donna Garrett**

**210-335-7741**

**\*NOTE:** 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](http://www.bexar.org/bcjpgd). Next, go to the internship link.

#### **Chrysalis Ministries (formerly Bexar County Detention Ministries, Inc.)**

**503 San Pedro**

**San Antonio, TX 78212**

**POC: Interim Program Director, Steven Balarin**

**210-299-4540, ext. 117**

**\*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.

#### **City of San Antonio Municipal Court**

##### **Juvenile Section**

**401 South Frio Street, Room 218**

**San Antonio, TX 78207**

**POC: Program Supervisor, Alicia E. Trujillo**

**210-207-8348**

**210-207-4498 (FAX)**

#### **Texas Juvenile Justice Department**

##### **Volunteer Services**

**321 N. Center, Suite W-200**

**San Antonio, TX 78202**

**POC: Tammy Holland**

**512-490-7090**

**\*NOTE:** This agency was formally known as Texas Youth Commission (TYC).

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**Roy Maas' Youth Alternatives Inc.**  
**The Bridge**  
3103 West Avenue  
San Antonio, TX 78213  
POC: Director of HR, Janet Martinez  
210-340-8077, ext. 1112 or  
Becky Martinez, HR Administrator, 830-816-2425, ext. 2102

**Roy Maas' Youth Alternatives Inc.**  
**The Meadowlands**  
121 Old San Antonio Road  
Boerne, TX 78006  
POC: Director of HR, Janet Martinez  
210-340-8077, ext. 1112 or  
Becky Martinez, HR Administrator, 830-816-2425, ext. 2102

**Bexar County Community Supervision and Corrections Department**  
207 North Comal  
San Antonio, TX 78207  
POC: Intern Coordinator, Nigil Mann  
210-335-0382

**Crosspoint, Inc.**  
301 Yucca Street  
San Antonio, TX 78203  
POC: Joseph Shafer  
210-225-0864 ext. 2012

**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

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## **U.S. Probation Office**

**727 E. Cesar E. Chavez Blvd., Suite B-310**

**San Antonio, TX 78026**

**POC: Supervising Probation Officer, Dora Mendoza**

**210-472-6590 ext. 5371**

**Email: [dora\\_mendoza@txwp.uscourts.gov](mailto:dora_mendoza@txwp.uscourts.gov)**

**\*NOTE:** Applicants must complete an agency application package that will be provided. Completed items to be submitted may include, 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.

## **U.S. Pretrial Services**

**727 E. Cesar E. Chavez Blvd, Suite 636**

**San Antonio, TX 78026**

**POC: Program Development coordinator, Craig Pair or Alejandro Cruz**

**210-244-5437**

**210-472-4052 (FAX)**

## **Bexar County Pretrial Services**

**101 W. Nueva, Suite 310**

**San Antonio, TX 78207**

**POC: Program and Training Manager, William Longoria**

**210-335-8926**

**210-335-0707 (FAX)**

**\*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. Work experience may occur within the Appellate Public Defender's Office, the Specialty Courts, Pretrial, PICU and Court Collections.

## **Kendall County Juvenile Probation Department**

**204 E. San Antonio Street, Suite 10**

**Boerne, TX 78006**

**POC: Chief Probation Officer, Joanne Bradley**

**830-249-9343**

**\*Note:** This department is not currently accepting interns



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## **Bandera County Probation Department**

**P.O. Box 2739**

**Bandera, TX 78003**

**POC: Chief Probation Officer, Glenn Muennick**

**830-796-7222**

## **Wilson County Community Supervision and Corrections Department**

**Adult Probation Services**

**1144 C Street, Suite 2**

**Floresville, TX 78114**

**POC: Unit Manager, Renee Merten**

**830-393-7317**

## **Karnes/Wilson Juvenile Probation Department**

**Juvenile Probation Services**

**115 N. Market**

**Karnes City, TX 78118**

**POC: Neva Schmidt, Chief (n-schmidt@kwjpd.com)**

**830-780-2228**

## **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)**

## **Texas Department of Family Protective Services (DFPS)**

**Adult Protective Services**

**3635 S.E. Military Drive**

**San Antonio, TX 78223**

**POC: APS Community Initiatives Specialist, Lisa Senteno**

**210-337-3346**

**\*NOTE:** The mission of Adult Protective Services (APS) is to protect older adults and people with disabilities from abuse, neglect and exploitation. Intern duties will vary and may include but are not limited to such actions as shadowing APS Specialists on APS investigations, completing safety contacts and reviewing medical, legal, and/or financial documents as needed. Students may also help coordinate special events including working with community engagement staff and external stakeholders.

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## **Bexar County Family Justice Center**

1123 N. Main, Suite 100

San Antonio, TX 78212

POC: Office Supervisor, Karen Hathaway, or  
Program Manager, Rebecca Perez

210-631-0100

E-Mail: khathaway@bexar.org

## **Comal County Community Supervision and Corrections Department**

160 E. Bridge Street

New Braunfels, TX 78130

POC: Deputy Director, Holly Skiles

512-353-5892

## **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.

## **The Children's Assessment Center (CAC)**

2500 Bolsover

Houston, TX 77005

POC: Training Coordinator, Karen Kennard

713-986-3530

**\*NOTE:** The intern will assist the Training Coordinator with continuing education training and complete a list of educational experiences to give the intern a better understanding of how a multidisciplinary team works together in child sexual abuse cases.

## **BCFS Health and Human Services**

4415 Piedras Drive West, Suite 100

San Antonio, TX 78228

POC: Assoc. Exec. Director, Gayle Davis

210-733-7932

**\*NOTE:** Application has been moved to an online process that can be found at [www.DiscoverBCFS.net](http://www.DiscoverBCFS.net)

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## **Harris County Juvenile Probation Department**

**1200 Congress, Suite 6006**

**Houston, TX 77002**

**POC: Pamela Ramirez**

**E-mail: [pamela.ramirez@hcjpd.hctx.net](mailto:pamela.ramirez@hcjpd.hctx.net)**

**713-222-4848**

**713-437-4216 (FAX)**

**\*NOTE:** The Harris County Juvenile Probation Department (HCJPD) provides a practical experience for students pursuing degrees in the Criminal Justice arena. Interns accepted into the program work closely with Juvenile Probation Officers at various divisions within HCJPD. The program allows interns to rotate within divisions of the department in order to get a full understanding of the various programs and services provided to the youth and families. The internship program at HCJPD provides students with an opportunity to experience the organizational processes of a large juvenile justice department and allows the students direct exposure to field of juvenile justice.

Additional information for this department can be found at <http://www.hcjpd.org>

## **Community Supervision and Corrections Department**

**1110 Victoria Street, Suite 104**

**Laredo, TX 78040**

**POC: Operations Supervisor, Rafael Moreno**

**E-mail: [rafael@webbcountytexas.gov](mailto:rafael@webbcountytexas.gov)**

**956-523-4350**

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## *Section 4* *Judicial*

**U.S. District Court  
Western District  
655 E. Cesar E. Chavez Blvd.  
San Antonio, TX 78206  
POC: Judicial Assistant, Gilbert Rodriguez  
210-472-6505**

**U.S. District Court  
US Probation Office  
655 E. Cesar E. Chavez Blvd., Room A-405  
San Antonio, TX 78206  
POC: Chief Dep. Probation Officer, Joe Sanchez  
210-472-6590 ext. 5353**

**State District Court  
300 Dolorosa  
San Antonio, TX 78204  
POC: Administrator, Melissa Fisher  
210-335-2544**

**Bexar County Criminal Law Magistrate  
300 Dolorosa, #4.101  
San Antonio, TX 78205  
POC: Coordinator Angela Martinez  
210-335-0546**

**Bexar County Criminal Law Magistrate  
300 Dolorosa, #4.090  
San Antonio, TX 78205  
POC: Judge Bob Behrens  
210-335-1245; 210-744-3456; [Robert.behrens@bexar.org](mailto:Robert.behrens@bexar.org)**

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

**Bexar County District Court**  
101 W. Nueva Street  
San Antonio, TX 78205  
POC: District Clerk, Donna Kay McKinney  
210-335-2272

**Bexar County Court Administration**  
300 Dolorosa  
San Antonio, TX 78205  
POC: Administrator Diane Garcia  
210-335-2115

**289<sup>th</sup> District Court of Bexar County**  
235 E. Mitchell  
San Antonio, TX 78210  
POC: Court Coordinator, Yolanda Arevalos  
210-335-1185

**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

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**POC: Court Administrator Elvia Morales**  
281-341-4457; [emorales@co.fort-bend.tx.us](mailto:emorales@co.fort-bend.tx.us)

**United States Attorney, Western District of Texas**  
601 NW Loop 410, Suite 600  
San Antonio, TX 78216  
POC: Donna Vasquez  
210-384-7100 ext. 7235

**Attorney General of Texas**  
Child Support Division  
106 S. St. Mary's Street, Suite 300  
San Antonio, TX 78205  
POC: Paternity Outreach Coordinator, Leticia Cantu  
210-804-6472

**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](mailto: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 5<sup>th</sup> Floor  
San Antonio, TX 78205  
POC: Victim Service Coordinator, Cynthia Jahn  
210-335-2733  
210-335-3368 (FAX)

**City Attorney**  
Domestic Violence Unit  
401 South Frio Street  
San Antonio, TX 78205  
POC: Elizabeth McRae Juarez

# The University of Texas at San Antonio

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210-207-7355  
(FAX) 210-207-7358

## **Family Violence Prevention Services Inc.**

7911 Broadway

San Antonio, TX 78209

POC: Director of Volunteer Services, G. Vanessa Rodriguez

210-930-3669

\*NOTE: Online application can be found at [www.FVPPF.org](http://www.FVPPF.org)

## **PEACE Initiative**

Benedictine Resource Center

530 Bandera Road

San Antonio, TX 78228

POC: Executive Director Patricia S. Castillo

210-533-2729

## **Texas RioGrande Legal Aid Inc.**

1111 N. Main

San Antonio, TX 78212

POC: Branch manager, Ann Zaragoza

210-212-3723

# The University of Texas at San Antonio

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## *Listing of Private Law Firms:*

### **Attorneys at Law---Campion & Campion**

222 Main Plaza East

San Antonio, TX 78205

\*NOTE: This firm is not currently accepting interns

### **Attorneys at Law---Gonzales & Torres-Stahl**

206 E. Locust

San Antonio, TX 78212

POC: Norma Gonzales

210-354-4411

210-212-2185 (FAX)

### **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---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---Daniel E. Serna**

12175 Network Blvd., Suite 175

San Antonio, TX 78249

POC: Daniel E. Serna

210-228-0095



# **The University of Texas at San Antonio**

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**210-228-0839 (FAX)**

**Attorney at Law---Anthony R. Zamora**

**211 Babcock Road  
San Antonio, TX 78201  
POC: Anthony Zamora  
210-738-0067  
210-738-1440 (FAX)**

**Attorney at Law---Rosa M. Gonzales**

**214 Dwyer Avenue, Suite 302  
Morris K Building  
San Antonio, TX 78204  
POC: Office Manager Sharon Wong  
210-224-1283  
210-738-1440 (FAX)**

**Attorneys at Law---Prince & Contreras**

**417 San Pedro Avenue  
San Antonio, TX 78212  
POC: Floyd Contreras or Ronald Prince  
210-227-7821**

**Attorney at Law---Thomas A. Crosley**

**2632 Broadway, Suite 101 South  
San Antonio, TX 78215  
POC: Vivian Martinez, Legal Assistant  
210-714-0875**

**Attorneys at Law---Rothrock & Rightmyer, PC**

**23705 IH 10 West, Suite 209  
San Antonio, TX 78257-1158  
POC: John Rightmyer  
210-824-3229**

**Attorney at Law---Edward T. Garza**

**5820 IH 10 West  
San Antonio, TX 78201  
POC: Sylvia J. Garza, Office Manager  
210-738-1011**

# The University of Texas at San Antonio

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**Attorney at Law---Russell Amsberry**  
**1370 Pantheon Way, Suite 110**  
**San Antonio, TX 78232**  
**POC: Russell Amsberry**  
**210-354-2244**

*End of Listing*