



**OFFICE OF LOS ANGELES
CITY ATTORNEY MIKE FEUER**

LAW CLERK & VOLUNTEER PROGRAM

Application Packet

LACITYATTORNEY.ORG

COVID-19: REMOTE PROGRAM

IMPORTANT INFORMATION

Due to the COVID-19 pandemic the Los Angeles City Attorney Law Clerk and Volunteer Program is remote, with the exception of court attendance. The current Safer At Home Order states that the Civic Center is closed to all non-employees, which includes volunteers. All applicants who are selected for the program will be issued access to be able to work remotely from your own PC or MAC . If you have any questions or concerns please reach out to Nicole Carcel, Executive Staff Member overseeing the Law Clerk and Volunteer Program at nicole.carcel@lacity.org.



HISTORY

Office of the Los Angeles City Attorney

"The city attorney is both the city government's lawyer and a criminal prosecutor. In its early days, Los Angeles had a procurador syndico whose duty was to defend public rights. One of the municipal officers specified in the 1850 Act of Incorporation was the city attorney. The 1925 charter added a city prosecutor. That office was abolished in 1932, and the city attorney assumed its duties.

The city attorney shares responsibility for prosecuting crime in the city with the elected district attorney of the county of Los Angeles. The district attorney prosecutes felonies while the city attorney prosecutes misdemeanor violations occurring in the city. The city attorney handles more than 100,000 misdemeanor cases a year.

The city attorney's Municipal Counsel Branch acts as the lawyer for departments, elected officials and city commissions. As counsel to the city, the city attorney may be asked to interpret the city charter, a document that may sometimes be open to several interpretations. Another important duty of the city attorney is to represent the city in civil litigation.

The city attorney works with city departments on risk management issues to reduce legal liability for the city and also defends the city in cases involving workers' compensation.

City officials, departments and commissions rely on the city attorney for advice on how to provide public notice of meetings and how to run meetings with due regard for public comment. The city attorney now also advises neighborhood councils, as it does other city bodies and departments, on an as-needed basis".

- Sonenshein, Raphael. Los Angeles: Structure of a City Government. League of Women Voters of Los Angeles, 2006.

WHAT WE DO MATTERS

ABOUT OUR OFFICE

The Los Angeles City Attorney plays a leading role in shaping the future of our city by fighting to improve the quality of life in our neighborhoods, reducing gang activity, preventing gun violence, standing up for consumers and the elderly, protecting our environment and so much more. The City Attorney's office writes every municipal law, advises the Mayor, City Council and all city departments and commissions, defends the City in litigation, brings forth lawsuits on behalf of the people and prosecutes misdemeanor crimes such as domestic violence, drunk driving and vandalism. This office strives every day to make Los Angeles a better and safer place to live, work, raise a family and visit.

CRIMINAL

MUNICIPAL
LAW

CIVIL
LITIGATION

PROPRIETARY

MESSAGE FROM MIKE

Thank you for your interest in our law clerk and volunteer programs. The Los Angeles City Attorney's Office has become one of the leading public law offices in the country. In 2017, the American Bar Association presented its top award in the nation for a public sector law office to my office—the first City Attorney's office ever to receive the distinguished Hodson Award, recognizing "sustained, outstanding performance or a specific and extraordinary service by a government or public sector law office."

As a young lawyer I had the privilege of serving as the Executive Director of the non-profit public interest law firm, Bet Tzedek Legal Services. Bet Tzedek provided free legal assistance to more than 50,000 indigent, elderly and disabled clients confronting unlawful eviction, the loss of their health care or basic government benefits, scam artists trying to steal their homes, and other critical problems.

Today, my office is on those same frontlines standing up for our most vulnerable and taking on polluters, Wall Street, wage theft and others. We also have a myriad of innovative and visionary criminal justice reform programs in our Community Justice Initiative.

If you're like me and you wake up each morning wanting to help make the world a better place, then you have found the perfect match in our office.



- Mike Feuer, Los Angeles City Attorney

LAW CLERK & VOLUNTEER PROGRAM

Dear Applicant:

Thank you for your interest in the Los Angeles City Attorney's Office. Our Office offers five different volunteer opportunities. All of the positions are unpaid, however there may be potential funding through your academic institution. The City Attorney's Office also offers the ability to receive academic credit during your internship.

Intern

Students who are enrolled in high school, an undergraduate program or a master's program. Most of our interns are interested in applying to law school.

Law Clerk

Students who are currently enrolled in law school (1L, 2L or 3L) or in a LLM program. Additionally, students may qualify to be a certified law clerk. For more details visit, www.courts.ca.gov/cms/rules/index.cfm?title=nine&linkid=rule9_42.

Post-Bar Fellow

Students who have recently graduated from law school and are awaiting results from the California Bar Exam.

Paralegal Intern

Students who are enrolled in a certified paralegal program.

TAP Attorney

Applicants who have completed the Los Angeles County Bar Association (LACBA) Trial Advocacy Program (TAP). Practicums must commence within 12 months of completion of the training course. TAP Attorneys typically spend 1 to 3 months conducting trials. For info visit, www.lacba.org/resources/training-with-cle/trial-advocacy-project-tap.

NEXT STEPS

REQUIREMENTS

The Los Angeles City Attorney's Office requires that volunteers commit a minimum of 16 hours a week. Most summer semester applicants commit 40 hours a week. The Office is open Monday through Friday, 8AM to 5PM. ****NOTE due to the current COVID-19 pandemic all volunteer opportunities are remote, with the exception of court attendance.***

Please submit a completed application (pages 20-21), a current resume and cover letter, and rank your top 5 units of choice (see page 8) to: Nicole Carcel, Executive Staff Member overseeing the Law Clerk and Volunteer Program at nicole.carcel@lacity.org.

For more information about the City Attorney's Office, visit www.lacityattorney.org, or follow us:
Twitter @CityAttorneyLA ▪ Facebook @LosAngelesCityAttorney
Instagram @cityattorneyla

APPLICATION DEADLINES

SESSION	PROGRAM DATES	DEADLINE
Fall	August - December	July 1st
Spring	January - May	December 1st
Summer	May - September	April 1st

WHO WE ARE

Administrative Citation Enforcement Unit
Affirmative Litigation Division
Business and Complex Litigation Division
Cannabis Abatement and Prosecution Section
Cannabis Law Division
Central Criminal Branch
Citywide Nuisance Abatement Program
Civil Liability Appellate Section
Claims and Risk Management Division
Code Enforcement and Animal Protection Unit
Community Engagement and Outreach Unit
Community Justice Initiative
Consumer and Workplace Protection Unit
Criminal Appellate Section
Department of Water and Power Division
Dispute Resolution Program
Economic and Workforce Development Division
Employment Litigation Division
Environmental Justice and Protection Unit
Executive Branch
Family Violence Operations
Gang and Gun Prosecution Section
General Counsel Division
General Litigation Division
Grants Management Unit
Harbor Criminal Branch
Homeless Engagement and Response Team
Housing Division
Intellectual Property Counsel
Intellectual Property Prosecution Section
Labor Relations Division
Land Use Division
Los Angeles World Airports Division
Metropolitan Criminal Branch
Neighborhood Justice Program
Neighborhood Prosecutor Program
Neighborhood School Safety Program
North Valley Criminal Branch
Pacific Criminal Branch
Police Litigation Unit
Port of Los Angeles Division
Prosecution Technology Unit - Body Worn Camera
Prostitution Diversion Program
Public Finance Division
Public Pensions General Counsel Division
Public Safety General Counsel Division
Real Property and Environment Division
Recidivism Reduction and Drug Diversion Unit
Sex and Labor Trafficking Unit
Special Trials Unit
Tobacco Enforcement Operations
Truancy Prevention Program
Van Nuys Criminal Branch
Victim Assistance Program
Workers' Compensation Division

GET TO KNOW US

Administrative Citation Enforcement Unit (ACE)

The ACE Program is a non-criminal enforcement approach to nuisance abatement and quality of life offenses - which utilize civil fines (instead of arrest, incarceration and criminal records) - for people who violate the Los Angeles Municipal Code. An administrative citation/ticket is issued to a violator in lieu of a criminal citation or arrest. The current criminal court process results in a criminal conviction with penalties that may include probation, fines and jail. An administrative citation can be resolved through the payment of a fine and there is no resulting criminal record. Members of the ACE team conduct roll call trainings for the Los Angeles Police Department (LAPD), Dept. of Animal Services, Dept. of Recreation and Parks and the Bureau of Public Works.

Affirmative Litigation Division

The Affirmative Litigation Division in the Civil Litigation Branch pursues complex, high impact matters focused on a variety of areas, including consumer protection, wage theft, and unfair business and housing practices. To seek redress in these areas, the Office has the authority to bring civil law enforcement actions using, primarily, the Unfair Competition Law and the False Advertising Law.

Business and Complex Litigation Division

The Business & Complex Litigation Division in the Civil Litigation Branch is responsible for complex litigation matters involving a broad range of practice areas involving City policies and practices. The Division handles cases involving civil rights, the Americans with Disabilities Act, constitutional challenges to City ordinances, class actions, contract and business disputes, and a variety of other civil litigation against the City, its departments, and personnel.

Cannabis Abatement and Prosecution Section

The Cannabis Abatement and Prosecution Section is responsible for both criminal and civil prosecutions of unlicensed and unlawful commercial cannabis activity in the City of Los Angeles.

Cannabis Law Division

The Cannabis Law Division provides advice and civil litigation support to the City's Department of Cannabis Regulation and Cannabis Regulation Commission, as well to other City officials on cannabis matters.

Central Criminal Branch

Central Operations is responsible for the filing, arraignment, case preparation, trial and post-trial matters associated with a wide range of misdemeanor charges arising from arrests and investigations conducted by various divisions in LAPD's Central, South and West Bureaus, and other law enforcement and regulatory agencies.

Citywide Nuisance Abatement Program

The Citywide Nuisance Abatement Program (CNAP) is a real property abatement taskforce in which prosecutors file civil enforcement lawsuits to stop rampant illegal nuisance activity at properties. The overwhelming majority of nuisance locations handled by CNAP prosecutors have extensive gang, gun, and drug activity.

Civil Liability Appellate Section

The Civil Liability Appellate Section handles all appeals and writs arising out of the Police Litigation, General Litigation, and Employment Litigation Divisions of the Civil Litigation Branch. The Division also handles appeals and writs arising out of the Public Safety General Counsel and Housing Divisions of the Municipal Branch. The Division represents the City as amicus curiae in appeals that touch on areas of law with potential impact on the City and on issues of state-wide and nation-wide importance. The attorneys in this Division practice in the Ninth Circuit Court of Appeals, the California Court of Appeal, and the United States and California Supreme Courts.

Claims and Risk Management Division

The Liability Claims Section investigates and processes all government tort claims filed against the City of Los Angeles. The Section also investigates and supports attorneys in litigation. The Risk Management Division partners with executive leadership in City departments to share liability data and analyses, build consensus to support new initiatives, and engage subject matter experts to develop specific interventions that will yield the most significant reductions in risk.

Code Enforcement and Animal Protection Unit

The Code Enforcement and Animal Protection Section of the Special Litigation Division specializes in the criminal prosecution and civil enforcement of violations of statutes and ordinances regulating housing, fire safety, public health, building standards, land use, zoning, public works, and animal protection. The Unit also coordinates the efforts of the Housing and Community Investment, Fire, and County Health Departments to address substandard conditions in multi-unit buildings through the Interdepartmental Housing Task Force.

Community Engagement and Outreach Unit

The Community Engagement and Outreach Unit focuses on informing and engaging with stakeholders across the city. The unit also works with the media in responding to inquiries and providing news and important information for the public.

Community Justice Initiative

The Community Justice Initiative includes a neighborhood-focused array of restorative justice and diversionary programs seeking to address the root causes of criminal behavior and reduce incarceration. It offers a compelling alternative to incarceration-oriented systems for appropriate offenders and is aligned with national, state and local efforts to promote new “smart justice” prevention, intervention and diversion approaches. CJI programs currently include: Neighborhood Justice Program (NJP), Administrative Citation Enforcement (ACE) Program, Dispute Resolution Program (DRP), Homeless Engagement and Response Team (HEART) Truancy Prevention Program (TPP), Prostitution Diversion Program (PDP) and the Gang Alternative Sentencing Program.

Consumer and Workplace Protection Unit

The Consumer and Workplace Protection Section protects California consumers by engaging in the civil enforcement and criminal prosecution of violations of consumer and workplace protection laws. The Consumer Section prosecutes individuals and businesses that engage in false advertising, financial fraud, and unlawful, deceptive and fraudulent conduct that victimizes consumers.

Criminal Appellate Section

The Criminal Appellate Section litigates appeals, extraordinary writs, and state and federal habeas corpus proceedings arising out of criminal and other actions brought by the Criminal and Special Litigation Branch. Section attorneys also provide assistance to Criminal and Special Litigation Branch trial deputies and managers, act as a resource to vertical prosecution unit attorneys handling appeal and writ matters, produce in-house continuing education memoranda, and lecture on criminal law and procedure issues.

Department of Water and Power Division

The Water and Power Division acts as counsel to the Department of Water & Power (DWP), its officers and employees and the Board of Water & Power Commissioners.

Dispute Resolution Program

The Dispute Resolution Program (DRP) is part of the Community Justice Initiative. DRP acts as a neutral third party to facilitate communication between parties to resolve their differences. It is a great option for individuals or businesses seeking alternatives to the traditional justice system.

Economic and Workforce Development Division

The Economic Development Division serves as general counsel to grant funded departments, including the Community Development Department, the Department on Aging, the Department on Disability and the Los Angeles Homeless Services Authority. In addition, the Division provides advice to the Mayor's Office and other City departments that have grant-funded programs. Attorneys in the Division draft and/or review complex grant-funded economic development project agreements, real estate/real property documents, contracts, and requests for proposals; advise various commissions and advisory bodies; and provide general legal advice.

Employment Litigation Division

The Employment Litigation Division represents all City departments, other than the proprietary departments, in employment litigation brought by current and former employees. Primarily, the Division defends claims of harassment and retaliation based on FEHA protected classes (gender, disability, age, race, etc.), as well as harassment and retaliation alleged to have resulted from an act of whistleblowing protected by Labor Code § 1102.5. The Division's practice has a strong focus on cases involving police officers, firefighters, and other public safety employees.

Environmental Justice and Protection Unit

The Environmental Justice and Protection Unit investigates and develops cases for civil law enforcement actions. It assists in the investigation and criminal prosecution of cases referred by law enforcement and regulatory agencies, which enforce local, state and regional environmental protection ordinances, statutes and regulations.

Executive Branch

The Executive Branch manages and oversees all City Attorney operations. The Executive Branch team consists of City Attorney Mike Feuer, Chief of Staff, Leela Kapur, Chief Deputy, Kathleen Kenealy, Special Assistant City Attorney, Heather Aubry, Director of Policy and Intergovernmental Relations, Alex Ponder, Director of Community Engagement and Outreach, Rob Wilcox and Strategic Planning and External Affairs, Nicole Carcel. The Executive Branch works closely with the Los Angeles City Council, City Departments and other governmental agencies. The team helps develop policies and citywide initiatives.

Family Violence Operations

Family Violence Operations is responsible for vertically prosecuting the most difficult and serious domestic violence cases handled by the City Attorney's Office, and all cases of child physical and sexual abuse, cyber-crimes against children, and elder abuse. The section also connects victims of these crimes to support services to assist them with issues arising from their abusive situation. It also handles policy matters and community outreach related to domestic violence, child abuse, children exposed to violence, and elder abuse.

Gang and Gun Prosecution Section

The Gang and Gun Prosecution Section (GGPS) is responsible for the city-wide prosecution of gang and gun crimes. The Section is responsible for the vertical prosecution, from filing to appeal, of firearm-related crimes, including possession of loaded and concealed firearms by prohibited persons, brandishing, assault and discharge, assault weapons, gun storage violations, and transactional crimes involving a firearm. The Section also vertically prosecutes gang-related misdemeanor crimes, as well as graffiti and vandalism crimes. In addition, the GGPS works in partnership with multi-agency law enforcement teams, such as the CLEAR (Community Law Enforcement and Recovery) program. GGPS also administers the Gang Alternative Sentencing and Removal Petition Programs, as well as supports the Gun Violence Prevention Coordinator.

General Counsel Division

The General Counsel Division serves as transactional counsel to various City officers and Departments, including the Mayor, City Council, Controller, City Clerk, City Ethics Commission, Convention Center, Cultural Affairs, Department of Neighborhood Empowerment, El Pueblo de Los Angeles Historic Monument Authority, FilmLA, General Services, Information & Technology Agency, Library, Public Works, Recreation and Parks, Transportation and Zoo. The lawyers in the General Counsel Division draft City ordinances and City contracts. The Division handles some specialized litigation, including lawsuits relating to elections, homelessness, and laws requiring public transparency. The legal advice provided by the Division often includes constitutional issues, such as matters involving the First, Fourth and Fourteenth Amendments.

General Litigation Division

The General Litigation Division defends the City of Los Angeles and its employees in civil tort litigation, particularly in personal injury and property damage actions. The cases involve allegations of dangerous condition of public property or allegations of negligent driving by City employees that have resulted in traffic accidents. The dangerous condition matters include roadway design, sewer backup, traffic engineering principles and governmental immunities.

Grants Management Unit

The Grants Management Unit oversees the contracting process and program requirements for various initiatives, including adherence to federal, state and local regulations and coordinates requests for letters of support. The Unit helps secure funding, write grant applications and ensure performance benchmarks are achieved. The Unit also liaisons with various city departments, other governmental agencies, service providers and community organizations on behalf of the Los Angeles City Attorney's Office.

Harbor Criminal Branch

The Harbor Criminal Branch is responsible for the filing, arraignment, case preparation, trial and post-trial matters associated with a wide range of misdemeanor charges arising from arrests and investigations conducted by LAPD's South Bureau, as well as, other law enforcement and regulatory agencies.

Homeless Engagement and Response Team

HEART administers the Los Angeles County Homeless Court Program and coordinates resources to support individuals experiencing homelessness. In an example of unprecedented collaboration with the County of Los Angeles, HEART will expand its administration of the Homeless Court to support the Los Angeles County Public Defender's Criminal Record Clearing Project with regular events. The unit coordinates legal clinics for people experiencing homelessness and helps resolve eligible infractions and related warrants and fines which can detrimentally affect someone's ability to get a job, access social services or get housing. Instead of paying fines participants engage in services.

Housing Division

The Housing Division advises the Los Angeles Housing and Community Investment Department (HCIDLA), various commissions, including the Rent Adjustment Commission, and staffs the City Council Housing Committee. Division attorneys work closely with HCIDLA staff providing advice related to the city's housing law (including the Rent Stabilization Ordinance and Housing Code), affordable housing development, federal and state accessibility law, procurement, government contracting, the Public Records Act, and the Brown Act. The Division handles writs and litigation arising from HCIDLA, and Division attorneys negotiate, draft, and review contracts and real estate finance and development documents.

Intellectual Property (IP) Counsel

IP Counsel is responsible for all litigation and transactional matters related to intellectual property, data privacy and antitrust civil recovery for the three Proprietary Departments, Criminal Branch, Executive Office, Los Angeles Memorial Coliseum Commission and clients as assigned.

Intellectual Property Prosecution Section (IPPS)

The primary goal of IPPS is to curtail counterfeit crimes, including trademark infringement and piracy, and the failure to disclose the origin of audio/visual works, through a combination of civil enforcement actions, criminal prosecution and community engagement and outreach.

Labor Relations Division

The Labor Relations Division counsels and represents most of City government in employee relations and labor matters. The Division oversees legal aspects of employee and labor relations encompassing a vast subject matter of law developed at the federal, state, and local government levels. As notable examples, the Division's work includes advising management in the following subject areas: employee discipline, collective bargaining with City employee labor unions, including the administration of collective bargaining agreements between the City and its unions; the operation of the City's civil service system (including disciplinary appeals and merit based hiring processes); complaints of unlawful discrimination, harassment and retaliation; unfair labor practice charges; compliance with Occupation Safety and Health Act (OSHA) requirements; workplace violence (WV), including obtaining WV restraining in court for the protection of City employees and officials. One of the primary goals of the Division is to proactively work with Departments to reduce or eliminate the filing of new employment or labor related lawsuits. The work of the Division consists of handling advisory requests generated in the above-listed subject areas from the majority of the City's offices, departments, bureaus and agencies, with the exception of most matters involving the Los Angeles Police Department, and the proprietary departments (i.e., the Los Angeles World Airport, the Los Angeles Department of Water and Power, and the Harbor Department).

Land Use Division

The Land Use Division is responsible for planning, zoning, and building and safety areas of the law. Attorneys in the Division handle litigation in both the state and federal courts involving writs of mandate, civil rights issues, constitutional challenges, CEQA, declaratory relief actions and injunctions. Attorneys also draft ordinances involving amendments to the Los Angeles Municipal Code and other ordinances involving specific plans, moratoriums, zoning and building and safety. In addition, attorneys provide advice to the Departments of City Planning and Building and Safety, as well as to the City Planning Commission, Area Planning Commissions, Building and Safety Commission, the City Council, Council Committees and other City Departments and Commissions on selected Land Use Division matters.

Los Angeles World Airports Division

The Los Angeles World Airports (LAWA) Division acts as legal counsel to the Department of Airports and to the Board of Airport Commissioners. The LAWA Division is responsible for all legal matters concerning the airports, which include the following: litigation in state and federal court, preparation of leases, permits, construction contracts and concession agreements.

Metropolitan Criminal Branch

The Metropolitan Branch is responsible for prosecuting all vehicular misdemeanors that occur in the Central Los Angeles area and all misdemeanors, both vehicular and non vehicular, arising from arrests or investigations by the California Highway Patrol that occur in the Central City and West Los Angeles areas. The Branch works closely with local law enforcement agencies, including the Los Angeles Police Department, California Highway Patrol, Los Angeles Sheriff's Department and other city, county and state agencies. The Branch is recognized for its expertise and emphasis on driving under the influence prosecutions, handling over 5,000 DUI cases annually. The Branch also handles a wide range of other misdemeanor charges involving weapons, violence, graffiti, vandalism, drugs, child endangerment, trespass and DMV-related offenses.

Neighborhood Justice Program

The Neighborhood Justice Program (NJP) is a pre-filing diversion program under the City Attorney's Community Justice Initiative, which is aimed at engaging the community in solving the problems of crime, diverting certain cases out of the criminal justice system, and creating alternative sentencing in the goals of restoring individuals and communities. Offenders appear before a panel to discuss the crime, its harm to the victims/community, and to determine an appropriate obligation.

Neighborhood Prosecutor Program

A neighborhood prosecutor is assigned to each of the 21 LAPD Divisions. Staff is located in assigned geographic areas, either in LAPD stations, City Attorney Branch offices, Constituent Services Centers, or other neighborhood facilities. The goal of the Neighborhood Prosecutor Program is to improve the quality of life in the many diverse communities in the City of Los Angeles. A proactive approach to resolving problems is utilized by establishing working partnerships with law enforcement and the community. This program is designed to prioritize and address quality of life crimes involving social disorder and physical decay. These crimes range from drug and gang activity, street prostitution, trespassing, zoning violations, and acts of vandalism, to graffiti, illegal dumping, code violations, trash, and visual blight.

Neighborhood School Safety Program

The Neighborhood School Safety Program (NSSP) is a collaborative crime reduction strategy that promotes a safe environment in the neighborhoods surrounding schools and the routes students travel to and from school. The NSSP pairs intradepartmental resources with other available programs for the betterment of the community. The program provides parents with an educational and empowerment component, and coordinates efforts with local non-profit organizations to develop a sustainable Safe Passage Program at participating schools.

North Valley Criminal Branch

The North Valley Criminal Branch is responsible for the processing of misdemeanor cases filed in the San Fernando Valley. The Division operates out of the San Fernando Courthouse.

Pacific Criminal Branch

The Pacific Branch is responsible for prosecuting a full range of misdemeanor cases that occur on the Westside of the City of Los Angeles. The Division operates out of the LAX Courthouse.

Police Litigation Unit

The Police Litigation Unit defends the City of Los Angeles and individual LAPD Officers in civil lawsuits alleging excessive use of force or other police misconduct. Largely, the cases assigned to the trial attorneys involve allegations of constitutional violations of the 1st, 4th and 14th Amendments, claims of excessive force, false arrest, illegal search and seizure, or other violations of civil rights.

Port of Los Angeles Division

The Port of Los Angeles (POLA) Division handles all legal matters concerning the Board of Harbor Commissioners and the Los Angeles Harbor Department. The Division has a significant and diversified caseload with numerous cases pending in both state and federal courts. In addition, the Division prepares and processes all transactional matters, including but not limited to all permits, leases, and contracts for all Harbor Department operations. The Division also has an extensive and complex environmental law practice.

Prosecution Technology Unit - Body Worn Camera

The Prosecution Technology Unit (PTU) assists the Criminal and Special Litigation Branch and its prosecuting attorneys in the effective use of technology to achieve justice, especially peace officer-related video and audio recording evidence ("recording evidence"), including Body Worn Camera evidence ("BWC evidence"), in a manner that complies with legal and ethical duties related to discovery, disclosure, redaction, and usage of that evidence.

Prostitution Diversion Program

Offenders are given the opportunity to receive diversion from prosecution if they agree to participate in an education program regarding the dangers of prostitution, how to keep themselves safe, risk reduction, and referrals to wrap around services.

Public Finance Section

The Public Finance Section provides advice and legal representation to the Office of Finance, Controller, Treasurer, City Administrative Officer, Mayor, City Council and its Budget and Finance Committee, regarding tax matters, revenue matters, public improvement and other surety bonds, insurance, general obligation bonds, lease financing, project financing, tax increment bonds, and other financial issues.

Public Pensions General Counsel Division

The Public Pensions General Counsel Division serves as general counsel to the three City pension systems, which together invest over \$60 billion in trust fund assets, and manage retirement and healthcare benefits for tens of thousands of City retirees. The attorneys in the division provide advice to the pension systems on municipal law, fiduciary duties and ethics laws, data privacy, tax compliance, vested rights, family law, community property, and other diverse matters. Attorneys staff and advise the pension plans' boards of commissioners on the Brown Act's open meeting requirements and the California Public Records Act's disclosure obligations. Attorneys draft City ordinances and Charter amendments, draft and negotiate contracts, and represent the pension funds in investment transactions including private equity and real estate. Attorneys also represent the pension plans in civil litigation, writ proceedings, and appeals.

Public Safety General Counsel Division

The Public Safety General Counsel Division serves as general counsel to the Police Department (LAPD), Fire Department (LAFD), Emergency Management Department, and the Emergency Operations Organization. This work involves civil, municipal, administrative and employment law. Attorneys provide advice; draft City ordinances; staff and advice commissions and committees; advise on the open meeting requirements of the Brown Act and the disclosure requirements of the California Public Records Act; and handle Writ proceedings in the Superior Court.

Real Property and Environment Division

The Real Property & Environment Division litigates real estate disputes primarily relating to direct and inverse condemnation, property damage, unlawful detainer, landlord/tenant, quiet title and environmental laws. In addition, the Division provides legal advice and support to the Mayor and the City Council as well as various City departments on a broad range of real estate matters, including but not limited to, issues relating to the City's ownership, acquisition, disposal and use of real property; and on environmental matters, including the California Environmental Quality Act and other environmental statutes. This support includes drafting leases, contracts, ordinances and other transactional documents.

Recidivism Reduction and Drug Diversion Unit

The City Attorney created the Recidivism Reduction and Drug Diversion Unit to develop, oversee, and implement new criminal justice strategies rooted in evidence-based practices, data analytics, and social science. Projects developed within the Recidivism Reduction and Drug Diversion Unit protect the public, promote offender rehabilitation, and adapt existing prosecution tools to improve efficacy despite current challenges.

Sex and Labor Trafficking Unit

The mission of the Sex and Labor Trafficking ("SALT") Unit of the Los Angeles City Attorney's Office is organized according to the fundamental international framework used by the United States and the world to combat human trafficking, the the 4 "P"s of: (1) Prevention; (2) Protection; (3) Prosecution; and (4) Policy. SALT takes a victim-centered approach in every facet of its operations. SALT files civil abatement actions against businesses that served as bases for human trafficking. SALT has handled some of the first vacatur petitions filed by counsel to vacate a victim's prior arrests and convictions for violations they were forced to commit while being trafficked, and continues to work closely with counsel and the courts to effectuate this important legislation. SALT also created and administers Project Beacon, a pre-filing diversion program that allows Journey Out, a victim services provider, to: (1) screen for victims of human trafficking and to get them appropriate services, including legal services to handle vacatur petitions; and (2) provide an earlier opportunity for intervention, education and empowerment for those who are involved in commercial sex but do not immediately identify as victims. The unit has since expanded services available to Project Beacon participants with Project Sustain, a career and education program.

Special Trials Unit

Special Trials is responsible for the prosecution of sexual assault, child sexual exploitation through technology, hate crimes and a range of other serious and complex criminal matters. As a vertical prosecution unit, deputies initially work with law enforcement agencies to file their cases, and then handle them through all preliminary proceedings, trial and appeal.

Tobacco Enforcement Operations

Tobacco Enforcement Operations (TEO) is comprised of the Tobacco Enforcement Program (TEP) and grant-funded Decreasing Adolescent Tobacco Access (DATA) Initiative funded by the State of California Department of Justice (DOJ). The DATA Initiative implements a comprehensive, multi-agency approach to combat illegal tobacco sales and tobacco use by minors in the City of Los Angeles. DATA aims to reduce the availability of tobacco products to minors by collaborating on enforcement with LAPD, implementing coordinated retailer education, and conducting expansive youth outreach.

Truancy Prevention Program

The Truancy Prevention Program seeks to combat truancy through educating parents about their legal responsibility to send children to school through community outreach, letters, brochures, meetings and hearings.

Van Nuys Criminal Branch

The Van Nuys Branch is responsible for the processing of misdemeanor cases filed throughout the San Fernando Valley.

Victim Assistance Program

The Victim Assistance Program (VAP) is grant-funded by the California Office of Emergency Services (Cal OES). The Program provides comprehensive services to victims and witnesses of crimes. There are witness services coordinators located in each LAPD Division.

Workers' Compensation Division

The Workers' Compensation Division is responsible for defending the City against claims litigated before the Workers' Compensation Appeals Board (WCAB) and claims under the City's Alternative Dispute Resolution programs. These claims are for benefits for injuries arising out of employment.



VOLUNTEER APPLICATION

COMPLETE AND RETURN TO:
 Nicole Carcel
 Strategic Planning & External Affairs
 200 N Main Street, 8th Floor
 Los Angeles, CA 90012
 Direct Line: 213-978-2284
nicole.carcel@lacity.org

<i>FOR INTERNAL USE ONLY</i>	
SESS	_____
UNTS	_____
INTV	_____
CERT	_____

PLEASE ATTACH A CURRENT RESUME AND COVER LETTER

GENERAL INFORMATION

NAME:		Last	First	Middle
ADDRESS:		Street	City	Zip Code
EMAIL:		TELEPHONE: _____		
POSITION:	<input type="checkbox"/> Intern <input type="checkbox"/> Law Clerk <input type="checkbox"/> Post-Bar Fellow <input type="checkbox"/> Paralegal Intern <input type="checkbox"/> TAP Attorney			
EDUCATION:		YEAR OF STUDY:		
	High School/University/Law School/Other Program			Current/Entering Year
If enrolled in a law school accredited by the American Bar Association or the State Bar of CA you may qualify to be a certified law clerk.				
CURRENTLY ENROLLED IN OR COMPLETED:	<input type="checkbox"/> EVIDENCE		<input type="checkbox"/> CIVIL PROCEDURE	

PROGRAM INFORMATION

SESSION:
 Fall (August – December)
 Spring (January – May)
 Summer (May – September)

START DATE: _____ **END DATE:** _____

AVAILABILITY		
HOURS OF OPERATION 8:00AM to 5:00PM		
<small>16 HOUR MINIMUM REQUIREMENT</small>		
DAY	START TIME	END TIME
<input type="checkbox"/> Monday	AM	PM
<input type="checkbox"/> Tuesday	AM	PM
<input type="checkbox"/> Wednesday	AM	PM
<input type="checkbox"/> Thursday	AM	PM
<input type="checkbox"/> Friday	AM	PM

TOP 5 UNITS
PLEASE RANK IN ORDER OF PREFERENCE
1.
2.
3.
4.
5.

CITY ATTORNEY VOLUNTEER APPLICATION (CONT.)

BACKGROUND INFORMATION (PART 1)

Have you ever been involuntarily released for a volunteer position, internship, externship or employment position, or resigned in lieu of being involuntarily released? YES NO

If "YES", please explain: _____

BACKGROUND INFORMATION (PART 2)

DATE OF BIRTH: _____/_____/_____ **SOCIAL SECURITY NUMBER:** _____

DRIVER'S LICENSE/ID #: _____ **STATE ISSUED:** _____ **EXPIRATION DATE:** _____

ARE YOU UNDER THE AGE OF 18: Yes No

NOTIFICATION ON REQUEST FOR SOCIAL SECURITY NUMBER: Federal law requires that you be informed about any request for your Social Security Number. The City of Los Angeles requests the disclosure of your social security number for the limited purpose of performing a criminal background investigation. If you choose to volunteer, your social security number will be requested on a form entitled Request for Live Scan Service. The disclosure of your social security number is voluntary; however, your failure to provide this information for purposes of facilitating the criminal background investigation shall result in the termination of any consideration of your volunteer application.

DIVERSITY & INCLUSION INFORMATION (OPTIONAL)

AGE: 14-18 19-25 26-35 36-45 46-55 56-65 65+

GENDER: Female Male Non Binary

RACE: American Indian/Alaska Native Asian/Pacific Islander African American/Black
 Hispanic/Latino Middle Eastern White/Caucasian Other

DO YOU IDENTIFY AS PART OF THE LGBTQ+ COMMUNITY: Yes

DO YOU IDENTIFY AS A PERSON WITH A DISABILITY: Yes

ARE YOU THE FIRST IN YOUR FAMILY TO ATTEND COLLEGE: Yes

FOR INTERNAL USE ONLY

UNIT: _____ **LOCATION:** _____

SUPERVISOR: _____ **VOL COORD:** _____

INTVP: _____

BEFORE YOU GET STARTED

LIVE SCAN - FINGERPRINTING

All volunteers must go through a background check screening. Fingerprinting is done at the Personnel Department located at 700 E. Temple Street, Room 235 (2nd Floor), Los Angeles, CA 90012 (corner of Temple Street and Vignes). Appointments will be scheduled once a formal offer has been made to join the program.

ORIENTATION

A mandatory orientation is held at the beginning of each session. The orientation will help familiarize you with the various units/operations of the office. You will also have the opportunity to meet City Attorney Feuer. ***2021 orientations will be remote via Zoom.**

CLETS TRAINING

As a member of our Office you are required to complete the CA Department of Justice California Law Enforcement Telecommunications System (CLETS) training. This is a computer network that provides law enforcement and criminal justice agencies with access to a variety of databases.

SEXUAL HARRASSMENT TRAINING

An online sexual harassment training module must be completed within 3 days of starting. Please email your certificate of completion to Nicole Carcel at nicole.carcel@lacity.org.

CITY EMAIL ACCOUNT

Each volunteer is assigned a city email account. Credentials will be distributed prior to your first day. Email accounts are to be used only for official business.

VOLUNTEER TIME SHEET

A record of your daily hours worked must be recorded. A blank template will be emailed to your newly created city email address. ***Does not apply to TAP Attorney Volunteers.**

Stay Connected



T W I T T E R

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F A C E B O O K

@LosAngelesCityAttorney



N E X T D O O R

<https://nextdoor.com/agency-detail/ca/los-angeles/neighborhood-prosecutor-program>



I N S T A G R A M

@cityattorneyla

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