

## Section 1: Private Agencies

ACT4SA

Point of Contact: Nokita Moore

[nokita@act4sa.org](mailto:nokita@act4sa.org)

[Click here for more information on how to apply](#)

### **Internship Overview:**

We are excited to launch the Justice Leader Internship Program. Our program is catered toward individuals with a deep-rooted desire for social justice and shifting the status quo. Our goal is to walk you through the real-world utilization of skills, knowledge, and information gained from your degree program in a student-driven project. If selected for the program, we will guide you through a project of your design and cultivate you according to your interest and degree program. This includes but is not limited to project development, work & research plan, fundraising, budget creation, community outreach, stakeholder buy-in, and more.

San Antonio Justice Charter

702 Donaldson, Suite #204

San Antonio TX 78201

Point of Contact: Ananda Tomas

[ananda@act4sa.org](mailto:ananda@act4sa.org)

The San Antonio Justice Charter is a charter amendment initiative to reduce unnecessary arrests and fight dangerous and discriminatory policing practices through a set of reforms including: decriminalization of low-level marijuana, decriminalization of abortion, banning of no knock warrants and chokeholds, and codification of the cite and release policy. Interns will be assigned to work directly with the Campaign Manager and Deputy Campaign Manager to help educate and mobilize the community to vote on these issues. Duties can range from data work, to doing presentations to community groups, research, and participation in get out the vote activities. We will take no more than 2 interns.

Requirements to apply: Resume with three references, Resume should be emailed directly to [ananda@act4sa.org](mailto:ananda@act4sa.org)

Cover letter explaining why the intern wants to work with the San Antonio Justice Charter

Interns will have to conduct an interview as well before acceptance

Aces Private Investigations

7543 Grissom Rd Suite 111

San Antonio, TX 78250

POC: Henry Mota

Text Mr. Mota at 210-846-6015. Do not call. Text only.

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. Contact information confirmed 11/28/2022

Six Flags-Fiesta Texas  
17000 IH 10 West  
San Antonio, TX 78257  
POC: Stan Edwards, Public Safety Manager, Security and Loss Prevention  
210-697-5420

\*NOTE: If you work at Six Flags for their security or loss prevention departments, then you can use that as your internship. You can apply for that job at this link:

<https://www.sixflags.com/jobs>

This is in effect a paid internship. Intern positions are available in loss prevention as well as uniform security services. Contact information confirmed June 15, 2021.

G4S Secure Solutions (USA) Inc.  
1045 Cheever Blvd. Suite 201  
San Antonio, TX 78217  
POC: Manager, Nan Starjak [nan.starjak@usa.g4s.com](mailto:nan.starjak@usa.g4s.com)  
Office Hours 8:30 AM to 5:00 PM Monday through Friday  
210-826-2646  
210-826-5006 (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.

Contact information confirmed on October 30, 2019

Mothers Against Drunk Driving (MADD)  
8610 Broadway, Suite 320  
San Antonio, TX 78217

\*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. Must be able to pass a background check.

Texas Justice Initiative **TJI is not taking interns at this time.**

PO Box 164286  
Austin, TX 78746  
[www.texasjusticeinitiative.org](http://www.texasjusticeinitiative.org)  
210-422-9737

TJI maintains a portal for data on the Texas criminal justice system to serve as a resource for researchers, reporters, policymakers and the general public. Depending on the individual's interests and skill set, interns may work with TJI in: data science/analysis; marketing/communications; policy and legislative communications; front-end or back-end web development and data visualizations. POC: Executive Director Eva Ruth Moravec [eva.ruth@texasjusticeinitiative.org](mailto:eva.ruth@texasjusticeinitiative.org)

Catholic Charities Archdiocese of San Antonio  
Immigration Services Department  
1801 W. Cesar Chavez  
San Antonio, TX 78207  
POC: Volunteer Coordinator, Amaris Estep  
210-242-3146

\*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.  
Contact information confirmed on May 29, 2019.

Family Violence Prevention Services Inc.  
7911 Broadway  
San Antonio, TX 78209  
POC: Leslie Schultz, Director Community Based Counseling  
Undergrad students seeking an internship should email Leslie Schultz at [Leslie.Schultz@fvps.org](mailto:Leslie.Schultz@fvps.org) to request undergraduate application.  
Contact information confirmed on June 13, 2019.

## **Section 2: Law Enforcement Agencies**

### **Local Law Enforcement Agencies**

Boerne Police Department  
124 Old San Antonio Road  
Boerne, TX 78006  
POC: Sgt. Greg Irvin  
Patrol Sergeant  
830-249-8645  
[girvin@ci.boerne.tx.us](mailto:girvin@ci.boerne.tx.us)

Contact information confirmed on June 15, 2021.

Live Oak Police Department

Download this [application](#) and submit to Sgt. Feldtmose at [wfeldtmose@liveoaktx.net](mailto:wfeldtmose@liveoaktx.net). Interns must complete the employment application even though they are not being paid. The application must be signed. [Live Oak PD Mission and Core Values](#)

Contact information confirmed on July 2, 2019.

Fair Oaks Ranch Police Department

7286 Dietz Elkhorn Rd

Fair Oaks Ranch, TX 78015

POC: Lt. Tim Moring [Tmoring@fairoaksranchtx.org](mailto:Tmoring@fairoaksranchtx.org) 210-698-0990

Updated on February 25, 2020

Schertz Police Department

1404-A Schertz Parkway

Schertz, TX 78154

POC: Lieutenant John Correu

210-619-1245

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)

Interns with AACOG assist in training activities with the police academy, including engaging in role playing exercises with cadets.

Contact information confirmed on May 20, 2019.

San Antonio Police Department

555 Academic Court STE. 142

San Antonio, TX 78204

POC: Officer Sara Munoz. Any students who have questions regarding the Spring 2023

Internship can reach Officer Munoz directly at (210) 207-3393 or (210) 207-5050 or email her at

[sara.munoz@sanantonio.gov](mailto:sara.munoz@sanantonio.gov). More information can be found at [SAPD Careers | San Antonio](#)

[Police Department Careers](#). Application materials must be submitted to this link:

<https://sapdcareers.com/internship-application/>

Interns must be able to work entire shifts. The shifts are:

Patrol A 0600 – 1400

Patrol B 1330 -2130

Patrol C 2230 – 0630

Patrol T 1700 – 0300

Night CID 1900 – 0500

CSI – A 0615 – 1415

CSI – B 1415 – 2215

CSI – C 2215 – 0615

Interns will sign up for patrol shifts first, and then CSI and NCID. Interns will be required to do each shift at least once and each substation. Interns should arrive 30 minutes early. Treat this internship as a job. Don't bother showing up if you're late.

Contact information updated on November 2, 2022.

San Antonio Park Police 600 Hemisfair Park, Suite 336

San Antonio, TX 78205

POC: Sgt. Robert Jones

Office: (210) 207-2241

Park Headquarters: (210) 207-8590

Due to Texas state regulations regarding access to classified information, all interns will be required to provide fingerprints and pass a CJIS clearance, which includes a short online course which includes a test.

Contact information confirmed 5/1/2019.

## **County Law Enforcement Agencies**

Bexar County Sheriff's Office

200 N. Comal

San Antonio, TX 78207

POC: Human Resources Tech Melissa Lopez

Email: Lopez, Melissa <ml44008@bexar.org>

\*NOTE: Students must have no prior offenses of any sort. Applicants need to provide:

1. Driver's License
2. Social Security Card
3. Birth Certificate
4. High School Official Sealed Transcripts
5. A Personal Letter of Interest – explaining why you have chosen the Sheriff's Office and some of your future goals
6. A letter on letterhead from your professor or internship coordinator outlining the internship course number, how many hours you must complete, and the time frame you have to complete them in. You may email me your request for this letter, but please do so only after contacting Melissa Lopez and ensuring that their internship program will meet your needs.

Contact information confirmed December 15, 2022.

Comal County Sheriff's Office

3005 West San Antonio St

New Braunfels TX 78130

POC: Sergeant Danny Dufur

830-643-6678 [dufurd@co.comal.tx.us](mailto:dufurd@co.comal.tx.us)

Interns are assigned to the Criminal Investigations section. They report directly to Lt. Campbell. Interns may attend forensic interviews, autopsies, train with SWAT, work with narcotics, and go on ride-alongs with patrol officers. Applicants must pass a background check.

Contact information confirmed on May 25, 2022.

Kendall County Sheriff's Office  
6 Staudt Street  
Boerne, TX 78006  
POC: Sergeant Roger Baker  
830-249-9721. Press 0 to reach the operator, who will transfer you to Sgt. Baker.  
Offers two internships per semester.  
Contact information confirmed on May 14, 2019.

Travis County Sheriff's Office  
3800 Hudson Bend Road  
Austin, TX 78734  
POC: Deputy Alvis Prince  
512-854-8424

Bexar County Constable Precinct #4  
Captain Chris De La Cerda  
Bexar County Constable's Office Pct.2  
7723 Guilbeau Rd. Ste 105  
San Antonio, TX 78250  
chris.delacerda@bexar.org  
210.335.4851 office  
210.335.4865 fax  
Email your statement of interest to Captain De La Cerda

Bexar County Constable Office Precinct #4  
2711 S.E. Loop 410, Suite 100  
San Antonio, TX 78222  
POC: Chief Deputy Constable Russell Brandau  
210-335-4952  
Contact information confirmed on May 20, 2019

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

\*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.  
**The Bexar County Medical Examiner's Office is not taking interns at this time.**

Bexar County Hospital District Police  
4502 Medical Drive  
San Antonio, TX 78229  
POC: Lt. Bobby Maxwell  
210-358-2450  
bobby.maxwell@uhs-sa.com  
Contact information confirmed on 2/13/2019

## **State Law Enforcement Agencies**

Office of Inspector General – Texas Health and Human Services  
11307 Roszell  
San Antonio, Texas 78217  
POC: Darrell Colley / Darrell.colley@hhsc.state.tx.us  
(210) 619-8268

Business casual dress is required during the course of the internship. Internship program is currently limited to 2-3 interns each semester. Information about our Agency is available at :  
<https://oig.hhsc.texas.gov>

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: 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, Corporal Marvin Maiten [Marvin.Maiten@dps.texas.gov](mailto:Marvin.Maiten@dps.texas.gov)  
Contact information confirmed October 22, 2020  
[DPS Internship Application forms](#)

## **Federal Law Enforcement Agencies**

Drug Enforcement Administration (DEA)  
10127 Morocco Street #200  
San Antonio, TX 78216-3911  
POC: Program Specialist Kimone Lackey  
Email her your resume and transcript at [kimone.m.lackey@dea.gov](mailto:kimone.m.lackey@dea.gov)

571-776-2980

\*NOTE: Ms. Lackey 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. Students must submit a copy of their resume and latest transcript. Contact information confirmed on Apr 6, 2022.

Department of Homeland Security  
Immigration and Customs Enforcement (ICE)  
1015 Jackson Keller Road, Suite 200  
San Antonio, TX 78213

POC: Student Volunteer Program/ Recruiter Special Agent Richard Perez  
210-979-4967; e-mail: [Richard.A.Perez@ice.dhs.gov](mailto:Richard.A.Perez@ice.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. Minors such as computer science, cybercrime, accounting, and foreign languages are very attractive to this agency. Not accepting internship applications at this time. Bureaucratic delays in approving background checks have delayed the start dates for students, causing possible delay to graduation. Agent Perez is addressing the situation with his administration.

Department of Justice  
U.S. Marshals Service  
655 E. Cesar E. Chavez Blvd., Suite 235  
San Antonio, TX 78206  
POC: Deputy US Marshal Chris Bozeman

Email the USMS at [txw-sanantonio.recruitment@usdoj.gov](mailto:txw-sanantonio.recruitment@usdoj.gov) with your name and the **semester and year** you wish to intern. Put “US Marshals Internship Program” in the subject line of that email. Contact information confirmed on October 20, 2022.

Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)  
6100 Bandera Rd Suite 701  
San Antonio, TX 78238

POC: Allen Darilek at 210-805-2727 or Resident Agent in Charge Alberto Espinosa.  
If you are interested in interning with the ATF in the Houston area, email Nathaniel Adibi at [Nathaniel.Adibi@atf.gov](mailto:Nathaniel.Adibi@atf.gov).

\*NOTE: Applicants must complete an agency application package that will be provided. Completed items to be submitted may include, but is not limited to, a resume, 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 or more in advance of targeted internship



semester due to processing time. There are two units in San Antonio and each unit takes one intern per semester. If you apply with them, you are competing with applicants from all universities so get your application in early. You should have your documents in hand before contacting them to apply.

Contact information confirmed on April 13, 2020.

## Section 3: Corrections and Rehabilitation Agencies

Bexar County Juvenile Probation

Internship Program

301 East Mitchell Road

San Antonio, TX 78210

POC: Program Director, Dominique Sanchez-York

210-335-7741 [dominique.sanchez-york@bexar.org](mailto:dominique.sanchez-york@bexar.org)

\*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.

Contact information confirmed October 10, 2022.

**See BCJP's internship flyer [here](#).**

Interviews for spring 2023 close on November 4.

FREED Texas

1938 S. Zarzamora

San Antonio TX

78207

Email Leonora Walker at [ceo@freedtexas.org](mailto:ceo@freedtexas.org)

Communities in Schools of San Antonio

1616 E. Commerce Street

San Antonio, TX 78205

University students applying for an internship must fill out our online application at this link:

[https://bit.ly/cissa\\_acm\\_app](https://bit.ly/cissa_acm_app)

They can also learn more about our program [here](#).

We have a one to two week turnaround time from the submitted application to the interview.

POC: Sarah Kuntz [skuntz@cissa.org](mailto:skuntz@cissa.org)

If students would like to set up an informational call, or have any questions, they can reach out to Sarah directly at 210.520.8440 x257.

Contact information confirmed on October 19, 2022.

Haven for Hope

[Internships@havenforhope.org](mailto:Internships@havenforhope.org)

POC: Karen Green

Chrysalis Ministries  
503 San Pedro  
San Antonio, TX 78212  
POC: Lead Case Manager, Mikaela Wodtke  
210-299-4540, ext. 116  
mwodtke@chrysmmin.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. Contact information confirmed on June 13, 2019.

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)  
Contact information confirmed on June 15, 2021.

Texas Juvenile Justice Department  
Volunteer Services  
17259 Nacogdoches Rd  
San Antonio, TX 78266  
POC: Patty Garza  
210-651-4374 Ayres Halfway House  
210-638-8046 (cell)

\*NOTE: This agency was formerly known as Texas Youth Commission (TYC). The Texas DJJ has two locations. The Ayres Halfway House provides residential treatment for up to 24 boys. Students may also be able to intern at the parole office.  
Contact information confirmed on October 28, 2022.

Volunteer Service Opportunities

Application

Brochure

Roy Maas' Youth Alternatives Inc.  
3103 West Avenue  
San Antonio, TX 78213  
POC: Michael Rodriguez, 210-340-8077 ext. 1108

Roy Maas frequently hires interns to become full-time staff, even if they haven't yet earned their degree. They have great benefits, including tuition reimbursement and they pay 75% of the health insurance premium.

Contact information confirmed on May 24, 2019.

Bexar County Community Supervision and Corrections Department  
207 North Comal  
San Antonio, TX 78207  
POC: Intern Coordinator, Nigil Mann  
210-335-7464

Crosspoint, Inc.  
301 Yucca Street  
San Antonio, TX 78203  
POC: Josie Rodriguez  
Office Manager  
Direct # 210.549.4662  
Fax # 210.549.4735  
[josie.rodriquez@cpsatx.org](mailto:josie.rodriquez@cpsatx.org)  
[www.cpsatx.org](http://www.cpsatx.org)

Students must be cleared by the Texas Bureau of Prisons. This background check can take a month to complete.

Crosspoint is not only looking for interns. They are hiring full time staff as well. Here is the help wanted flyer they sent me. [Crosspoint Inc is hiring!](#)

Contact information confirmed on April 1, 2022.

Texas Department of Criminal Justice - Parole Division  
San Antonio Metro Parole Office  
2902 N.E. Loop 410  
San Antonio, TX 78218  
POC: Irvin Washington [irvin.washington@tdcj.texas.gov](mailto:irvin.washington@tdcj.texas.gov)  
Contact information confirmed 9/6/2022

U.S. Pretrial Services  
727 E. Cesar E. Chavez Blvd, Suite 636  
San Antonio, TX 78206  
POC: Alejandro Cruz, Intensive Supervision Specialist-Substance Abuse  
Alejandro Cruz <[Alejandro\\_Cruz@txwpt.uscourts.gov](mailto:Alejandro_Cruz@txwpt.uscourts.gov)>  
210-818-7160 (cell)  
210-472-4052 (FAX)  
Contact information Confirmed on January 16, 2020

U.S. Probation Office  
727 E. Cesar E. Chavez Blvd., Suite B-310  
San Antonio, TX 78026  
POC: Supervising Probation Officer, Felicia Lewis  
210-244-5364  
Email: [felicia\\_lewis@txwp.uscourts.gov](mailto:felicia_lewis@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.  
Contact information confirmed on February 7, 2020.

Bexar County Pretrial Services  
222 South Comal, Suite 124  
San Antonio, TX 78207  
POC: Thelma Campa  
210-335-8979  
[thelma.campa@bexar.org](mailto:thelma.campa@bexar.org)  
210-335-0690 (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. 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 including the drug court, Bexar County Reentry, Pretrial Supervision, PICU and Court Collections.  
Contact information confirmed on May 23, 2019.

Bandera County Juvenile Probation  
P.O. Box 2739  
Bandera, TX 78003  
POC: Chief Probation Officer, Matthew Haynie  
830-796-7222

This department has a wilderness/outdoor component to the juvenile probation program.  
Contact information confirmed May 29, 2019.

Wilson County Community Supervision and Corrections Department  
Adult Probation Services  
1144 C Street, Suite 2  
Floresville, TX 78114  
POC: Unit Manager, Andrew Flores [aflores@81-218cscd.org](mailto:aflores@81-218cscd.org)  
830-393-7317

Has a history of hiring interns for permanent positions. Includes Wilson, Atascosa, Frio, Lasalle, Carnes Counties.  
Contact information confirmed on May 29, 2019.

Texas Department of Family Protective Services (DFPS)  
Child Protective Services  
3635 S.E. Military Drive  
P.O. Box 23990  
San Antonio, TX 78223

POC: Kimberly Hill [Kimberly.Hill@dfps.texas.gov](mailto:Kimberly.Hill@dfps.texas.gov)  
210-337-3034 (office) 210-259-3461 (cell)  
512-934-9614 (FAX)

Kim Hill is out of the office much of the time. Her cell number is often the best way to reach her.

Contact information confirmed on June 5, 2019.

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  
210-337-3246 or [lisa.senteno@dfps.state.tx.us](mailto:lisa.senteno@dfps.state.tx.us)

\*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.

Contact information confirmed on June 14, 2019.

Children's Advocacy Center Bastrop  
1002 Chestnut St Bastrop, Tx 78602  
512-321-6161

"The Children's Advocacy Center (CAC) of Bastrop, Lee & Fayette Counties is a child-friendly facility where child victims of abuse may be interviewed, undergo medical evaluations, and receive therapy. In addition, the center provides advocacy to protective caretakers and child abuse education to the communities we serve. We serve child victims of physical and sexual abuse, child witnesses of violent crime, non-offending family members, at-risk children and families, multi-disciplinary team members, and the community at large. Our mission is to provide a neutral, child friendly organization that facilitates a multidisciplinary approach to the investigation, prosecution, intervention and treatment of child abuse."

<http://www.childrensadvocacycenter.org/>

POC: Sarah Moreno, Therapeutic Family Advocate [sarah.moreno@cacbastrop.org](mailto:sarah.moreno@cacbastrop.org)

The role of the family advocate Interns is to provide support to the child and their non-offending family members and to assist them in navigating the legal and court process. Services include facilitating criminal case information, making referrals to other supporting agencies, and assistance with applying for Crime Victims' Compensation. Interns may also assist with school supply assistance, holiday programs, and other family events. Requires background check.

[CAC Brochure](#)

Comal County Community Supervision and Corrections Department  
160 E. Bridge Street  
New Braunfels, TX 78130  
POC: Deputy Director, Holly Skiles  
512-353-5892

BCFS Health and Human Services  
4346 Northwest Loop 410  
San Antonio, TX 78229  
POC: Bailey Stewart  
(210) 596-8142  
E-mail: [bs0116@bcfs.net](mailto:bs0116@bcfs.net)

BCFS HHS is a nonprofit agency working primarily with at-risk youth and their families. PAL is a program designed to provide crucial life skills and competencies to youth formerly in foster care, as well as youth preparing to age out of care. In the PAL program, youth receive integrative instruction on various life skills that include, money management, health and safety, housing/transportation, and life decisions. Interns would assist with the facilitation of groups and individual assessments.

## **Section 4: Courts, Law Firms, and public law agencies**

Hays County Law Library and Record Management  
712 South Stagecoach Trail, Suite 2026  
San Marcos, Texas 78666  
(512) 393-7709

The Law Library is open to the public to assist with legal research. In Records Management we assist the Office of the Criminal District Attorney with managing and maintaining records.

<https://hayscountytexas.com/courts/law-library/>

Melody Barron, Law Librarian & Records Management Officer  
[melody.barron@co.hays.tx.us](mailto:melody.barron@co.hays.tx.us)

Interns assist with both Law Library and Records Management duties. This includes assisting the public with finding legal information and resources. In Records Management we assist the Office of the Criminal District Attorney with recordkeeping which includes organizing records, applying retention, determining the disposition of cases and more.

Interns must have a clear criminal background

Contact information confirmed on May 13, 2021.

### **Courts**

Webb County Justice of the Peace Precinct 2 Place 1  
Mary Serna, Court Administrator  
901 S. Milmo Ave, First Floor  
Laredo, TX 78043

Email: [mserna@webbcountytexas.gov](mailto:mserna@webbcountytexas.gov)

Email Mary Serna your resume and a statement of interest. In your statement, tell her that you are required to perform 150 of service to a criminal justice related agency.

This internship will require students to perform administrative work with the justice of the peace dealing with traffic cases, civil claims up to \$20,000 (including evictions and debt collection, neighbor disputes), and truancy.

You can intern with any judge in the Bexar County Courthouse. Just send an email with your information including your name, your resume, and that you are a TAMUSA student to the court coordinator for the court that you are interested in. Here is the list of the criminal district courts, the judge for each court, and the court coordinator with their email address.

144th District Court (Judge Michael Mery) – Regina Felan – Regina.Felan@bexar.org  
175th District Court (Judge Catherine Torres-Stahl) – Laura Castillo - Laura.Castillo@bexar.org  
186th District Court (Judge Christina Escalona) – Sarah Herrera - s.herrera@bexar.org  
187th District Court (Judge Stephanie Boyd) – Norma Ferguson - nferguson@bexar.org  
226th District Court (Judge Velia Meza) – Ashley Chavez - ashleychavez@bexar.org  
227th District Court (Judge Christine Del Prado) – Natalia Contreras – ncontreras@bexar.org  
290th District Court (Judge Jennifer Peña) – Laura Torres - laura.torres@bexar.org  
379th District Court (Judge Ron Rangel) – Tricia Austin - taustin@bexar.org  
399th District Court (Judge Frank Castro) – Gabriella White - gabriella.white@bexar.org  
437th District Court (Judge Joel Perez) – Gloria Tamayo Gloria.Tamayo@bexar.org

U.S. District Court  
Western District  
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

Bexar County Criminal Law Magistrate  
300 Dolorosa, #4.101  
San Antonio, TX 78205  
POC: Coordinator Angela Martinez  
Angela.Martinez@bexar.org  
210-335-0546  
Contact information confirmed on June 15, 2021

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

289th District Court of Bexar County  
235 E. Mitchell  
San Antonio, TX 78210  
POC: Court Coordinator, Patricia Alvarez  
210-335-1185  
[289thcourtcoordinator@bexar.org](mailto:289thcourtcoordinator@bexar.org)

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.

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

Information confirmed on September 23. Must go through an extensive and time consuming background check, including fingerprints, credit report, and traffic citations of over \$150.00. This can take 6 to 8 weeks.

Texas RioGrande Legal Aid Inc.  
1111 N. Main  
San Antonio, TX 78212  
POC: Branch manager, Ann Zaragoza  
210-212-3723

Bexar County District Attorney  
Criminal Prosecution Division & Victim Services  
300 Dolorosa 5th Floor  
San Antonio, TX 78205  
POC: Victim Service Coordinator, Cynthia Jahn  
210-335-2733  
210-335-3368 (FAX)  
Contact information confirmed on June 14, 2019.



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

## **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: Vanessa Maldonado [vanessa@thegordonlawfirm.com](mailto:vanessa@thegordonlawfirm.com)  
210-531-9700  
210-732-0158 (FAX)  
Contact information confirmed on June 14, 2019.

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---Anthony R. Zamora  
211 Babcock Road  
San Antonio, TX 78201  
POC: Anthony Zamora  
210-738-0067  
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  
[ron@princecontreras.com](mailto:ron@princecontreras.com)  
Contact information confirmed on June 14, 2019.

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  
Contact information confirmed on June 14, 2019.

Aric J. Garza Law PLLC  
5820 IH-10 West Ste. 300  
San Antonio, TX 78201  
POC: Bethany Chambers  
21-225-2961

Attorney at Law---Russell Amsberry  
24165 IH-10 W Suite 213  
San Antonio, TX 78257  
POC: Cindy Krig  
[c.krig@amsberrylaw.com](mailto:c.krig@amsberrylaw.com)  
[r.amsberry@amsberrylaw.com](mailto:r.amsberry@amsberrylaw.com)  
[www.amsberrylaw.com](http://www.amsberrylaw.com)  
210-491-4428 or 210-354-2244

Mr. Amsberry is highly motivated to have students intern with them. Looking for a student that is eager to learn about family law, a multitasker, can work in a fast paced environment, and a good representative of the firm, and has good attention to detail. This is an ideal internship for anyone planning on going to law school.  
Contact information confirmed on July 26, 2022.

Mary Pietrazek, Attorney at Law  
1924 North Main Ave  
San Antonio, TX 78212  
210-781-9368  
[pzklaw@gmail.com](mailto:pzklaw@gmail.com)

Interns will be reviewing and cataloging evidence for criminal cases ranging from misdemeanors to second degree felonies.

Email your most recent resume. No cover letter needed.