



OFFICE OF THE PIMA COUNTY ATTORNEY

Volunteer and/or Intern Expectations, Selection Procedures and Processing Information

The following outline is designed to help the prospective Pima County Attorney's Office (PCAO) volunteer and/or intern understand the expectations, selection and processing procedures that occurs before your service can begin.

NOTE: The selection and processing procedures normally take 1-2 weeks.

EXPECTATIONS:

1. We prefer volunteers and/or interns to make a commitment of service to volunteer at least two 4-hour shifts each week for not less than 6 months. However, we will accept alternative arrangements to accommodate scheduling issues or concerns.
2. Volunteers and/or interns are required to follow all applicable County Attorney policies and procedures (a manual will be provided).
3. Volunteers and/or interns are expected to follow all standards of confidentiality. (A confidentiality statement will be signed and kept in your volunteer and/or intern file.)

SELECTION PROCEDURES:

1. The applicant will be contacted to schedule an interview once the following forms have been completed and received by the Volunteer/Intern Program Director: the **Notice to Volunteer and/or Intern and Release, Statement of Personal History for Background Investigation**, and the **Volunteer/Intern Application Form**.
2. Applicants will be interviewed by the Volunteer/Intern Programs Director. At the interview, the applicant will be fingerprinted by the Criminal Investigations Unit – at no cost to the applicant. Once the background check is completed and cleared, the applicant will be contacted regarding selection and start date.

PROCESSING PROCEDURES:

Selected applicants are scheduled by the Program Director for the following:

1. Orientations information.
2. Training for the assigned area.