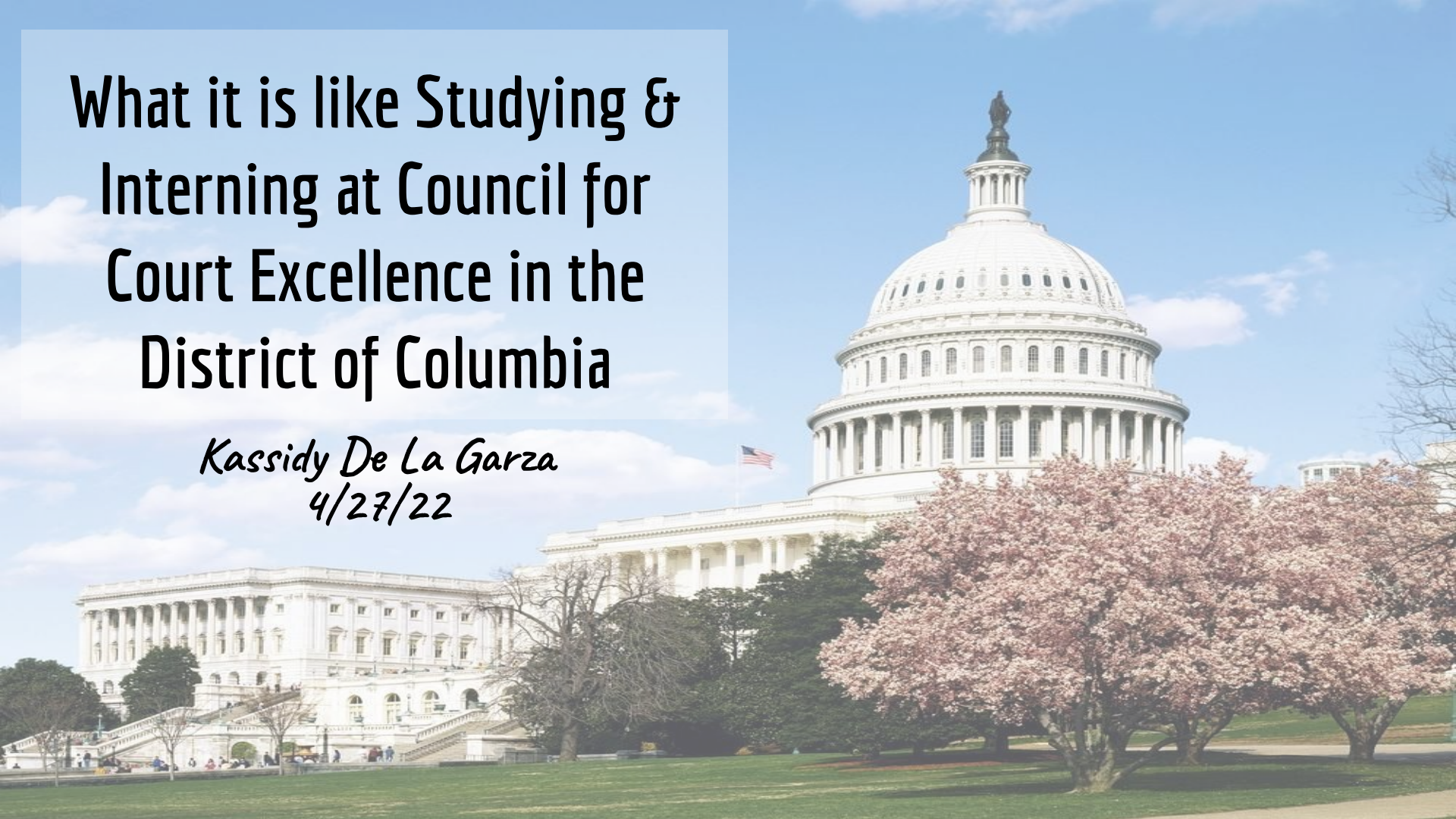


What it is like Studying & Interning at Council for Court Excellence in the District of Columbia

Kassidy De La Garza
4/27/22



Main Points

- ★ Lutheran College Washington Semester (LCWS)
- ★ Council for Court Excellence (CCE)
 - CCE's Committees
 - Civil Justice
 - Youth Justice
 - Criminal Justice
 - Justice Education
 - Selection and Training
 - Resume/ Cover Letter
 - Responsibilities
 - Coursework & Learning Experience
 - Conclusion

What Is LCWS?

- Study Abroad
- Fall & Spring Semesters
- Live and Intern in the Nation's Capital
- Field Trips
 - Capitol Hill
 - White House
 - Smithsonian
- Friends for a lifetime



Council for Court Excellence (CCE)



- CCE is a nonprofit, nonpartisan civic organization that works to improve the administration of justice in local and federal courts and related agencies in the Washington, DC, metropolitan area.
- CCE has a small staff which is governed by and works alongside a large Board of Directors whose members come from the legal, business, judicial, and civic sectors of the community.

Council for Court Excellence (CCE)



CCE's mission is to enhance the justice system in the District of Columbia to serve the people equitably.

- Make the Districts court system effective, efficient, and fair for everyone

CCE has been the driving force behind:

- Adoption of the one day/one trial jury system in DC Superior Court
- Modernizing trial jury and grand jury systems
- Improving the handling of child abuse and neglect cases
- Expanding crime victims' rights
- Public education to promote better understanding of and build confidence in the justice system.

CCE's Committees



★ Civil Justice

- Projects related to civil law
- Notable projects: Jury Reform and Modernization, Probate Reform, etc.

★ Youth Justice

- DC Youth involved in the Juvenile System
- Notable projects: Mental Health treatment, Amending DC's Youth Rehabilitation Act, Removing Juveniles from DC's Adult Jails, etc.

CCE's Committees Cont.



★ Criminal Justice

- Research the most important, urgent issues facing the District of Columbia's criminal justice system, and recommended policy and practice reforms to benefit everyone involved.
- Issues of sentencing reform, police overtime, criminal record sealing and expungement, and barriers to employment for returning citizens, etc.

★ Justice Education

- the committee publishes plain English guides concerning DC justice issues
- Notable Projects: Educate the DC community about consumer fraud, Educate DC school leaders and staff about how to effectively interact with the police

★ Selection and Training ★

Title: Policy Intern

Application:

- A cover letter indicating interest and availability (10-15 weeks)
- A resume
- An unofficial transcript
- A brief writing sample on any topic (3 pg)

Eligibility & Qualifications:

- Undergraduate, graduate, or law student
- Interest in areas of public policy, law, courts, government, public relations, journalism, or resource development.

Training:

- Virtual training day course on software (Box, Asana, and Google Teams)
- First weeks assignments- tasks navigating the sites



RESUME/ COVER LETTER



KASSIDY B. DE LA GARZA

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EDUCATION

California Lutheran University, Thousand Oaks, CA *Expected Graduation:* May 2022
Bachelor of Science, Criminology & Criminal Justice; *Minor:* Psychology *GPA:* 3.91
Study Abroad: Lutheran College Washington Semester in Washington D.C. *Attendance:* Spring 2022
Related Courses: Criminology, Terrorism, Contemporary Corrections, Methods of Research, Criminal Psychology, Violence and Victimization, Critical Issues in Policing.

Ventura College, Ventura, CA *September 2017 – June 2020*
Associate of Science, Administration of Justice
Associate of Arts, Sociology
Associate of Arts, Sociology
Related Courses: Intro to Criminal Justice, Concepts of Criminal Law, Criminal Investigations, Criminal Procedures, Deviance Crime and Society.

WORK EXPERIENCE

Student Worker III, *Ventura County Probation Agency, Camarillo CA* *January 2021 – Present*

- Conduct administrative duties, such as managing incoming calls, coordinating files, and sorting mail.
- Organize offender records and documentation in compliance with department and legal standards.
- Update client documents, enter court proceedings, and file legal reports with the courts.
- Evaluate client progress toward completing terms of probation and address difficulties.
- Interpret legal concepts and issues to complete and close out cases.

Receptionist, *DLG Coatings Inc, Oxnard CA* *June 2017 – September 2020*

- Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.
- Oversee inventory activities by monitoring material and ordering and restocking when necessary.
- Supported various administrative duties, such as proofreading and creating invoices for supply and material purchases.

Hostess, *Larson's Steakhouse, Oxnard CA* *May 2019 – December 2019*

- Cultivated positive guest relations by managing information and orchestrating speedy seating.
- Assisted FOH and BOH staff with preparing for events, coordinating smooth execution to maximize guest satisfaction.
- Documented reservations, alerted servers and managers of large groups and prepared seating.

Hostess, *Fresco II on the Marina, Oxnard CA* *February 2016 – May 2019*

- Coordinated weekly live entertainment by creating an organized weekly schedule of entertainment 1 booked.
- Answered customer questions about hours, seating and entertainment information.
- Oversee dining area staff to evaluate server loads and calculate accurate wait times.
- Assisted managers with quickly resolving service- and food-related issues.
- Worked with a POS system to place take-out orders and manage bills.

AWARDS

Recipient, *The Public Price Promise Scholarship* *Fall 2020 – Present*
Dean's List, *California Lutheran University* *Fall 2020 – Present*
Dean's List, *Ventura College* *Fall 2017, Fall 2018, Spring 2019, Spring 2020*

KASSIDY B. DE LA GARZA

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November 10, 2021

Jeremy Kittredge
Justice Policy Institute
1012 14th St. NW, Suite 600
Washington, D.C. 20005

Dear Mr. Kittredge,

Growing up in what would be considered "ghetto" neighborhoods, I was constantly surrounded by a lot of unsafe situations. Crime seemed as if it was inevitable, and I was always told that the justice system was broken. As I grew older, I came to realize this wasn't the case; it was that people just did not have a deeper understanding of it. More than ever, I want to play a part in fixing the holes within the justice system and to help others see more of the positives the system can create.

I was intrigued in learning about your Internship Program at the Justice Policy Institute. The program's goals to reduce the use of incarceration and the justice system by promoting fair and effective policies is an opportunity I need to get myself involved in. With accessible research focused on criminal and juvenile justice reform, such as young people and the trauma in justice involvement, the systems stark racial disparities, the emerging adult and police killings, and many more, JPI has done an incredible job caring for and educating its community. JPI's articles, press releases, and communication products have helped inform people on the justice reforms and ways to get involved. I am highly interested in participating in JPI's work, such as conducting research, analyzing policy, communicating on an array of platforms, as well as working in a tight-knit space with other organizations advocating for social change. Additionally, conducting such work with JPI that will help me learn about and contribute to the practical application of criminal justice and juvenile justice reform. As a Criminal Justice major, with a focus on societal and judicial issues, my academic and professional experiences make me an excellent candidate for the JPI Internship.

As a Criminology major at California Lutheran University, I have a broad and growing understanding of the criminal justice system. The interests for this internship align with my relevant coursework in Criminology, Terrorism, Critical Issues in Policing, and Methods of Research to name a few. In some of these courses, I have learned a lot about the positives of the justice system along with its many flaws. Professionally, I served as a student worker at Juvenile Field Services for the Ventura County Probation Agency. In this position, I have worked closely with Ventura County courts, district attorney's office, and Sheriff's office. I fill out and file documents such as SRP forms, complete case notes, and look over individualized case plans for our clients. By completing these tasks, I have significantly taken some of the workload off probation officers' hands and assisted in getting individuals off probation. A project I had taken on was organizing and developing a resource area in our lobby consisting of pamphlets and brochures of local resources for clients and their families to take as they please. Some of the sections were on housing assistance, mental health programs, substance abuse programs, parent and family support services, and education and job training to name a few. This project helped me gain knowledge on all the local programs that are offered and made me develop personal connections with them through my contact with their team. Furthermore, I have gained interpersonal and customer service skills as I have worked in the restaurant industry. This is beneficial when it comes to confidence in public speaking and communication.

I believe my growing academic record, as well as my work experience, would make me a valuable candidate for the Internship with JPI. I will be available to intern four full days each week from January 17th to April 21st, 2022, as I study with the Lutheran College Washington Semester Program. I would greatly appreciate the opportunity to further discuss how my skills and knowledge would benefit JPI and will arrange my schedule to be available as your convenience.

Thank you for your time and consideration, and I look forward to hearing from you soon.

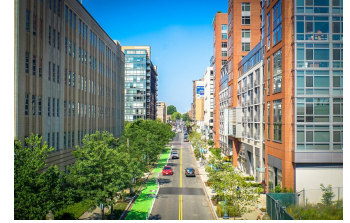
Sincerely,
Kassidy De La Garza

LCWS sets you up with an internship placement assistant:

- Assists in crafting resume and initial cover letter

The career center does a great job assisting with this as well !!!

General Responsibilities



Interns at the CCE participate in:

- Hands-on justice reform efforts that directly impact the DC community
- Conducting legal and policy research, analysis, and writing
- Providing project support
- Engaging in community relations.

Specifically: Drafting Testimonies, Sections in Newsletter, Invitations to Join Board, as well as, Attend Committee Meetings & Taking Meeting Minutes

Coursework & Learning Experience



Related Coursework: Criminology, Contemporary Corrections, Methods of Research, Violence and Victimization, Critical Issues in Policing.

Long Term Career Benefits

- Honed skills in research and analysis
- Developed flexibility in writing for different audiences (community, legal, governmental, etc.),
- Strengthened my understanding of the federal justice system and the local DC system
- Networked with CCE's experienced and dedicated staff as well as with their Board of Directors

Final Comments

- ★ Working remote was harder than expected
- ★ The team was highly motivated and very passionate about their work
- ★ Had to be a “jack of all trades” with a legal team this small
- ★ Really enjoyed working in policy
- ★ Law school or Graduate School ??



Thank you for listening!

Any Questions??



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@LutheranCollegeWashingtonSemester



@_KassidyBrooke

@DCsemester