



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
CLASS Parks Program
Youth Employment Internship Program

CRIME SCENE INVESTIGATION

- PROGRAM INFORMATION -

The City of Los Angeles Department of Recreation and Parks, in cooperation with the Juvenile Justice Coordinating Council, encourage your participation in the Youth Employment Internship Program (Y.E.I.P.).

What is the Youth Employment Internship Program?

The Youth Employment Internship Program is designed to provide young people with job and interpersonal skills. Curriculum will focus on developing leadership skills, employment skills, life skills enhancement, and job-specific training.

What is the CSI Program?

Interns will learn the art of Crime Scene Investigation (CSI) with hands on experiments. Each week interns will work closely with law enforcement officers to gain the knowledge of various forensic science skills. Interns will train in such areas as fingerprinting, casting, DNA analysis, toxicology, entomology, blood spatter testing, and deductive reasoning. Crime scene scenarios will be staged for educational purposes. Officers will instruct on maintaining a crime scene as interns actively participate in collecting data and analyzing it in a lab setting. Interns will work with the same materials and equipment that real forensic scientists use in their everyday job. This interactive track will teach the importance of paying attention to detail while guiding through the thought process of solving a crime, based on evidence.

Who is eligible to participate?

8th–12th grade (currently enrolled) youth are eligible for this program. Participating youth will need to provide a copy of their latest report card, and the report card immediately following the participation period. **You must have a social security number and a signed copy of your social security card to participate.**

When will the Crime Scene Investigation Program take place?

The Crime Scene Investigation Program will be conducted on 8 Saturdays from 9am-5pm from July 11, 2009 through August 29, 2009 at Pacoima Recreation Center.

What will be the focus of the program?

- Learning about teamwork
- Building job skills and a strong work ethic
- Improving leadership skills
- Learning tolerance of others
- Developing a sense of responsibility

Will I be paid to participate in the internship program?

Yes, you will be paid a stipend in the amount of \$200.00 for the 64+ hours of attendance, provided you fulfill all requirements of the program.

Where will the program take place?

Valley Plaza Recreation Center
12240 Archwood Street, No. Hollywood, CA 91605

(818) 765-5885

Will I be given any supplies or equipment?

All interns will be given a Program uniform and an award upon completion.

How do I apply?

Interested applicants may apply to the Program by completing and submitting this application packet. Application procedures **must** be carefully followed. Please review the required forms checklist in the back of this information packet. The deadline to apply for each session is listed on the attached schedule. Failure to provide all required information will result in automatic disqualification.

Completed application packets must be submitted to:

Y.E.I.P. / CLASS Parks Program
3900 Chevy Chase Drive
Los Angeles, CA 90039
Attn: Y.E.I.P. Registration

Phone: (818) 243-2490
Fax: (818) 243-5953

*** Applications may be turned into the Recreation Center of your YEIP location. ***

For additional information

Please contact CLASS Parks at (818) 243-2490 or email to Charlotte.Marten@lacity.org or Mireya.Coronado@lacity.org or Jeran.Bogle@lacity.org

APPLICATIONS MUST BE RECEIVED BY RESPECTIVE DEADLINE TO BE ELIGIBLE FOR PARTICIPATION.

PARENT/GUARDIAN ORIENTATION

There will be an optional Parent/Guardian Orientation on the first day of the program from 9:00am-11:00am. Parents/Guardians are welcome to attend the first 2 hours of the program on July 11, 2009 to go over the program guidelines, rules, and what is expected from the interns.

CLASS PARKS

Program Locations & Dates

Valley Plaza Recreation Center
12240 Archwood Street, No. Hollywood, CA 91605
(818) 765-5885

CRIME SCENE INVESTIGATION	
Saturdays 9:00am – 5:00pm	
VALLEY PLAZA RECREATION CENTER	
July 11, 2009	1
July 18, 2009	2
July 25, 2009	3
Aug 1, 2009	4
Aug 8, 2009	5
Aug 15, 2009	6
Aug 22, 2009	7
Aug 29, 2009	8

SPECIAL NOTE:

Participants in the Crime Scene Investigation program will need to **bring a sack lunch on each meeting date!** Snacks will be provided by the Program.

For more information

Please contact CLASS Parks at (818) 243-2490 or email to Charlotte.Marten@lacity.org or Mireya.Coronado@lacity.org or Jeran.Bogle@lacity.org

CLASS PARKS

YOUTH EMPLOYMENT INTERNSHIP PROGRAM - APPLICATION -

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★ APPLICATION DEADLINE: July 2, 2009 ★

Valley Plaza Recreation Center
12240 Archwood Street, No. Hollywood, CA 91605
(818) 765-5885

Please print neatly

First Name: _____ Middle Initial: ____ Last Name: _____

Date of Birth: Month ____ Day ____ Year ____ Social Security Number: ____ - ____ - ____

Home Telephone #: (____) ____ - ____ Primary Language spoken in home: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian Information:

Mother's Name: _____

Home Telephone #: (____) ____ - ____ Work Phone #: (____) ____ - ____ ext. ____

Father's Name: _____

Home Telephone #: (____) ____ - ____ Work Phone #: (____) ____ - ____ ext. ____

School Currently Attending: _____ Grade: _____

What school track are you on? *If you are track Three or Four, please circle the one that applies to you.*

Single Track Three **A B C** Track Four **A B C D**

When and where is it best to reach you by phone? _____

Organizations you participate in: _____

List jobs you have held, supervisor name and telephone #'s _____

For Office Use Only:

Application Received By: _____ Date: ____/____/____

YOUTH EMPLOYMENT INTERNSHIP PROGRAM - APPLICATION -

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What is the condition of your general health? _____ Do you have any special conditions, problems or limitations which might interfere with your ability to perform the internship for which you are applying? If yes, please explain. *This information will not be used to disqualify any candidate. It is just information needed for accommodation.*

Are you on formal probation? Yes No

If yes, list the name and telephone # of your probation officer:

Racial / Ethnic Group: *The information below is required for statistical purposes and in no way influences internship prospects. This information will remain confidential.*

- Caucasian African-American Hispanic/Latino
 American Indian Asian or Pacific Islander Other: _____

Do you have a relative working now for the City of Los Angeles? Yes No

Name	Relationship	City	Department
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I hereby state that the information contained within this application is truthful and accurate, and is to be considered an integral part of any agreement I may enter into for internship.

_____/_____/_____
Applicant's Signature Date

_____/_____/_____
Parent's Signature Date



CITY OF LOS ANGELES
 DEPARTMENT OF RECREATION AND PARKS
 YOUTH EMPLOYMENT INTERNSHIP PROGRAM

INTERN QUESTIONNAIRE

Intern's Name: _____ Date: _____

Select three words that describe you:

1 _____ 2 _____ 3 _____

What does "role model" mean to you?

What hobbies or extra-curricular activities do you participate in during or outside of school?

Where do you see yourself in five years?

What do you like least about school and homework? How would you change it for the better?

How will this program benefit you?

Applicant's Signature: _____

Date: _____



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
YOUTH EMPLOYMENT INTERNSHIP PROGRAM

EMERGENCY INFORMATION

Intern's Name: _____ Home Phone: (____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Father: _____ Home Phone: (____) _____ Cell Phone: (____) _____

Mother: _____ Home Phone: (____) _____ Cell Phone: (____) _____

Intern's Birth-date: _____ Age: _____ School: _____ Grade: _____

Medical Plan (insurance): _____ Allergies and/or medication: _____

Can your child be given: Tylenol? _____ Pepto-bismal? _____ Benadryl? _____

Please list any medical conditions or restrictions: _____

If parents are not available, other authorized adults to call in an emergency:

Name: _____ Home Phone: (____) _____ Cell Phone: (____) _____

Name: _____ Home Phone: (____) _____ Cell Phone: (____) _____

Name: _____ Home Phone: (____) _____ Cell Phone: (____) _____

PARENT PERMISSION:

I hereby authorize my son/daughter _____ to travel (bus, van or walking) to any field trip/outing in association with the YOUTH EMPLOYMENT INTERNSHIP PROGRAM, including walking off park grounds to obtain lunch from local vendors. I release the City of Los Angeles and its officials, agents, and employees from any liability in connection with this authorization.

DATED: _____ PARENT OR GUARDIAN SIGNATURE: _____

AUTHORIZATION TO CONSENT TO TREATMENT OF MINOR IN CASE OF EMERGENCY, ILLNESS, OR ACCIDENT

(I)/ (We), the undersigned parent (s) of _____, a minor, do hereby authorize the DIRECTORS AND STAFF OF THE YOUTH EMPLOYMENT INTERNSHIP PROGRAM as agent (s) for the undersigned to consent to any X-Ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by and is to be rendered under the general or specific supervision of any physician or surgeon licensed under the provision of the Medical Practice Act, or the medical staff of a licensed hospital whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care that may be required, and it is given to provide authority and power on the part of aforesaid agent (s) to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician in the exercise of his/her best judgment may deem advisable.

THIS AUTHORIZATION SHALL REMAIN IN EFFECT UNTIL REVOKED IN WRITING AND DELIVERED TO SAID AGENT(S).

DATED: _____ PARENT OR GUARDIAN SIGNATURE: _____

For Office Use Only:

Assigned Location: _____ Internship Track #: _____

Discipline: _____



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
YOUTH EMPLOYMENT INTERNSHIP PROGRAM

INTERN AND PARENT AGREEMENT

Intern's Name

The signing of this agreement by internship applicant and his/her parent or guardian binds them, upon selection, to the following:

1. I agree to complete the Youth Employment Internship Program to the best of my abilities;
2. I have read and understand the internship description that was provided;
3. I understand and agree that I will attend all hours of training during the sessions for which I am selected. I understand that I may miss up to 3 sessions (24 hours) of the program and may still receive credit for the program upon completion of community service hours. If I miss more than 24 hours of the program I will be terminated and will not receive credit for the program, nor the \$200 stipend check;
4. Parent/Guardian agrees to do their best to help their son/daughter meet the responsibilities of the Program;
5. The City of Los Angeles, Department of Recreation and Parks, Youth Employment Internship Program will provide a shirt which is required to be worn on all training dates and will become the property of the applicant upon successful completion of the entire program;
6. I agree to notify Y.E.I.P. Administration if my address and/or telephone number changes, either while in the Program or after completion, and fill out any related paperwork;
7. I agree to provide the most current report card following my son / daughter's participation in the program;
8. I understand that following the completion of the program the intern will receive a \$200 Stipend check. The stipend check is expected to be issued approximately 4 weeks after the program completion date, granted that all YEIP paperwork and hours are completed by the intern. The intern will be notified of when the check is available for pick-up. The stipend check must be picked-up and signed for by the intern in person;
9. I understand there will be a clear and concise set of rules for the Program and they will be explained on the first day of training. I also understand that breaking these rules may be grounds for dismissal from the program, and forfeiture of all benefits afforded through participation in the Program.

Applicant Signature_____

Date_____

Parent Signature_____

Date_____



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
YOUTH EMPLOYMENT INTERNSHIP PROGRAM

PARENTAL/GUARDIAN AGREEMENT

Dear Parent (s)/Guardian(s):

The City of Los Angeles, Department of Recreation and Parks in collaboration with the County of Los Angeles Probation Department will be offering prevention services to children under the provisions of the Juvenile Justice Crime Prevention Act (JJCPA) program. We are engaged in programming designed to provide direct and indirect services such as involvement in positive activities for youth and families who desire who desire additional exposure to proactive events and request for permission to extend our services to you and your child.

PLEASE BE AWARE THAT YOUR CHILD CAN WITHDRAW FROM THIS PROGRAM AT ANY TIME. THERE ARE NO FEES FOR THIS SERVICE.

In consideration of the youth, _____ participating in
(YEIP intern's name)

this voluntary program, the minor and parent(s)/guardian(s) release the City of Los Angeles, the City of Los Angeles Department of Recreation and Parks, the County of Los Angeles, and the Los Angeles County Probation Department, of all liabilities that might occur as a result of participation in this program.

Note: Even though your child's name will remain anonymous, information regarding behavior, academic performance, and school attendance will be acquired and maintained for statistical purposes by the County of Los Angeles Probation Department and the City of Los Angeles Department of Recreation and Parks Youth Employment Internship Program for the sole purpose of studying the effectiveness of the program.

If you would like your child to be involved in our program, sign and date this letter and return it with your application.

Parent/Guardian Signature

Date

Minor's Signature

Date

*PARA ESPANOL, POR FAVOR HABLE A (818) 243-2490



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
YOUTH EMPLOYMENT INTERNSHIP PROGRAM

Parent Release Form for Media Recording by
Los Angeles Recreation and Parks
CLASS Parks - YEIP

I, the undersigned, do hereby grant permission for **Los Angeles Recreation and Parks CLASS parks – YEIP** to use the image of my child,

(Please print YEIP intern's first and last name above)

Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images and/or video taken of my child for use in materials that included, but not limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the **Los Angeles Recreation and Parks CLASS Parks – YEIP** Web site.

Parent/Guardian Signature

Date

*PARA ESPANOL, POR FAVOR HABLE A (818) 243-2490

Please make a copy of this form for your own records.



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
YOUTH EMPLOYMENT INTERNSHIP PROGRAM

APPLICATION CHECKLIST

Please make sure to return each of the following forms as a packet:

- Application (2 pages)
- Intern Questionnaire
- Emergency Information
- Intern and Parent Agreement
- Parent/Guardian Agreement
- Copy of your latest report card
- W-9 Form
- Copy of signed social security card

Applications are to be completed and turned in by the following date:

CRIME SCENE INVESTIGATION
July 2, 2009

Applications will be accepted on a First-Come, First-Served Basis.

* The YEIP OFFICE must receive the first 2 pages of the application prior to the start date of the track! The rest of the application may be turned in on the first day of the program.

The first 2 pages may be handed-in, mailed-in, or faxed in!

Applications can be faxed to (818) 243-5953.

Please contact CLASS Parks at (818) 243-2490 or email to Charlotte.Marten@lacity.org or Mireya.Coronado@lacity.org or Jeran.Bogle@lacity.org for more information.