

# SKAGIT COUNTY CORONER'S OFFICE EDUCATIONAL PROGRAM

The Skagit County Coroner's Office offers college students an unparalleled opportunity to dive into medico-legal death investigations through our [unpaid internship programs](#). The Skagit County Coroner's Office has designed this immersive experience for college students passionate about forensic science, criminal justice, biological sciences, or related fields. It offers college students a unique glimpse into the daily operations of a coroner's office.

Undergraduate, graduate, and medical college students over 20 years old that are interested in participating in the internship program **must complete all the required applicant steps**. The internship is not available to non-college students.

First, applicants **must meet** the qualifications set forth below.

Second, they **must complete** Skagit County Coroner's Office's forms and applications for the internship. Additionally, they must complete the County's volunteer or employment forms, qualify as a volunteer if applicable, pass a background check, and any other procedure that may be in place.

Third, they **must complete** the *Educational Tour* and *Observership Programs* before their application will advance to the next step. The Coroner must approve applicants for both programs. They also **must complete** a confidentiality form upon entering the facility before they begin these programs.

## Educational Tour Program

- This program is approximately 2.5 hours long and is open to 18-year-old high school/college students, or professionals in a coroner-related field. It includes an overview presentation to introduce participants to the work that the Skagit County Coroner's Office does each day and a full tour of the facility. Staff members will be available to answer any questions.

## Observership Program

- Applicants must complete the Educational Tour before they can start the Observership Program. This program allows the participant to shadow Skagit County Coroner's Office staff for 1 to 5 days and learn more about the field and the inner workings of a coroner's office. The staff member will directly supervise the participant. The participant will have the opportunity to respond and observe a death scene investigation and/or observe an autopsy.

The Coroner may deny an applicant's application if they fail to complete any required form or step. The Coroner may reject an applicant based upon any submitted or omitted application material or procedure.

- ★ Due to privacy issues and sensitive nature of cases, the Skagit County Coroner's Office has discretion on who it accepts to the internship and can limit how many interns it accepts. Applicants should apply only if they are seriously interested and/or actively pursuing a death investigation or similar career. Applicants must be able to devote a large amount of time and flexibility to participate in the program.

# SKAGIT COUNTY CORONER'S OFFICE INTERNSHIP PROGRAM

## UNPAID INTERN QUALIFICATIONS:

### Successful applicants must:

- Be college students that are 20 years or older
- Be pursuing a career and/or education in criminal justice, forensic science, mortuary science, law enforcement, or medicine.
- Have the ability to commit to the internship for 3 months with a minimum of 8 hours per week.
- Be available to respond to calls after hours with an investigator (at least 1 day per week), which may include weekends and holidays.
- Be punctual and respect the investigators' multiple duties and busy schedules.
- Be comfortable interacting with the public both in person and via phone.
- Be familiar with basic death investigation principles and/or physiology/anatomy.
- Maintain a professional demeanor and appearance for public interaction.
- Have strong interpersonal skills, self-motivation, professional conduct, and sound judgment.
- Complete all the required applicant steps and forms.
- Complete the *Educational Tour* and *Observership Programs*.
- Pass a background check.
- Follow the dress code.
- Follow all Coroner policies and procedures.
- Follow all County policies and procedures.
- Keep information private and confidential and sign a confidentiality agreement.

### Successful applicants also must be willing to participate in all aspects and duties of the coroner's office including but not limited to:

- General office duties (answering phones, logging information, data entry, pulling case files, and filing).
- Scene investigation (general investigations under the supervision of a death investigator).
- Autopsy observation and assistance.
- Assisting the deputy coroner.
- Photographing bodies.
- Making anatomical findings.
- Handling and cataloging evidence from exams.
- Assisting the pathologist, including observing dissections, recording organ weights, making notes on other pertinent information, preparing and cleaning tools, and restocking items.
- Reviewing new and old case files.
- Other duties as assigned.

### Internship Experience and Benefits

#### Applicants will:

- Gain firsthand experience in medico-legal death investigations which includes being actively involved in scene investigations and autopsy examinations.
- Learn the Coroner's Office's responsibilities, duties, and operational policies.
- Gain invaluable experience in the forensic field.
- Explore career paths, acquire skills that complement academic learning, enhance your resume, and network with professionals in the field of death investigation.

# SKAGIT COUNTY CORONER'S OFFICE INTERNSHIP PROGRAM

## How to Apply:

- Applicants must supply the following:
  - A resume
  - Unofficial transcript
  - 1 letter of recommendation
  - Essay describing your educational and career goals for the next 5 years and how the experience at the Skagit County Coroner's Office will make a difference in your education and/or career.
  - Complete copy of the Skagit County Coroner's Office Internship Application (including all other applications and forms).

Applicants must e-mail, mail, or hand deliver a complete application packet with all required attachments to the addresses below. The Coroner may not accept or consider an incomplete application packet.

Skagit County Coroner's Office  
1700 Continental Place  
Mount Vernon, WA 98274  
[hayleyt@co.skagit.wa.us](mailto:hayleyt@co.skagit.wa.us)

- The Coroner's Office will review and consider every complete application. The Coroner's Office will notify applicants if they met the minimum requirements and if the Coroner will proceed to the interview process. The Coroner will conduct an in-person interview with certain applicants at the Skagit County Coroner's Office. Once that process is complete, they will decide who they will accept.

The Coroner expects interns to maintain a log or journal of their experience throughout their internship and they must submit it to the Coroner when their internship concludes.

Applicants fortunate enough to qualify for an internship with the Skagit County Coroner's Office are all expected to meet high standards of personal conduct and professional ethics, be punctual, meet deadlines, and cooperate with others. The Skagit County Coroner's Office reserves the right to reduce the hours or terminate the internship/intern at any time. Interns are at-will and their relationship with the County is only for the internship period. The internship does not create an employee relationship with the County nor does it guarantee any future County employment.

# SKAGIT COUNTY CORONER'S OFFICE INTERNSHIP PROGRAM

## INTERNSHIP APPLICATION

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name: \_\_\_\_\_

Age: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Do you have any medical or physical conditions that would limit your ability to perform the duties of an intern?

☐ Yes ☐ No

If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

College or University attending: \_\_\_\_\_

Current year of study: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Advisor Name and Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Major: \_\_\_\_\_ Total Credits Received for Internship: \_\_\_\_\_

Is this internship a requirement for your major? \_\_\_\_\_ Minimum Hours required by school: \_\_\_\_\_

List any additional requirements required by school or university:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain you intended career goal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internship Term Requesting: ☐ Jan-Mar ☐ Apr-June ☐ July-Sept ☐ Oct-Dec

**What are your educational and career goals for the next 5 years and how will the experience at the Skagit County Coroner's Office make a difference in your education and/or career? Complete and attach a maximum 500-word response on a separate paper. (REQUIRED)**

# SKAGIT COUNTY CORONER'S OFFICE INTERNSHIP PROGRAM

AVAILABILITY AND REQUIREMENTS: (Minimum of 8 hours per week + 1 night/week to be available to respond with an investigator)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

List dates for scheduled vacation/absences (due to the large number of applicants, keep vacations/absences to a minimum)

---

---

## References:

- Please attach a sealed recommendation letter from an undergraduate or graduate faculty professor to this application.
- Please identify two (2) Personal References below:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ How Known? \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ How Known? \_\_\_\_\_

Signature \_\_\_\_\_

Mail completed application packet to:

Skagit County Coroner's Office  
Attn: Internship Program  
1700 Continental Place  
Mount Vernon, WA 98273  
hayleyt@co.skagit.wa.us

Items included/attached:

- \_\_\_ CV or Resume
- \_\_\_ References
- \_\_\_ Letter of Recommendation
- \_\_\_ Personal Essay
- \_\_\_ Program and Volunteer Forms

\*\*\*If submitting application packet via email, all documents must be in PDF format\*\*