

SKAGIT COUNTY CORONER'S OFFICE EDUCATIONAL PROGRAM

The Skagit County Coroner's Office offers college students a unique opportunity to gain hands-on experience in medico-legal death investigations through our *unpaid internship program*. This immersive experience is designed for students passionate about forensic science, criminal justice, biological sciences, or related fields, providing an in-depth look into the daily operations of a coroner's office.

Undergraduate, graduate, and medical students over the age of 20 who are interested in participating in the internship program **MUST COMPLETE THE FOLLOWING STEPS TO BE CONSIDERED FOR THE INTERNSHIP PROGRAM:**

1. Complete the Educational Tour and Observership Programs

Applicants must complete both programs before submitting their internship application. Participation in these programs requires approval from the Coroner. All participants must sign a confidentiality form upon entering the facility.

Educational Tour

- This program is approximately 2.5 hours in length and is open to high school or college students aged 18 and older, as well as professionals in coroner-related fields.
- The program includes an overview presentation introducing participants to the daily operations of the Skagit County Coroner's Office, followed by a comprehensive tour of the facility.

Observership Program

- Completion of the Educational Tour, or attendance at an Educational Presentation provided by the Coroner as part of an educational program, is required prior to beginning the Observership Program.
- This program allows participants to shadow Skagit County Coroner's Office staff for 1 to 5 days, gaining hands-on exposure to the field and daily operations of a coroner's office.
- Participants are directly supervised and may have the opportunity to respond to or observe a death scene investigation and/or an autopsy, as appropriate.

2. Complete Required Forms

Applicants must submit the Skagit County Coroner's Office Internship application with required documents. Additionally, they must complete the County's volunteer forms, qualify as a volunteer if applicable, pass a background check, and comply with any other procedures in place.

The Coroner reserves the right to deny an applicant's internship if any required form or step is incomplete. Applications may also be rejected based on the content or omission of any submitted materials.

★ 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, DUTIES, BENEFITS:

Successful applicants must:

- Be college students aged 20 years or older. Applicants who are not currently enrolled in college or graduate program may be considered on a case-by-case basis.
- Be pursuing a career and/or education in criminal justice, forensic science, mortuary science, law enforcement, or medicine.
- Commit to the internship for 3 months, with at least 8 hours per week. The Coroner may extend or adjust the time of the internship period on a cases-by-case basis, depending on the intern's participation, performance, and availability.
- Be available to respond to after-hours calls with an investigator at least one day per week, which may include weekends and/or holidays.
- Be punctual and respectful of investigators' multiple duties and busy schedules.
- Be comfortable interacting with the public, both in person and by phone.
- Have familiarity with basic death investigation principles and/or physiology/anatomy.
- Maintain a professional demeanor and appearance in all public interactions.
- Demonstrate strong interpersonal skills, self-motivation, professional conduct, and sound judgment.
- Complete all required application steps and forms.
- Complete the Educational Tour and Observership Programs.
- Successfully pass a background check.
- Adhere to the Coroner's dress code as well as all Coroner and County policies and procedures.
- Maintain confidentiality, including signing a confidentiality agreement.

Successful applicants must also be willing to participate in all aspects and duties of the Coroner's Office, including but not limited to:

- Performing general office duties, such as answering phones, logging information, data entry, retrieving case files, and filing.
- Assisting with scene investigations under the supervision of a death investigator.
- Observing and assisting with body examinations and autopsies, including preparing the body for examination, observing dissections, recording organ weights, taking notes on pertinent findings, handling evidence and property, sewing and cleaning the body, preparing and cleaning tools, and restocking supplies.
- Assisting the Medicolegal Death Investigator as needed.
- Reviewing new and existing case files approved by a supervisor.
- Performing other duties as assigned.

Internship Experience and Benefits

- Gain firsthand experience in medico-legal death investigations, including participation in scene investigations and observation of autopsy examinations that can be applied toward certification requirements with the American Board of Medicolegal Death Investigators (ABMDI).
- Learn about the Coroner's Office responsibilities, duties, and operational procedures.
- Acquire valuable, practical experience in the forensic field.
- Explore potential career paths, develop skills that complement academic learning, enhance their resume, and network with professionals in the field of death investigation.

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How to Apply:

- Applicants must submit a complete application packet including the following:
 - A resume
 - An unofficial transcript
 - One letter of recommendation
 - An essay describing your educational and career goals for the next five years, and how the experience at the Skagit County Coroner's Office will support your education and/or career.
 - A completed copy of the Skagit County Coroner's Office Internship Application

APPLICATION PACKETS MAY BE SUBMITTED BY EMAIL, MAIL, OR HAND DELIVERY TO:

Skagit County Coroner's Office
1700 Continental Place
Mount Vernon, WA 98274
hayleyt@co.skagit.wa.us

Incomplete application packets may not be accepted or considered by the Coroner's Office.

- The Coroner's Office will review all completed applications and notify applicants who meet the minimum qualifications.
- Selected applicants will be invited for an **in-person** interview at the Skagit County Coroner's Office. Following the interview process, the Coroner will make final decisions regarding the acceptance into the internship program.
 - *Interns are required to maintain a log or journal of their experience throughout the internship.*
 - *Interns are expected to uphold high standards of personal conduct and professional ethics, be punctual, meet deadlines, and cooperate with staff and other interns.*
 - *The Skagit County Coroner's Office reserves the right to modify internship hours or terminate the internship at any time.*
 - *Interns are at-will and their relationship with the County exists only for the duration of the internship. Participation in the program does not create an employee relationship with the County and does not guarantee future County employment.*

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INTERNSHIP APPLICATION

Date of Application: ____/____/____

Full Name: _____

Age: _____

Home Address: _____ City, State, ZIP: _____

Are you affiliated to any school or organization? Yes No

Name of school: _____ N/A

Current year of study: _____ Anticipated Graduation Date: _____ N/A

Major: _____ N/A Is this internship a requirement for your major? _____

Minimum intern Hours required by school: _____ N/A Advisor Name: _____

List any additional requirements required by school or university N/A

Explain your intended career goal:

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: _____

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

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

List dates for scheduled vacation/absences (vacations/ absences must be kept to a minimum)

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Additional Requirements

❖ Essay

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)

❖ 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***