

SKAGIT COUNTY CORONER'S OFFICE INTERNSHIP PROGRAM

The Skagit County Coroner's Office offers an unparalleled opportunity to dive into medico-legal death investigations through our *paid and unpaid internship programs*. This immersive experience is designed for students passionate about forensic science, criminal justice, biological sciences, or related fields, offering a unique glimpse into the daily operations of a coroner's office.

★ Students interested in participating in the internship program **must complete** the *educational tour* and *observership program* to qualify.

- **Educational Tour**

- This opportunity is approximately 2.5 hours long and is open to high school seniors, college students, and community members who are considering a career in forensic science or related field. It includes an overview presentation to introduce learners to the work that the Skagit County Coroner's Office does each day. Participants will receive a full tour of the facility and staff members will be available to answer any questions.

- **Observership Program**

- An observership is an educational experience that allows the participant to shadow a member of the Skagit County Coroner's Office staff for a day up to 5 days and learn more about the field and the inner workings of a coroner's office. This opportunity is open to high school seniors, college students, and those pursuing a career related to this field. The observer will be under direct supervision by a staff member of Skagit County Coroner's Office and will have the opportunity to respond and observe a death scene investigation or observe an autopsy.

★ Due to the privacy and sensitivity of cases, the Skagit County Coroner's Office is very limited as to how many interns may be accepted. It is preferable for individuals to apply only if seriously interested and/or actively pursuing a death investigation career or similar. It is asked that individuals only apply for the internship if able to devote a large amount of time and flexibility to the program.

Qualifications:

- Must be 18 years or older
 - High school students receiving school credit may be considered for participation.
- Pursuing a career and/or education in criminal justice, forensic science, mortuary science, law enforcement, or medicine.
- Ability to commit to the internship for 3 months with a minimum of 8 hours per week.
- Availability to respond to calls after hours with an investigator (at least 1 day per week) which may include weekends and holidays.
- Must be punctual and respectful of the investigators' multiple duties and busy schedules.
- Must be comfortable interacting with the public both in person and via phone.
- Familiar with basic death investigation principles and/or physiology/anatomy.
- Maintain a professional demeanor and appearance for public interaction.
- Strong interpersonal skills, self-motivation, professional conduct, and sound judgment.

Successful applicants 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 and filing)
- Scene investigation (general investigations under the supervision of a death investigator)
- Autopsy observation and assistance

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Internship Experience and Benefits:

- 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.
- 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.

How to Apply:

- Any applicant meeting the above qualifications is required to 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.
- The complete application packet with all required attachments may be mailed or hand delivered to the address below or scanned and emailed to hayleyt@co.skagit.wa.us. An incomplete application packet will not be accepted.

Skagit County Coroner's Office
1700 Continental Place
Mount Vernon, WA 98274

- Every application will be reviewed and considered. Students will receive notification if they have met the minimum requirements and will proceed to the interview process. The student is expected to attend an in-person interview at the Skagit County Coroner's Office.
- *Paid Internships are limited to 1 student every quarter. Since this is a paid position, the applicant will have to formally apply when the position is posted online. The same application requirements apply.*

Interns are expected to maintain a log or journal of their experience throughout their internship and will submit it to the Coroner at the conclusion of their internship.

Students are expected to work hard and become an asset to the Office of the Coroner.

Students 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, as well as maintain attention to punctuality, deadlines, and cooperation with others. The Skagit County Coroner's Office reserves the right to terminate the Internship/Intern at any time.

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INTERNSHIP APPLICATION

Date of Application: ___/___/___

Full Name: _____

Age: _____ Date of Birth: ___/___/___ Sex: _____

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?

NO YES

If YES, please explain: _____

Did you complete the Educational Tour at the Skagit County Coroner's Office? yes no Date: _____

Did you complete the Observership at the Skagit County Coroner's Office? yes no Date: _____

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. (REQUIRED)

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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, vacations/absences requested must be kept to a minimum)

References:

Letter of Recommendation from your Undergraduate or Graduate Faculty Professor mailed directly with the completed packet.

Two (2) Personal References

Name: _____ Telephone: _____ How Known? _____

Name: _____ Telephone: _____ How Known? _____

_____ **Mail completed application packet to:**

Signature of Applicant

Skagit County Coroner's Office
 Attn: Internship Program
 1700 Continental Place
 Mount Vernon, WA 98273

Items included:

___ CV or Resume

___ References

___ Letter or Recommendation

___ Essay

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CONFIDENTIALITY AGREEMENT

I, _____ the undersigned, have been accepted to participate in an internship program at the Skagit County Coroner's Office. I fully understand that I will be exposed to confidential information as it relates to investigations conducted by the Coroner's Office. The confidential information may range from a citizen's personal information, medical history, to information related to a criminal investigation. I will be viewing explicit images for educational and training purposes only.

I agree that the identity of the deceased/scene and any information as it relates to any and all investigations shall remain confidential. No reference shall be made in any way regarding the identity of the decedents/scenes in any material that I view or produce.

Intern Name: _____

Signature: _____

Date: _____

Coroner's Signature: _____

Date Received: _____

INTERM ATTIRE, APPEARANCE, AND RESPONSIBILITY POLICY

Purpose:

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To provide standards commensurate with professional attire, appearance, and responsibility for the Skagit County Coroner's Office Internship Participants.

Policy:

An intern functions under the authority of Coroner personnel and is expected to exhibit respectfulness, maturity, and professionalism. As well, an intern is expected to function during the autopsies under the auspices of our forensic pathologist. This office encounters many outside agencies (law enforcement, EMS, fire, public utilities, medical facilities, social services etc.) within the course of investigations, and an intern is expected to be of a maturity such that they conduct themselves commendably with these agencies. Anything other than a professional presentation, in both dress and behavior, is unacceptable and means for dismissal.

A. Appearance and General Requirements

▪ **Appropriate attire**

- All interns will wear black cargo style pants. A black Coroner Intern t-shirt will be provided by the Coroner's Office for the duration of the internship.
- For autopsy, all interns will wear scrub pants and shirt.

▪ **Unacceptable Attire includes but is not limited to:**

- Jeans, sweatpants, sweatshirts, cutoffs or shorts, sheer clothing, low necklines, stretch pants, spaghetti straps, backless attire, casual sandals, or flip flops. No emblems, slogans, symbols, pins, buttons, insignias connotating illicit substances, alcohol, tobacco, obscene language, sex, violence, or discrimination.

▪ **Footwear**

- Closed-toe dark/neutral colored or black shoes must be worn for all scene investigations. No open-toed shoes are permitted in the office.

B. Jewelry, Piercings, and Tattoos

- Limited jewelry. No dangling or large hoop earrings as they might create a safety hazard or interfere with the use of personal protective equipment.
- Body piercing must be limited to two per ear.
- No nose, lip, tongue, or other facial piercings
- Tattoos that could be perceived as offensive and hostile, violent, sexual, ect. must be covered or otherwise not visible.

C. Responsibility

- It is the intern's responsibility to abide by this policy during the internship at the Skagit County Coroner's Office. Repeated non-compliance with the attire and appearance policy may result in termination of the Internship.

Approved and implemented on October 16, 2024

Hayley Thompson, Coroner

Intern Signature

Date