



DAUPHIN COUNTY CORONER'S OFFICE & FORENSIC CENTER

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Coroner

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Chief Deputy Coroner

TO THE APPLICANT:

This information should provide you with a better understanding of the process as well as the policies and procedures that must be fulfilled in order to apply for an internship. Please read the expectations and requirements thoroughly and follow the given instructions for beginning the application process.

GOALS OF INTERNSHIP:

The internship is designed to ultimately benefit both the intern and the Coroner's Office. Students are afforded the opportunity to gain academic credit, while simultaneously receiving practical work experience in a forensic setting.

Internships are appropriate for advanced undergraduate or graduate students attending facilities that have a structured, in-house internship program. This way, the internship can be conducted under the joint supervision of an on-site advisor and a school faculty member. Both parties agree on the internship's objectives and assignments, while jointly evaluating the intern's performance during and after their experience.

STUDENT ELIGIBILITY & EXPECTATIONS:

As with any internship opportunity, there are certain qualifications that the individual must meet in order to be considered for an internship at the Dauphin County Coroner's Office & Forensic Center: The individual must be a student that is enrolled at an undergraduate or graduate facility with an official internship program. Through the internship program the student must receive academic credit for time spent under supervision of their advisor at the Dauphin County Coroner's Office & Forensic Center.

Undergraduate students must be of at least junior status, and must have a GPA of 3.0 or greater. Post – graduate applications will be assessed on an individual basis. Preference will be given to individuals pursuing education in the following fields: Forensic Science, Medicine, Mortuary Science, Criminal Justice, and Law Enforcement.

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 autopsies under the auspices of our forensic pathologist. This office encounters many outside agencies (law enforcement, EMS, fire, judicial, public utilities, medical facilities, social services, etc.) within the course of investigations, and an intern is expected to be of 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.

INTERN DUTIES:

As regards to an internship with our office, here are some of the responsibilities that an intern is likely to perform. Please keep in mind that this is just an idea of what is expected. Death scene investigation functions under dynamic conditions, and we are never sure what a day will hold for us; thus, expect the unexpected.

- Death scene investigation: may include residential sites, roadway/highway scenes, hospitals, public locations, wooded areas, or any location where a person may have died or been found deceased.
- Autopsy/lab assistance: assisting with autopsies and other morgue work.
- Office and administrative functions: filing, data entry, etc.
- Potential for assistance with statistical analysis of various topics (dependent on whether research projects are ensuing)
- Potential for anthropological work (case dependent)
- Traveling with deputies or management to trainings, seminars, meetings, ect.
- Further tasks as assigned.

APPLICATION PROCESS:

Any applicant, meeting the above qualifications, is required to supply a C.V./Resume, an unofficial transcript, letter of recommendation, and essay with the completed application. All of these documents need to be received by the office no later than the date indicated on the Internship Application for the desired term. If an applicant has any questions regarding the internship or internship application please email asimpson@dauphincounty.gov .

To complete the application please go to <https://www.dauphincounty.gov/> and click on the Human Resources tab and go to the internship section. Click on the Apply Now button and complete the application and attach all required documents. After submitting the application please email Deputy Alisha Simpson at asimpson@dauphincounty.gov informing of your application submission.

Every application will then be reviewed and considered, and the student will receive notification if they have met the minimum requirements. Those invited will proceed to the interview phase of the process.

After the interviews are completed, the selected students will be offered an internship. The select few students that qualify will be expected at the Dauphin County Coroner's Office & Forensic Center on the first day scheduled for the internship. At that point: The student will sign a Confidentiality Agreement; an Internship Contract will be co-signed between the student, the university, and the Dauphin County Coroner's Office & Forensic Center (as applicable); and, the student will sign an Intern Attire, Appearance, and Hygiene Policy.

With the nature of the Internship and the unpredictability of the daily investigations, the necessity of the Intern to be available weekdays has proven to be essential.

Internship Terms: Term #1 (January – April)	Term #2 (May – August)	Term #3 (September – December)
Due By: Nov. 15 th	Due By: Feb. 15 th	Due By: June 15 th

Students fortunate enough to qualify for an internship at the Dauphin County Coroner's Office & Forensic Center 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.

Students are expected to work hard and become an asset to the Office of the Coroner. For evaluation purposes students must complete a weekly log of their activities from Monday through Sunday, complete a weekly case narrative, complete required weekly readings and questions, and also complete a weekly case and autopsy log. These assignments are expected to be electronically submitted to the Internship Coordinator the subsequent Monday following the week of completion. Once the internship is completed, the intern is required to fill out an evaluation of the Dauphin County Coroner's Office & Forensic Center Internship Program.

The Office of the Coroner reserves the right to terminate the Internship/Intern at any time.