

# 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 medicolegal death investigations through our [unpaid internship program](#). This immersive experience is designed for students focused on a career in medicolegal death investigation or forensic pathology, providing an in-depth look into the daily operations of a coroner's office.

This program is designed for undergraduate, graduate, and medical students who are 21 years of age or older. Due to the nature of the work and the level of maturity required, the internship is intended for individuals who are able to responsibly engage in medicolegal death investigation and forensic pathology-related activities.

## TO BE CONSIDERED FOR THE INTERNSHIP PROGRAM, APPLICANTS MUST COMPLETE THE FOLLOWING STEPS:

### COMPLETE THE EDUCATIONAL TOUR AND OBSERVERSHIP PROGRAMS

Applicants must complete both programs prior to submitting an internship application. Participation in these programs requires approval from the Coroner. All participants are required to sign a confidentiality agreement, successfully complete a background check, and submit all required volunteer forms before beginning participation.

#### Educational Tour

- Due to the nature of the work performed by the Coroner's Office, **this tour is limited to individuals 18 years of age and older** and is intended for senior high school students, college and graduate students, and other professionals in related fields.
- The program is approximately 2 to 2.5 hours in duration and includes an overview presentation introducing participants to the daily operations of the Skagit County Coroner's Office, as well as an explanation of the office's processes, its role and importance within the medicolegal system, and potential career paths in the field. This is 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 is required prior to acceptance into the Observership Program.
- **The Observership Program is limited to individuals 21 years of age and older** due to the sensitive nature of the work and level of exposure within the Coroner's Office. The program consists of a single full business day (9:00 a.m. to 5:00 p.m.) of shadowing Skagit County Coroner's Office staff, providing direct exposure to daily operations and fieldwork.
- Participants are directly supervised and may have the opportunity to observe and/or assist with death scene investigations and autopsies, as appropriate. Case availability is unpredictable, and there is no guarantee that any specific case type or observation opportunity will occur. Participants may request to be notified when autopsy observation opportunities become available.

### COMPLETE REQUIRED FORMS

Applicants must submit the Skagit County Coroner's Office Internship application with all required documents.

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*The Coroner retains full discretion over admission to the internship program, including the authority to limit the number of interns accepted in any given period. The internship is intended for individuals pursuing or interested in careers related to medicolegal death investigation. The Coroner may deny any application that is incomplete, missing required forms or steps, or based on the content or omission of submitted materials.*

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# SKAGIT COUNTY CORONER'S OFFICE INTERNSHIP PROGRAM

## UNPAID INTERN ELIGIBILITY AND PROGRAM REQUIREMENTS:

*Successful applicants must meet the following requirements:*

- Be a college or graduate student, 21 years of age or older; non-enrolled applicants may be considered on a case-by-case basis.
- Be pursuing a career in medicolegal death investigation, forensic pathology, medical school, or a related field.
- Commit to a three-month internship (one full day per week, 9:00 a.m. to 5:00 p.m.), with potential extension at the discretion of the Coroner.
- Be available for limited after-hours response with an investigator (one day per week, including weekends/holidays, 6pm-8am).
- Maintain punctuality, professionalism, and respect for operational demands.
- Be comfortable interacting with the public in person and by telephone.
- Demonstrate familiarity with basic death investigation principles and/or human anatomy and physiology.
- Maintain professional appearance and conduct at all times.
- Comply with all Coroner and County policies, dress code, and confidentiality requirements.

*Interns must be willing to participate in all aspects of Coroner's Office operations, including but not limited to:*

- General office duties (phones, data entry, case file management, filing, inventory, and stocking of supplies).
- Scene investigation assistance under direct supervision.
- Preparation and maintenance of response vehicles, equipment, and supplies to ensure operational readiness.
- Participation in autopsy and examination activities, including preparation and handling of remains, documentation, evidence and property management, specimen and sample collection, documentation, and packaging, and post-examination cleaning and supply management.
- Assisting with the movement, transfer, and handling of decedents at scenes, during transport, and throughout examination procedures.
- Support of Medicolegal Death Investigators as needed.

*Internship Experience and Benefits*

- Direct exposure to medicolegal death investigation and autopsy operations, including scene response and observation of procedures.
- Understanding of Coroner's Office functions, procedures, and responsibilities.
- Practical, hands-on experience in the forensic field.
- Career exploration, professional skill development, and networking opportunities within 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  
[coroner@co.skagit.wa.us](mailto:coroner@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 identify applicants who meet the minimum program qualifications. Qualified applicants may be invited to participate in an in-person interview at the Skagit County Coroner's Office.
- Selection for an interview does not guarantee acceptance into the internship program. Final acceptance decisions are made solely at the discretion of the Coroner.
- Interns are expected to maintain high standards of professionalism, personal conduct, and ethical behavior; demonstrate reliability and punctuality; and cooperate with Coroner's Office staff and fellow interns.
- The Skagit County Coroner's Office reserves the right to modify internship schedules or program requirements, and may terminate an internship at any time at its discretion.
- Interns serve in a temporary, at-will capacity for the duration of the internship. Participation in the program does not create an employment relationship with Skagit County and does not guarantee future employment with the County.

# SKAGIT COUNTY CORONER'S OFFICE INTERNSHIP PROGRAM

## 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

Provide a written statement describing your educational and professional objectives for the next five years, with particular emphasis on your interest in medicolegal death investigation, forensic pathology, forensic anthropology, medicine, or a related field. Discuss how participation in the Skagit County Coroner's Office Internship Program will contribute to your academic preparation, professional development, and long-term career goals.

The statement must be submitted as a separate attachment and shall be a minimum of 500 words. The document must include the applicant's printed name, signature, and date. (Required)

### ❖ References:

- Please attach one letter of recommendation to this application from an undergraduate or graduate faculty member. A professional reference from a related field may also be submitted, provided the individual can speak to your qualifications, skills, and strengths relevant to this program.
- Please identify two (2) Personal References below:

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

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

\_\_\_\_\_  
Signature

### EMAIL OR MAIL COMPLETED APPLICATION PACKET TO:

Skagit County Coroner's Office  
Attn: Internship Program  
1700 Continental Place  
Mount Vernon, WA 98273  
[coroner@co.skagit.wa.us](mailto:coroner@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\*\***