



Coroner Division

Conditions of Internship

PROGRAM PURPOSE:

This program provides students enrolled in Death Investigation, Law Enforcement, Forensics, or related fields with hands-on experience in the practical aspects of law enforcement, medicolegal death investigation, and related professions. Interns will rotate through each unit within the division, observing operations in investigations, the morgue, clerical work, indigent cases, missing and unidentified persons, and Public Administrator duties.

REQUIREMENTS:

1. **Age:** Must be at least 18 years old.
2. **Enrollment:** Must be currently enrolled in an approved university, trade school, college, or junior college program.
 - **For Academic Credit:**
 - Interns should be enrolled in a relevant course.
 - The internship hours should align with the course requirements.
 - A letter from the institution detailing internship requirements, required hours, and an academic liaison is necessary.
 - **For Degree-Seeking Students Seeking Practical Exposure:**
 - The program lasts up to 16-18 weeks (about one semester).
 - Interns must complete 120 total hours (approximately 4 hours per week).
 - Provide a letter of interest in the Coroner's internship program.

SCHEDULE:

A set schedule will be created based on the intern's availability and forwarded to the Watch Commanders. Interns should notify the Watch Commander if they will be late, sick, or unable to make a shift.

- **Arrival and Departure Log:** Interns must sign in upon arrival and have their hours verified by the Watch Commander or acting Watch Commander. Required paperwork or time sheets should also be signed.

ATTIRE AND GROOMING:

Interns must adhere to the Sheriff's Department Grooming Policy, which will be reviewed during orientation. Business casual attire is required, with the following specifications:

- **Acceptable Attire:** Solid or patterned shirts, sweaters, slacks, closed-toe shoes.
- **Unacceptable Attire:** T-shirts, jogging suits, sweatshirts, shorts, sandals, sneakers, jeans, or any denim.

Additional Requirements:

- No team, gang, or offensive logos.
- Hair should be natural in color.
- Tattoos must not be visible.
- Jewelry must comply with the department's policy.

INTERNSHIP GUIDELINES:

A plan will be developed during orientation to ensure the intern meets school requirements, with a focus on units aligned with their studies.

- Clerical: Filing, scanning, answering phones, assisting with Public Records Act requests.
- Investigations: Assisting with investigations (excluding homicides), answering public inquiries, and aiding desk follow-ups.
- Morgue: Fingerprinting, intake/release procedures, observing autopsies.
- Missing Persons: Supporting follow-ups, assisting with skeletal scatter or grave excavations, and coordinating indigent veteran burials.
- Indigent: Contacting mortuaries, next-of-kin searches, inventorying cremains, assisting with NAMUS entries.
- Public Administrator: Filing, property inventory, family searches, field responses, follow-up calls.

RESTRICTIONS:

- Interns are not permitted to respond to homicides.
- Photography using cell phones is prohibited on-site or in the field.

Social Media

1.828.60 Personal Social Media Accounts

The Department has an obligation to preserve its reputation, image, and credibility. Therefore, Department members shall be responsible for information they post on social media and web-based accounts.

Members shall not use a personal social media account in any manner that reasonably may be foreseen to be detrimental to the Department or its operations, or to be a danger or threat to its members. Any members who choose to participate in social media or social networking platforms shall conduct themselves in a manner that will not negatively reflect the image, credibility, and mission of the Department.

Users are cautioned to refrain from listing the San Bernardino County Sheriff's Department as their employer, identifying themselves as a Department member, or posting any Department-affiliated content on a personal account. Doing so could create a nexus between such accounts and their employment and may cause the accounts to be subject to discovery in court.

Personal accounts shall not contain:

- Subject matter which may discredit members or the Department;
- Images or statements glorifying or promoting violence;
- Operational methods, procedures, tactics, training, equipment, organization, or staffing levels;
- Information or opinions regarding a departmental administrative or criminal investigation, arrest, or law enforcement action;
- Information the member has been restricted from divulging by an administrative order of confidentiality;
- Information or opinions regarding a department investigation, prosecution or trial;
- Comments that may be interpreted as being critical of other law enforcement professionals, agencies, or members of the judiciary;
- The address, telephone number(s), or other personal information of any Department member without their consent;
- Sexually graphic or explicit material of any kind