

**Eugene Police Department
Internship Position Description**

- Position:** Forensic Evidence Unit (FEU) Intern
Location: 125 North Garfield
Supervision: Forensic Evidence Unit Staff Member
Commitment: Minimum of 6 hours per week (Monday through Friday, 8 am-4 pm) for the maximum hours required for college credit, not to exceed 6 months.
Objectives: To complete the requirements issued by the represented college and provide the Intern with job related experience through assisting FEU with day-to-day office tasks, special assignments, process validations and /or research.

Description of Duties:

- Filing adult arrest fingerprint cards and case files
- Maintain lab call out van supplies
- Assist in case file purging per department criteria
- Assisting in the lab processing with chemical and physical means (under supervision of an Analyst)
- Observing Forensic Analysts at minor crime scenes and autopsies
- Assisting with laboratory audits
- Creating victim elimination fingerprint kits

Qualifications:

- Skills in listening and communicating, by telephone and in-person
- Positive and supportive attitude with people of all backgrounds and abilities
- Supportive of the philosophy of the Eugene Police Department and comfortable working within a public safety environment which sometimes involves people-related emergencies and crisis/conflict management

Requirements:

- Ability to pass a background check
- Must provide criteria or expectations required for college credit
- Must currently be attending college level lab science courses and pursuing a career in Forensics
- Commitment to comply with confidentiality requirements and policies governing police operations
- Must be available to serve a minimum of 6 hours/week for no longer than six months
- Upon completion of the internship must provide an essay on a process or area of Forensic Science

Training and Job Preparation

- Orientation with the Volunteer Coordinator and Forensic Evidence Unit employees, as well as on-the-job training

For additional information, contact Carrie Chouinard, Volunteers in Policing Program Coordinator at (541) 682-5355 or carrie.f.chouinard@ci.eugene.or.us.