



## The Southeast Texas Applied Forensic Science Facility (STAFS)

### Important Information Regarding Volunteering or Interning at the STAFS Facility

#### Activities a volunteer/intern might engage in while working at STAFS:

Primary responsibilities will be assistance with day-to-day activities, processing of skeletal remains and various research activities for the Southeast Texas Applied Forensic Science Facility including collection of data (field and laboratory), the intake, placement, recovery, cleaning, packaging, and labeling of human remains as well as other duties associated with maintaining the skeletal collection. Other tasks are, but not limited to, assistance with general data entry or other tasks assigned by the supervisor.

#### Required Documents to Volunteer or Intern (completed after acceptance):

1. STAFS Confidentiality Form
2. STAFS Liability Form
3. STAFS Emergency Contact Form
4. STAFS Vaccination Form
5. CITI Training Completion Report & CITI Training Completion Certificate
6. Photo ID

#### Other Requirements to Volunteer or Intern if Accepted:

7. CITI (Collaborative Institutional Training Initiative) Program Training Requirements-  
<https://about.citiprogram.org/>
  - a. Lab personnel must demonstrate mastery in each area of biosafety and biosecurity addressed in the CITI program course, *Initial Biosafety Training for Faculty, Staff and Students*. Scores for each module must be 80% or above. As such, quizzes may be retaken as many times as necessary to achieve the required score.
8. Scrubs & Closed Toed Shoes
  - a. An extra pair of each is required each day onsite.
9. Personal vehicle that remains on STAFS premises while working
  - a. Cannot be dropped off/picked up by non-STAFS personnel without prior approval by STAFS Lab Manager
10. Ability to move and manipulate up to 250lbs.
  - a. Many tasks at STAFS require moving human cadavers.

### Frequently Asked Questions (FAQs)

#### ***Do you need to be a SHSU student?***

No, you do not have to be a SHSU student to volunteer with us. However, volunteers must be either students at a higher education institution (college, university, etc), or affiliated with an agency that is relevant to work at the STAFS Facility (police department, medical examiner's office, etc).

#### ***Do you need to be a forensic anthropology major to volunteer or intern?***

No, however experience in forensic or biological anthropology, osteology, or anatomy is beneficial. Related fields (Criminal Justice, Forensic Science, Biology, or Forensic Chemistry) will also be considered. The STAFS Facility suggests that all volunteers and interns familiarize themselves with the human skeleton prior to their start date.



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### *What types of jobs or tasks are available at STAFS?*

Tasks range from processing skeletal remains, body donation placements, assistance with research projects, bone inventory, collection upkeep, maintaining databases, filing, and data entry. Experience level and osteology skills are the major factor in determining your role with us.

### *Are there other volunteering opportunities for non-physical anthropology students?*

Yes. Criminal Justice, Forensic Science, Biology, Photography, and Forensic Chemistry undergraduate and graduate students are eligible to apply. Applications are reviewed by the Director; however, opportunities are not guaranteed regardless of degree type.

### *Where can I get the vaccinations?*

Sam Houston students should contact their primary care physician for information on the recommended vaccines. The Texas Department of Health also provide the immunizations for at a reduced cost. Call 1.888.456.7115 to make an appointment. Local doctors' offices and some pharmacies may also provide these shots.

### *What type of vaccination documentation is necessary?*

We do not require documentation of vaccinations, but we require you to complete the application form honestly. We will also have you complete the STAFS Vaccination Series Form, indicating if you have started, received, or declined the recommended vaccinations.

### *What is the CITI Training?*

This is a free online training required by STAFS and SHSU that must be completed prior to any completion of biohazardous daily operations onsite. Visit this link: <https://about.citiprogram.org/> to learn more about CITI the Collaborative Institutional Training Initiative Program and to create your profile. Lab personnel must demonstrate mastery in each area of biosafety and biosecurity addressed in the CITI program course, *Initial Biosafety Training for Faculty, Staff and Students*. Scores for each module must be 80% or above. As such, quizzes may be retaken as many times as necessary to achieve the required score. Upon completion a CITI training completion report and CITI training completion certificate will be generated through your CITI profile. These must be submitted to the STAFS office at [stafs@shsu.edu](mailto:stafs@shsu.edu) prior to the start date for any STAFS volunteer or intern.

### *What types of risk may I be exposed to?*

STAFS can accept donations from those with some communicable or infectious diseases, which can pose a risk of bloodborne or airborne risk of transmission and infection. However, most volunteers and interns will be handling material that is of low risk for any biological agents. The most common risks include mishandling of sharp implements, pulled muscles, and tripping hazards.



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### *What is the purpose of the liability waiver?*

The liability waiver serves to inform the volunteer/intern of the risks involved in volunteering or interning for this type of research and to relinquish STAFS of any liability. This liability waiver is also to inform you of who workers compensation coverage applies to.

### *What is the purpose of the confidentiality statement that all personnel must sign?*

The research conducted at the STAFS Facility is highly sensitive and requires strict confidentiality to maintain the integrity of not only STAFS but the donors and their families as well.



## The Southeast Texas Applied Forensic Science Facility (STAFS)

### STAFS Facility Volunteer/Internship Registration Form

Please complete this application if you are interested in volunteering or interning at the STAFS Facility. Please note that all volunteering and internship opportunities are completed one semester at a time. Be sure to indicate which semester (i.e. Spring 2021) you wish to complete your volunteering or interning.

Purpose: Volunteer  Internship

#### Section 1- Individual Information

Name						
Requested Semester(s)						
Phone						
Institution/Agency						
Email						
Address						
Date of Birth				Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	
Major/Minor						
Status	Freshman <input type="checkbox"/>	Sophomore <input type="checkbox"/>	Junior <input type="checkbox"/>	Senior <input type="checkbox"/>	Graduate <input type="checkbox"/>	Other <input type="checkbox"/>
If OTHER, explain						
Started or Completed Hep B Vaccination Series?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Ability to manipulate or move up to 250lbs?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have a driver's license?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Have a vehicle available to drive to STAFS?		Yes <input type="checkbox"/> No <input type="checkbox"/>	

***Please note that STAFS requires all personnel to have a driver's license and a vehicle that remains on STAFS premises while working.***



## The Southeast Texas Applied Forensic Science Facility (STAFS)

### Section 2- Skills, Experience, & Expectations

Have you volunteered, interned, or worked at the STAFS Facility before? If yes, explain.

Have you taken any forensic or biological anthropology, anatomy, or forensic science courses? If yes, explain.



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List any previous experience you may have that is relevant to work conducted at the STAFS facility.

What do you wish to accomplish at the STAFS Facility? Describe your goals and/or expectations.

List any skills you may have that are relevant to work completed at the STAFS Facility.



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### Section 3 - Internship Requirements *(skip if your purpose is to volunteer)*

Internship Advisor Name	
Internship Advisor Institution/Agency	
Internship Advisor Institutional/Agency Email	
Will this internship be for course credit? If yes, how many, duration etc.	
Required hours per week for internship	

Is completion of a research project required for the internship? If yes, explain all requirements for the project.



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### Section 4- Availability

Indicate all days and times of your expected availability by placing an "x" in the appropriate boxes.

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00am					
8:30am					
9:00am					
9:30am					
10:00am					
10:30am					
11:00am					
11:30am					
12:00pm					
12:30pm					
1:00pm					
1:30pm					
2:00pm					
2:30pm					
3:00pm					
3:30pm					
4:00pm					
4:30pm					
5:00pm					

### Preferred Day(s) and Time(s)

Write a brief description of what day(s)/time(s) you would prefer to be assigned based on the availability you listed above.

*(I.e., Both Thursdays & Fridays- all day; Mondays only-8-12pm, etc)*





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Applicant Signature	
Date	

Thank you for your interest in STAFS! Please email all completed applications to the STAFS Facility at [stafs@shsu.edu](mailto:stafs@shsu.edu) to be considered. Please feel free to contact the STAFS Facility at 936-294-2310 or by email at [stafs@shsu.edu](mailto:stafs@shsu.edu) with any questions or concerns you may have regarding the application process.