Miami-Dade County Medical Examiner Department Biomedical and Forensic Imaging Preceptorship Program

Course Objective

The Forensic Imaging Preceptorship provides an experience not offered in any other biomedical Preceptorship program and is not offered by any other college or university. The forensic involvement in high-speed photography (typically reserved for the military), and in computer graphics provides unique opportunities. The program is very flexible and changes with the day-to-day curriculum. The program is best suited for the student who is a quick learner and is highly self-motivated.

Aside from being self-motivated, the student should have either a strong biomedical photography background or should have professional photographic experience. Some knowledge of biology and computers is recommended.

Upon completion of the course, students will possess specialized photographic and computer graphic imaging skills along with a fundamental working knowledge of biomedical and forensic photography.

Program Structure

The curriculum varies greatly from one day to another. For this reason, the program consists of didactic and "hands on" instruction. It should be understood that there is no definite time period to each section of the Preceptorship. The student will have one-on-one interaction with each of the instructors of the specific categories prior to completion of the Preceptorship.

Autopsy/Medical Photography

Autopsy photography is the most basic aspect of forensic photography work. In many cases, the photograph is the only suitable description for autopsy records. It can be used in teaching materials, or as evidence in legal proceedings. Skills learned in basic biomedical photography courses will be utilized and sharpened. This is the greatest opportunity to photograph evidence and specimens, both inside and outside of the body. These may range from bullet wounds and heart valves to bruises and clothing. Three times a year, April, July and December, a great many case photographs are used when the Medical Examiner Department hosts the Death Investigative Studies Seminar. This is a perfect opportunity to gain a full understanding of forensic work. It also shows the importance of photography in the investigative process.

Computer Graphics

Computer graphics are used in several different applications. Applications range from presentation graphics to highly sophisticated digitized image manipulation. Currently we are beginning to experiment with three-dimensional graphics. These are some of the examples of the many capabilities of our computer system.

Trauma/Surgery Photography

As a part of the Preceptorship students may get the opportunity to respond to the Jackson Memorial Hospital Trauma Care Center to photograph a variety of patients suffering from gun shot wounds, stabbings, burns, motor vehicle injuries, etc. Some of these patients are also followed to the operating room for surgery in order to document the corrective procedures. This challenging opportunity of Trauma/Surgery photography focuses on capturing important medical injuries on film while exposing the students to real life and death experiences.

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Clinical Photography

Students may get the opportunity to participate in clinical photography. Dermatological cases, among others, are photographed at Jackson Memorial Hospital and the University of Miami Hospitals and Clinics in order to document disease processes on an inpatient and outpatient basis, providing students with direct interaction with patients. These photographs are later used for educational purposes, lectures, and publications.

High Speed Photography

The Bureau enjoys the facilities of a high-speed photography lab and has the distinction of being the only Medical Examiner Department to have what was formally reserved for the F.B.I. and the military. Ballistic tests may be recorded on formats from 35mm to 4"x5", or on 16mm motion picture film at speeds of 10,000 up to 40,000 frames per second. Staff members are fully trained in this field, which is fast becoming an important aspect of forensic photography. The specially designed lab and equipment can handle ballistics, which travel as fast as Mach Ten (10). The lab is specially suited to any motion studies, including blood spatter.

Studio Photography

There are many times when items must be photographed for courtroom display. Items may range from fractures in bones to spent weapon casings. The full size 20'x 26' studio is used to accurately depict and record evidence. Experience with multiple flash heads, soft boxes, etc., is helpful when entering the internship. Our fully equipped studio includes two Norman 2000X power packs with six flash heads, and an additional Norman 800-SL power pack with four flash heads. The studio offers the most cutting-edge equipment available, including ceiling-track mounted flash heads for easy and quick setup.

Film Processors

Negative film is processed in the Bureau's Noritsu QSF-V30SM C-41 processor. This system can process 20 rolls of 135 (36 exp.) in one hour and takes a variety of film sizes ranging from 110 through IX240. Positive film ranging in size 110 to 220 is processed in the Bureau's Noritsu QSF-R420L(U) E-6 processor.

Canon Color Laser Copier

The Bureau has a Canon Color Laser Copier that can handle all color and black and white as well as print reproductions. The copier also can send and receive faxes, scan documents and can make in house brochures.

Digital Mini-Lab

The primary Bureau revenue producer is the Noritsu QSS-3101 high performance fully digital mini-lab. The Noritsu QSS-3101 accepts all formats of film up to 220 and accepts all types of digital media. It has an estimated processing capacity of four hundred and eighty-eighty (488) 8" x 10" color prints in one hour.

General Photography

All staff members of the Bureau are forensic and medical photographers, and they handle any general photographic needs. These needs may include crime scene, aerial, portrait, group, publicity, product, and architectural photography. These skills are required from one time to another. It is in these areas that the student can grow from experiences while at the Bureau. Most of all, these areas allow for a great deal of experimentation, and the student has ample time for such experimentation while in the program.

Other Photographic Services

The Bureau also supplies a number of services for pathologists in the Medical Examiner Department and also for various outside agencies. These agencies include the Miami Dade Police Department, Drug Enforcement Agency (DEA), United States Customs, United States Attorney's Office, High Intensity Drug Trafficking Area (HIDTA), and Alcohol Tobacco and Firearms (ATF). Services include copying medical artwork in the studio, slide duplication, copy work, black and white printing, and computer graphics. The Bureau occasionally works very closely with one of the major medical illustration companies in Miami. This range of services produces revenue for the Bureau. While some aspects of these services can be quite routine, others can be quite challenging.

Video Production Services/Audio Visual Administration

The Bureau has a great deal of A/V equipment, and provides all of this equipment for the Medical Examiner Department. Service in this area is not limited to administration, as the Bureau offers a complete video production service. There are many times when a guest speaker, an autopsy, or a trauma scene of some other event must be videotaped for teaching or recording purposes. This area rounds out the complete photographer, and provides hands-on experience with video and motion picture equipment.

This internship also includes providing audiovisual services for different meetings at the U of M Sylvester Comprehensive Cancer Center. Times can range from as early as 6:45a.m. to sometimes after 5:00p.m., Monday through Friday as well as some weekends. Be prepared to make any arrangements if needed in order to be available during these times. This is a very important aspect of the internship and students are expected to act professionally, dress appropriately and always be on time.

The combination and variety of skills utilized in this Preceptorship makes this an extremely challenging opportunity for any photographer, especially those with an eye geared towards biomedical photography. The Preceptorship does not focus solely on medical photography, though most activities will be related to that field. The Preceptorship provides a range of experiences that can only serve to broaden the photographer's range of skills.

Forensic Photography Training

Twice a year the bureau hosts a weeklong workshop in forensic photography. This workshop attracts participants from all over the world who are involved in areas of photography from crime scene investigation and autopsies to evidence documentation. The preceptors are placed in a unique position to lecture on what they have learned. They may be assigned one or two hour long lectures on a variety of topics for presentation at the workshop. The opportunity of teaching reinforces the concepts the student has learned.

Terms of the Preceptorship

The six-month program is offered year-round. It is a non-paying program. Forty plus hours per week are required. The Bureau Director, Leonard Wolf, and the staff will interview applicants. A completed application and cross section of photographic abilities in print and slide format should be submitted for review during the interview process. Acceptance is based on experience and portfolio review.

Once accepted, students will be evaluated on a weekly basis for the first three weeks, and then on a bi-weekly or monthly basis, depending upon the ability of the student. This evaluation, if possible, will include all Bureau staff members' critiques for the work completed. These sessions will provide valuable pointers and comments and will allow the student to reevaluate and adjust their methodology.

Program Costs

At the present time there is no cost for the program. This includes all expendable supplies utilized, i.e., film and film processing, chemicals, paper, lab services and utilization of all state-of-the-art Forensic Imaging Bureau equipment.

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Guidelines for Student Intern

To assist students in better understanding their obligations in this Preceptorship program, the following guidelines are provided. To assure that the student's time spent here is worthwhile and meaningful, we encourage questions and interaction with all staff members during the next six to eight months.

Housing

Students are responsible to make their own housing arrangements for the duration of the program if traveling from out of town. Because of the nature of the program schedule, it is not recommended that they hold outside employment while in the program. Any outside employment must be pre-approved by the Program Director.

Medical Coverage / Medical Conditions

Miami-Dade County does not provide health insurance coverage for students while in the preceptorship. The students must provide their own health insurance coverage for this period of time. **Proof of insurance must be returned with the application or before acceptance into the program.**

Because of the physical demands of the job, certain medical conditions may affect the student's admittance into the program. Psychological impairments that will interfere with the job responsibilities or pose a threat to the safety of the student or others could affect acceptance into the program.

Financial Arrangements

The Preceptorship is a volunteer program (no income). Students should make prior financial arrangements to support themselves while in the program. In return for their services as a photographer, they will receive instructions regarding photographic techniques in the forensic/biomedical photographic field. In addition, all supplies (including film) and equipment necessary for the program will be furnished by the department.

Program Hours

Working hours can range from 6:45a.m. to 5:00p.m. Monday through Friday. Students will be required, however, to work additional hours to receive the maximum learning potential of the program. This includes working on assigned weekends and on some occasions after 5:00p.m. Students are always expected to be on time. Students can volunteer to be on call for evening crime scenes with the assigned doctor. The photography department is closed on weekends and on all county-recognized holidays.

Work Environment

Students are responsible for maintaining a neat, clean, hazard-free work environment. Students will be assigned a workspace that must be kept organized and clutter free at all times. After using a common work area such as the darkroom or copy stand, all equipment must be returned to its proper place. All supplies and chemicals should also be placed in the proper container, if applicable, and put away. The common work area should be left as it was found, neat and clean. Since we are a team, everyone should clean up after themselves. Everybody in this office has his or her own responsibilities. This applies to students as well. All light boxes should be turned off when not in use and chairs returned to their place. It is the student's responsibility to place their own film onto leaders. Answering the telephone is another shared office responsibility. Personal phone calls and breaks should be taken outside of the photography department. Students are not allowed to check their email on any of the county computers. When in the office, work must be our focus.

Demeanor and Conduct

The Preceptorship Program involves the work of criminal investigations and evidence gathering; students enrolled in the program will be working with medical examiners and law enforcement personnel as well as with the general public. Consequently there are a number of qualities that students are expected to display at all times. These include:

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Dependability

Students are expected to work well with their colleagues and with the public, demonstrating honesty, dependability and team spirit. Students must be prepared to shoulder their share of the bureau's workload, to appear for work punctually and to work cooperatively and without complaint. Personal time away from work should always be arranged beforehand with the photography supervisor.

Responsibility

While working in and around the morgue, the student must be responsible for observing all the guidelines and universal precautions pertaining to the handling of body tissues and fluids. Responsibility also requires that the student be able to meet deadlines, handle scheduled appointments punctually and work without supervision.

Professionalism

Students should demonstrate professionalism in appearance, speech and conduct. Proper attire and good grooming are required at all times. Tattoos or piercing must be covered, and hair must be within natural colors. Abuses of speech, including gossiping, raising one's voice and cursing are unacceptable forms of behavior. Confidentiality relating to medical examiner cases and the work of the bureau is expected at all times.

Failure on the student's part to observe and abide by these principles can result in verbal or written warnings. Repeated warnings can lead to the termination of the student from the program without notice or explanation. Offenses such as violation of ME Department policies or involvement in illegal activities on or off the job are also grounds for immediate dismissal.

Dress Requirements

Business casual attire is required when in the office or when at Sylvester. Students are not allowed to wear shorts, cut-off shirts, flip-flops or any other garment considered unprofessional in a work place. Tattoos and piercing must be removed or covered. On days that students are in the morgue they are required to wear the scrub uniforms that are provided to them, or they may provide their own scrubs. The practice of wearing street clothes in the autopsy area is discouraged, as it can easily become the source of disease transmission. Students are required to wear non-skid shoes with rubber soles while working in the autopsy areas and these are also recommended when photographing crime scenes. We also discourage female students from wearing skirts or dresses when going to a crime scene since this type of clothing will not be functional.

Conflict of Interest

Students are not permitted to accept gratuities, gifts, favors, or services from other employees or any persons engaging in business with the County while in the program. County equipment and materials should be used solely for the purpose of County business, and not for private or personal use. Students are expected to safeguard and respect the property entrusted to their care. Students must refrain from discussing department business with media resources on or off the premises since misinformation may result in damaging lawsuits against the County.

Background Check

A fingerprint background check is performed on every student before admittance into the program. Found infractions could affect the eligibility of being accepted into the program.

Concluding the Program

At the completion of the program, the student will be expected to terminate his/her services and return any County property to the office. Only by written request will a student be asked to remain past the duration of the program for additional studies.

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Anyone who wishes to apply for the Forensic Photography Preceptorship program must fully complete and sign the following pages.

Page 7 must be signed. By signing this page you are stating that you have read all the material on pages 1-5 and agree to follow all the rules and regulations within this packet.

Page 8 & 9 is the Application for the Preceptorship program. These two pages must be filled out completely and signed.

Page 10 is the Nepotism Certification Form, which must be filled out, signed and dated.

Page 11 is the Request to Fill Temporary Employment/ Internship Vacancy Form. This form must be filled out completely. A legible copy of the applicant's Driver's License and Social Security card must be attached to this form.

Page 12 is the Confidential Waiver that must be filled out completely, signed by applicant, signed by a witness and dated.

Page 13 is the Release and Waiver of Liability Agreement that must be signed and dated.

If any of these forms are not complete, the application will not be processed.

Please mail application to:	Miami-Dade County Medical Examiners Dept.
	Forensic Imaging Bureau
	Att: Heidi Nichols
	Number One on Bob Hope Road
	Miami, FL 33136

If you have any questions please call Heidi Nichols at 305-547-5715 or by Email at HNS@miamidade.gov

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I, _____, understand and agree to abide by the rules and guidelines stated on pages 1-6.

Signature of Intern

Date

Forensic Imaging Bureau Supervisor

Date

PRECEPTORSHIP PROGRAM APPLICATION

MIAMI-DADE COUNTY MEDICAL EXAMINER DEPARTM FORENSIC IMAGING BUREAU NUMBER ONE ON BOB HOPE ROAD MIAMI, FLORIDA 33136-1133		EPARTMENT	Date: Social S Date of	Security Number: f Birth:	
(305) 54	5-2469				
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Name	Last	First	Middle	Telepho	ine
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References		Page 9
Name	Occupation	Telephone

Skills

B&W Processing/Printing	Multi-Format
Color Processing	Macro Photography
Copy Photography	Micro Photography
Studio Photography	AT Based Computer
Product Photography	Other, Explain:

Date Available	Hours Available	Starting Date

What do you hope to do in the future with the skills and knowledge that you will gain from this intership?

What do you hope to get out of this internship? Why are you seeking to do an internship with the Forensic Imaging Bureau?

The information provided on this application is accurate to the best of my knowledge and subject to verification. I understand that proof of age and proof of insurance will be required upon acceptance. I understand that additional personal data or physical examination may be required if I am eligible for benefits. I authorize all previous employers to furnish any information they may have regarding my employment and my reason for leaving and I release my prior employers and this company from all liability for any damage resulting from the information provided. I release this company from liability from bodily harm.

SIGNATURE:			DATE:	
INTERNAL USE ONLY				
INTERVIEWER: COMMENTS:				
PORTFOLIO RATING: Knowledge of Experience:	Outstanding Outstanding Accepted	Good Fair Good Fair Not Accepted	Poor Pending	

Date of Acceptance	Start Date	Date of Completion

Revised 10/05/04



NEPOTISM CERTIFICATION FORM

Chapter 116.111 of the Florida Statutes prohibits employment of anyone who is related by blood or marriage to elected or appointed government officials who have the authority to appoint, employ, promote or advance such individuals, or to recommend such appointment or advancement within an agency of the county.

"Related" is defined as involving any of the following: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, steppmother, steppson, stepdaughter, stepbrother, stepsister, half brother or half sister.

The County policy is that no blood or marital relative of a County administrator, who has the authority to appoint or recommend appointment or advancement or <u>influence any of</u> <u>these actions</u>, shall be newly employed, assigned, or transferred to work within the same County Department as that administrator.

1. Do you have any relative currently employed by the Medical Examiner Department as defined in the paragraph as being "Related?"

If above reply is "Yes," list the names of the related personnel employed by the Miami-Dade County Medical Examiner Department

Relation	Job Title/Work Unit
	Relation

2. It is further understood that should I become "Related," as defined in paragraph two, I will notify the Business Office for the circumstances of this relationship to be submitted to the Department Director for review.

I understand that failure to comply with the provisions of this Statute may result in my automatic termination from County employment.

Signature of Applicant/Employee

Date

Note: All interested bureaus must provide the Request to Fill Vacancy, Nepotism Certification, and Confidential Waiver forms prior to appointment.

REQUEST TO FILL TEMPORARY EMPLOYMENT/INTERNSHIP VACANCY FORM

APPLICANT'S NAME:	
SOCIAL SEC. NUMBER:	
DATE OF BIRTH:///	
FULL ADDRESS:	
PHONE NUMBER: ()	
EMERGENCY CONTACT NAME AND PHONE NUMBER:	
BUREAU NAME:	
BUREAU SUPERVISOR'S SIGNATURE	
*Please attach a legible copy of the applicant's Drivers License and Social security ca	rd

Note: All interested bureaus must provide the Request to Fill Vacancy, Nepotism Certification, and Confidential Waiver forms prior to appointment.

to this form.



CONFIDENTIAL WAIVER

Permission is hereby given to any agency of the United States Government and/or any other agency, person, firm, company, or corporation holding records considered confidential to me, to furnish the Personnel Bureau and/or designated investigator of the Miami-Dade County Medical Examiner Department, all information desired involving me in any way upon request.

Such records, I understand, may include reasons for termination of employment, reasons for discharge from military service, criminal history, on-the-job performance, educational records, or any other personal information which may not otherwise be obtained without my prior agreement.

I understand that information released, concerning my past/present employment may be used to determine eligibility or fitness for the position that I have applied for.

SIGNATURE: _____

PRINT NAME: _____

SOCIAL SECURITY NUMBER: _____

DATE: _____

WITNESS: _____

Note: All interested bureaus must provide the Request to Fill Vacancy, Nepotism Certification, and Confidential Waiver forms prior to appointment.



RELEASE and WAIVER OF LIABILITY AGREEMENT

I, ______ (print name), understand that as an intern and a visitor to the Miami-Dade Medical Examiner Department I am not covered by County health insurance benefits or by County Workman's Compensation. I have read the visitor guidelines and agree to display proper decorum and to assume full responsibility for my conduct. Since I may be exposed to various potential pathogens, I will wear protective clothing, including gown, mask, shoe covers and eye protection while in the morgue. Should I sustain any injury during my visit, I will immediately report the matter to the Morgue Bureau supervisor.

Further, I, THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Miami-Dade County, the Public Health Trust, and each of their officers and employees, all for the purposes herein referred to as "Releasees," from all liability to the undersigned, his or her personal representatives, assigns, heirs, and next of kin for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the Releasees or otherwise while the undersigned is in or upon the facilities of Miami-Dade County Medical Examiner Department or in any way arising out of the internship and/or a tour, a visit, or the operation of that Department.

THE UNDERSIGNED further HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE due to the negligence of Releasees or otherwise while in or upon the facilities of Miami-Dade County Medical Examiner Department or while participating in the internship and/or a tour, a visit, or the operation of that Department.

THE UNDERSIGNED further expressly acknowledges and agrees that the activities of the event and internship can be dangerous and involve the risk of serious injury and/or death and/or property damage. THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THIS RELEASE AND WAIVER OF LIABILITY AGREEMENT, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made.

Signature

Date

Dear Program Participant:

We are honored by your request to visit the Miami-Dade County Medical Examiner Department as a Volunteer. We welcome you enthusiastically and desire that your participation will be a rewarding educational experience. The volunteer program has influenced many young people to enter a career in medicine, criminal justice or one of the related forensic sciences.

The purpose of this letter is to inform you that there are some risks involved in the type of experience that you have selected, especially if your work involves you in our morgue. Bloodborne pathogens such as viral hepatitis are our primary concern. In the Morgue, this disease may be passed to others by accidental cuts due to contaminated bloody material (instruments, bone, [e.g., ribs], etc.) or, mucous membrane splashes or exposure to open skin sores. I am unaware of the AIDS virus being transmitted by an autopsy accident, but then again there is a theoretical risk of transmission by the above routes. In addition, a remote risk is exposure to Tuberculosis. We take care to restrict such exposure by utilization of autopsy isolation techniques and safety practices.

If you are judged capable of working directly with human remains, we would instruct you regarding proper Morgue wear and safety techniques to minimize any risk. We would require that the Hepatitis B vaccine be given to anyone who will be volunteering with us for an extended period of time and the TB Tine test. Such vaccinations are available through your General Practitioner. In addition, we also require proof of health insurance before work can begin.

We hope that the above information will not deter your selection of service to our Department. After reviewing the above information, if you have no objections, please sign the statement below.

Bruce A. Hyma, M.D. Chief Medical Examiner

Testimonial by Former Student Ely Ramos

I have always had an interest for the medical field so I began studying nursing at Miami Dade Community College. One year into my studies I transferred to Barry University where I suddenly had a change of heart. I found myself very interested in Forensic Science. Flipping through the undergraduate student handbook I noticed under the photography section, BA in photography with a major in Forensic photography and two minors- one in Biology and the other in Criminology. Since I had never considered a career in photography and much less in forensics I had to do some research. I contacted the Miami Police Department crime scene unit and was able to go on a ride along with one of the crime scene technicians. It was a slow day so he suggested we go by the Miami-Dade County Medical Examiner's for a tour. I was a little bit hesitant at first, but I went anyway and was able to view an autopsy for the first time. My main concern was not to feel queasy and be able to watch the whole procedure without passing out. To my surprise I was fine and was eager to start the forensic photography program as soon as possible.

I began the program at Barry University in January, 1998. In August, 2000 I spent three weeks at the Medical Examiners in order to complete a student workbook before starting the actual internship the following year. This workbook concentrates on the technical side of forensic photography, where I was able to complete numerous assignments using different types of film. I concluded my classroom studies in May, 2001 and towards the end of the month I began the final part of the forensic photography program. I was to spend the next six months as an intern with the Forensic Imaging Bureau (FIB) in the Miami-Dade County Medical Examiner's Department. The first full month is spent in the morgue photographing autopsies, then a full month in the Sylvester Cancer Comprehensive Center setting up audio visual equipment for different lectures and presentations. Once the first two months were concluded I was ready to go out on crime scenes with the on-call doctor and photograph. After a short time in the internship program you kind of find your nitch as to what you like doing more. For me it was definitely crime scene photography. The internship exposes the student to all sorts of experiences and environments. I was able to photograph hundreds of cases in the morgue as well as numerous crime scenes. I also had the opportunity to participate in the yearly forensic photography workshop hosted by the FIB, which allowed for me to meet people in my field from around the country.

The FIB is one of the busiest department's in the Medical Examiner's building. The workload not only consists of morgue photography, crime scenes and covering Sylvester, but also the numerous work orders that come in to the office daily. These work orders are mostly done on the computer using programs like. Adobe Photoshop, PowerPoint, Excel and others. Students are given the opportunity to get really comfortable with the different computer programs because of all the work orders that need to be done. Work orders also consist of photographing x-rays, using alternate light sources, copy stand, studio and on occasion public relation assignments.

Since the FIB is located in a big city like Miami we are exposed to a myriad of situations and environments where as photographers we need to be ready for. During my time with the FIB I was able to help in an excavation that went on for four days. This was definitely an experience I will not forget among the countless others. Undoubtedly the six months spent as an intern in the FIB were amazing. I was able to polish up on old skills as well as learn new techniques that will definitely help me in my future endeavors as a professional forensic photographer. The forensic photography preceptorship is a great tool to have in this very competitive and specialized field of forensic science.

