



# INDIANA STATE FAIR

## **Title: Safety & Security Internship: Report Writer Intern**

**Internship Dates:** Mid-July through August, start and finish dates are negotiable.

### ***Paid Internship***

**General Description:** The Report Writer Interns will respond to medical incidents and document what happened in a report format. Interns will learn the skills necessary to perform basic field investigations, field interviews, and write accurate and concise field reports. This position works with the Indianapolis Fire Department, Indianapolis EMS, and the American Red Cross. This position is appropriate for undergraduate or graduate students who desire a career in law enforcement or emergency medical services.

### **Responsibilities:**

1. Respond to the scene of an injury or accident and conduct a basic field investigation and interview to determine the details of the incident.
2. Work with medical personnel at the incident scene and in first aid stations to conduct basic field investigations and interviews to document injury and illness incidents.
3. Assist with on-scene response efforts and transporting family members to first aid stations and to various locations around the Fairgrounds.
4. Document incidents through online incident management software.
5. Interact with guests and other personnel daily and provide a high level of customer service during complex situations.

### **Educational/Experience Requirements**

- High school diploma or GED equivalent required.
- Background in law enforcement or public safety preferred.
- Strong computer skills in MS Word, Adobe Acrobat and Windows Explorer.