



Indiana State Police Forensic Document Unit

Spring of 2023 Intern Project

Updating the Questioned Document Article Database and Organizing and Preserving Historical Documents and Books



The Indiana State Police Laboratory's Forensic Document Unit (ISPL FDU) is the repository for the American Society of Questioned Document Examiners (ASQDE) National Library (Resource Center). This is a private library for members of the ASQDE and the employees of the Indiana State Police Laboratory.

Within the Library is a collection of thousands of articles, which is the work product of over 100 years of work within the forensic document community. In totality, these articles are an international collection of reference materials called the Questioned Document Article Database (QDAD). The articles have been digitized. However, numerous articles need to be rescanned due to errors in the initial scanning process.

The FDU is seeking applicants for an intern to work on the QDAD and other projects within the Library. The selected intern will be requested to rescan the incomplete articles, which will then be uploaded to an online database. The intern will also be requested to preserve documents and books in archival safe containers, organize and scan ASQDE organizational photos and documents, and organize and inventory donations received from forensic document examiners worldwide.

In addition to working on the above-described projects, the intern will gain general exposure to forensic document examinations via weekly lectures and other forensic disciplines within the Laboratory. The intern will have an opportunity to observe casework within the FDU. An attempt will also be made to allow the intern to observe courtroom testimony of a forensic scientist.

An unpaid intern studying library and information science, or forensic science is requested to work 8 – 10 hours per week between 7:30 a.m. – 4:30 p.m. for approximately 16 weeks, beginning in January 2023 through May 2023, at the ISPL FDU. The Laboratory is located at 550 West 16th Street, Suite C, Indianapolis, IN. The applicant must seek college credit for this opportunity. The applicant must be able to pass a criminal background check and drug test. The cost of the drug test will be assumed by the ASQDE.

Individuals interested in applying for this internship may find the application at the following link:

<https://www.in.gov/isp/labs/internship-opportunities/>

The completed application and current college transcripts should be mailed to the following address and postmarked by October 15, 2022. The top candidates will be selected for an interview after that date. Questions about the internship may be directed to Courtney Baird at cbaird@isp.in.gov.

**Indiana State Police Laboratory
Attention: Forensic Document Unit Intern Coordinator
550 West 16th Street, Suite C
Indianapolis, IN 46202**