AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: 2017 Gunnison County Budget; Coroner Budget Reques

Action Requested:

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see attached documents for the 2017 Gunnison County Coroner's Office Budget Request

Fiscal Impact:

Submitted by: Josh Ost **Submitter's Email Address:** jost@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
This enhancement request is currently included in the staff-proposed budget document. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 11/23/2016

County Attorney Review: ( ) Required (●) Not Required

Comments:

Reveiwed by: Discharge Date: Certificate of Insurance Required

Yes ( ) No ( )

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 12/2/2016

( ) Consent Agenda (●) Regular Agenda ( ) Worksession Time Allotted: 20

Agenda Date: 12/6/2016

Revised April 2015

GUNNISON COUNTY CORONER'S OFFICE

DEPUTY CORONER JOB DESCRIPTION

OVERVIEW:

The Gunnison County Coroner's Office employs Deputy Coroners to perform a variety of complex responsibilities, including but not limited to; administrative, forensic and analytical duties in the field of death investigation, as well as leading day-to day administration and direction of investigative functions. Deputies are responsible for conducting investigations of death under the County Coroner's jurisdiction and in assisting the Coroner in administration and facilitation of related tasks and statutory obligations. The Deputy Coroner must pay strict attention to detail, have the ability to multi-task and take initiative. The work involves a variety of sensitive and highly confidential material. The ideal Deputy is organized, self-motivated, adaptable, detail oriented, highly-efficient and able to work under heightened emotional situations and unpleasant conditions while maintaining a positive attitude. The Deputy is a representative of the Coroner's Office and is involved in a myriad of interpersonal contacts. Such contacts require a high degree of interpersonal and communication skills, professionalism, tact, discretion, etiquette and good judgment.

ASSOCIATED DUTIES AND COMPETENCIES:

1. Interacting with Federal, State and Local Agencies

i. Determination of jurisdictional responsibility and understanding of methods used to determine jurisdiction.
ii. Determining the scope of agency responsibility, including methods used to determine deaths that are reportable to the Coroner's Office
iii. Reporting of critical data, including methods of defining critical data and determination of appropriate data reporting.
iv. Sharing critical data, including proper methods of releasing critical data to outside agencies and appropriate form usage.
v. Identifying support agencies, including deaths reportable to outside agencies that support the Coroner's Office, as well as decedent's families.
vi. Collecting essential agency data, including methods used to define essential data, distribution of report forms and other agency interactions.
vii. Arrangement for organ and tissue procurement, recovery timing, and knowledge of organ and tissue types typically used in transplant and research.
viii. Certifying the death, including knowledge of the death certificate format, release timing, and proper completion.

2. Communication

i. Notifying Next of Kin, knowledge of methods used to make proper notification, identification of legal next of kin and release of information.

ii. Maintaining confidentiality, including confidentiality within and external to the Coroner's Office.
iii. Interacting with law enforcement personnel, including cooperation practices, statutory responsibility and objectivity between agencies involved in the investigation.
iv. Interacting with funeral directors, including strategies used to do so, as well as roles and responsibilities for families, investigators and funeral home directors.
v. Writing narrative reports, including appropriate content, structure and use in the overall investigation.
vi. Completion report forms and proper use within the Coroner's Office, as well as use of shared documents.
vii. Usage of effective interviewing skills, including techniques and strategies used to interview witnesses involved in the death investigation, such as family, friends and associates.
viii. Communication with the pathologist by way of basic forensic medical terminology and knowledge of the relationship that exists between the investigator and forensic pathologist that performs the autopsy.
ix. Maintaining relations with the media and an awareness of strategies and techniques used to work with media regarding public information release and accountability.
x. Notification to and communication with treating physicians, knowledge of terminology typically used by emergency room physicians, family practice physicians and ability to identify the last treating physician.
xi. Utilization of telephone etiquette, knowledge of techniques to obtain information over the phone, as well as methods used to communicate with various entities over the phone.

3. Interacting with Families

i. Ability to obtain information from distressed family members.
ii. Ability to help families understand Coroner procedures related to the autopsy and investigative process.
iii. Respect for family's requests and understanding of various religious objections to the autopsy and strategies used to overcome those objections.
iv. Reporting Coroner findings, autopsy results and appropriate timetables for release of additional information.
v. Preparing families for viewing of the body.
vi. Ability to respond to family's reactions and support them during and after identification and viewing.
vii. Performing an investigative follow up interview with family members, friends and associates of the decedent.

4. Investigating Deaths

i. Evaluation of scene safety and public health risks prior to entry.
ii. Securing the scene by way of collaborating with support agencies in establishment of the scene.
iii. Validation of death, establishing and documented the time pronounced.
iv. Identification of human remains through knowledge of basic anthropology.
v. Photography of scene, body and evidence, as well as knowledge of basic photographic equipment and usage.
vi. Conducting an on scene physical examination of the body and appropriate documentation.

vii. Utilizing systematic methods of documenting the death scene for later use by investigative staff or outside agency.
viii. Drawing of specimens such as blood, urine and vitreous at scene.
ix. Familiarity with and usage of personal protective equipment, forensic equipment, forms, and scene processing aids.
x. Recognizing and determining the five manners of death.
xi. Ability to investigate multiple fatalities and knowledge of mass casualty protocol.

5. Identification and Preservation of Evidence

i. Ability to distinguish between personal property and evidence, and documentation of said effects.
ii. Ensuring and maintaining the chain of custody.
iii. Facilitation of evidential analysis.

6. Maintaining Ethical and Legal Responsibilities

i. Maintaining the dignity of the deceased at the scene and throughout the investigation.
ii. Familiarity with common methods and requirements for disposing of unclaimed or unidentified remains.
iii. Ability to provide testimony when subpoenaed and knowledge of related strategies.
iv. Safeguarding personal property of decedent against loss or theft, until release.
v. Ability to project a positive and professional image to the community and support agencies.

7. Demonstration of Scientific Knowledge

i. Proficiency in basic forensic medical terminology, traumatic injuries, traumatic artifacts, therapeutic interventions, antemortem injuries on the body, postmortem artifacts on the body, time of death establishment, decomposition, signs of death, systematic examination of external body, body systems, medical services and various types of death.
ii. Knowledge of basic forensic science, the role of outside forensic experts, drug names and terminology, legal laboratory tests, gunshot wounds, and firearms documentation.
iii. Knowledge of universal precautions, medical anatomy, internal anatomy, basic physiology, usage of medical charts and reports, identification of human disease, common medications and hospital bureaucracy.

8. Coping with Job-Related Stress

i. Ability to identify common warning signs of stress, mood swings, behavioral changes, and effects on job and domestic life.
ii. Ability to identify appropriate coping mechanisms including lifestyle change, professional assist programs, and inappropriate methods of coping with stress.

GUNNISON COUNTY CORONER'S OFFICE: YEARLY CONTINUING EDUCATION AND TRAINING REQUIREMENTS

Deputy Coroner Investigators shall complete a total of 128 hours per year of continued education and or training. Mandatory and acceptable education and training are as follows, including earned hours associated with each activity.

MANDATORY EDUCATION AND TRAINING

1. Attend at least one of the Colorado Coroner's Association Medicolegal Death Investigation Conferences- 20 hours
2. Attend the yearly Coroner's Standards and Training Board Meeting- 20 hours
3. Attend Gunnison County All Hazards Meeting- 2 hours
4. Attend and participate in the triannual Airport Disaster Drill- 8 hours

ACCEPTABLE EDUCATIONAL SEMINARS (Seminars not listed below are subject to approval by Gunnison County Coroner)

1. American Academy of Forensic Sciences Annual Scientific Meeting- 48 hours
2. International Association of Coroners & Medical Examiners Annual Training Symposium- 56 hours
3. National Association Medical Examiners Annual Meeting- 40 hours
4. National Transportation Safety Board Courses
   i) Aircraft Accident Investigation- 88 hours
   ii) Accident Site Photography- 16 hours
   iii) Biomechanics of High Impact Injury- 40 hours
   iv) Marine Accident Investigation- 40 hours
   v) Family Assistance- 24 hours
   vi) Emergency Accounting for Victims Following Mass Casualty Incidents- 16 hours
5. Aquatic Deaths and Homicidal Drowning Investigation- 8 hours
6. Public Agency Training Council Courses
   i) Child Death Investigation: Child Death Scene to Court- 16 hours
   ii) Social Media Community Outreach- 24 hours
   iii) Practical Kinesic Interview Phase 1- 24 hours
   iv) Cell Phone Technology and Forensic Data Recovery- 40 hours
   v) Solving Homicides: Investigative Steps to Success- 24 hours
   vi) Managing Property and Evidence Room- 16 hours
   vii) Death and Homicide Investigation- 40 hours
7. Asia Pacific Coroners Society Conference- 20 hours
8. The Society of Medicolegal Death Investigators Annual Educational Meeting- 10 hours

ACCEPTABLE ONLINE EDUCATION (Courses not listed below, that are approved by American Medical Association, Category I,; American Bar Association; American Nursing Association; Emergency Medical Services; Peace Officer Standards and Training; Pennsylvania Coroner's Association; and National Board of Certified Counselors, are also accepted)

1. North Dakota University's Medical School for the Coroner- 60 hours
2. Universal Class' Death Investigation 101- 16 hours
3. Forensic ED Online
   i) Concentration of Oxymorphone in Postmortem Fluids and Tissues- 2 hours
   ii) Developing a Missing Person Protocol- 3 hours
   iii) How to Be a Good Expert Witness- 5 hours
   iv) Investigative Strategies- 3 hours
   v) Offender Profiling: Psychology Contributions to Behavioral Crime Scene Analysis- 5 hours
4. Texas A&M Online Death Investigation- 40 hours
5. Death Investigation Training Academy Online Courses
   i) Infant Death: External Body Exam and Documentation- 2 hours
   ii) Interpersonal and Officer Well Being- 2 hours
   iii) Cultural Diversity and Anger Deescalation for death Investigators and Police- 2 hours
   iv) Recognizing and Combating Secondary Traumatic Stress- 2.5 hours
   v) Medicolegal Investigation and Wound Documentation- 1.5 hours
   vi) Understanding and Investigating Gunshot Injury- 2.5 hours
   vii) Cutting and Stabbing Injuries: A Forensic Overview- 2.5 hours
   viii) Asphyxial Deaths: Classifications and Causes- 1.5 hours
   ix) Investigating Suicide and Self Harm Death- 3 hours
   x) Autoerotic Fatalities: Interpreting and Investigating the Scene- 3.5 hours
   xi) Investigating Infant and child Death (SUIDI)- 4.5 hours
   xii) Chemical Suicide: Responder Safety- 1 hour
6. Coroner Talk: Death Investigation Training- .25 hours each

<u>ON THE JOB TRAINING WITH APPROVED AGENCY</u> (Hours spent conducting actual investigations with the Gunnison County Coroner's Office or other Coroner's, Medical Examiner's or Sheriff's Offices, subject to approval by Gunnison County Coroner)

1. Investigation of a Natural Death, No Scene Investigation- 1 hour
2. Investigation of Non-Natural Death, No Scene Investigation- 2.5 hours
3. Investigation of Death with Scene Investigation- 5 hours
4. Attend/ Assist with Autopsy- 2 hours

Requirements: New deputies must meet these minimum standards within one year of hire.

*Deputy will have attended at least one seminar on death investigation such as CCA Outreach or Convention in June or an approved death investigation seminar.

Course Attended: Date_____ Yr____
Institution:
Address:

Must include copy of certificate with this record.

OTHER SEMINARS or CONFERENCES ATTENDED:

Course Attended: Date_____ Yr____
Institution:
Address:

Include copy of certificate with this record.

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Deputy will have attended at least 5 autopsies:

Case #	Date	Place of Autopsy	Cause	Manner	Pathologist	Pathologist Signature

Deputy will have gone to at least 7 Natural Deaths with Trainer and written a mock report.

Case #	Date	Cause	Manner	Trainer Signature Agency if appl.

Deputy will have gone to at least one of the following: Suicide, MVA, other Accidental and written a mock report.

Case #	Date	Cause	Manner	Trainer Signature Agency if appl.

NOTE: If deputy chooses to do a ride-along with another agency, they must have that agency sign. A scene diagram, scene description and description of body must be turned in to **Coroner Vader** for approval in these cases.

*Become Certified as a CCA Death Investigator. Date Certified _____

OTHER:

While on **GCCO** scenes, the deputy will be expected to:

Take Photos for critique
Draw a scene diagram
Learn the questions to ask and gather pertinent information from police, fire, witnesses etc.
Be able to create a timeline of events leading to death
Write a mock report utilizing the **GCCO** Investigative Report Format.

Deputy Signature _____ Date _____

Coroner Signature _____ Date _____