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|  | **Title**: | MAINTENANCE AND CALIBRATION | | **Policy #** | | G.4.03 |
| **Division:** | Administration, Forensic, Investigation | | **Page:** | | Page 1 of 2 |
| **Coroner Signature:** | |  | **NAME Reference:** | | A5a,A5d,A5e,C3g, C5e,C5f,C5i, | |
| **Approved/Revised Date:** | |  | **IACME Reference:** | | A4i,A4k,C4e | |



**POLICY**:

Ada County Coroner’s Office (ACCO) facilities shall be maintained in a manner best promoting a safe, functional, professional, and productive work environment; thus, contributing to the greater Ada County community through the mission activities of the ACCO.

To support consistent data collection and ensure the efficiency and accuracy in reporting measurements for death investigations and case examination; equipment used for the measurement or assessment of data, having a significant influence on interpretation and conclusions made during the investigation and at postmortem exam, will be adequately maintained, tested, calibrated, and/or standardized.

**PROCEDURE**:

1. **Maintenance**
   1. Facility
      1. Facility maintenance may be planned, corrective and/or preventative.
      2. Building maintenance; preventative, routine, and scheduled, is provided through Ada County Operations, to include heating, ventilation, air conditioning, plumbing and electrical systems maintenance.
   2. Equipment
      1. Personnel are responsible for using proper care of equipment and for reporting any equipment malfunctions to the Division Supervisor or designee.
      2. Standard operating procedures shall detail the methods, materials, and schedules to be used in the routine inspection, cleaning, maintenance, testing, and/or standardization of equipment, and shall specify, when appropriate, remedial action is to be taken in the event of failure or malfunction of equipment.
      3. Documentation shall be maintained of all inspection, maintenance, testing, and/or standardizing operations.
      4. Documentation shall be kept of repairs performed on equipment as a result of failure and malfunction.
      5. Maintenance schedule(s) shall be kept for all scientific equipment requiring periodic cleaning, adjustment and/or maintenance.
2. **Calibration**
   1. With regard to the instruments and equipment utilized for the purpose of obtaining measurements to be documented in the investigation and postmortem examination reports:
      1. Certified service vendors shall complete the calibration service.
      2. If calibration measurements are not within acceptable ranges, the Division Supervisor or designee shall contact the service vendor representative for corrective action, repair, or replacement of the equipment.
      3. Documentation shall be maintained of all calibration and/or standardizing services.