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|  | **Title**: | DEATH NOTIFICATION | | **Policy #** | | I.1.03 |
| **Division:** | Investigation | | **Page:** | | Page 1 of 2 |
| **Coroner Signature:** | |  | **NAME Reference:** | | B1h,B2a | |
| **Approved/Revised Date:** | | **v08-26-2024** | **IACME Reference:** | | A8f,B1u,B3i | |



**POLICY**:

The Ada County Coroner’s Office (ACCO) understands that death notifications are deeply sensitive in nature. It is the policy of the ACCO, for deaths falling within the jurisdiction of the Ada County Coroner, that notifications be carried out promptly; in person whenever practicable; and in a compassionate, respectful, and professional manner; to the individual identified as having the legal right to make final disposition decisions.

Investigation personnel will adhere to ACCO standard operating procedures for the planning, delivery, and post notification processes including but not limited to, the identification of the deceased individual, the collection of accurate information regarding the deceased individual, the identification of the deceased individual’s next of kin, and the timely delivery of the notification.

**PROCEDURE**:

1. **Next of Kin Location**
   1. The Investigation Division will exhaust all options in the location and notification of the decedent’s legal next of kin/personal representative.
      1. Search activities shall be in accordance with ACCO standard operating procedures.
   2. In the event legal next of kin/personal representative cannot be not located:
      1. The decedent shall be transported to the ACCO.
      2. Physical property shall be documented and secured by the Investigator in accordance with standard operating procedures, using the ACCO case management system.
      3. If the safety and security of the decedent’s property is a concern, the Investigator shall:
         1. Contact the Investigation Supervisor/on-call Senior Deputy.
            1. Request the notification of the Ada County Treasurer in their capacity as ex officio Public Administrator.
      4. Pending further investigation and continued negative contact with legal next of kin/personal representative, or an abandonment of legal next of kin/personal representative’s final disposition authority:
         1. Per Idaho Code § 31-2117, the case shall be referred to the Ada County Treasurer’s Office, along with the release of any collected property, and a copy of the case report.
2. **Next of Kin Notification**
   1. Notifications will be completed as soon as possible after the Investigator clears the scene.
   2. Notifications shall be in person with either the Investigator, or a law enforcement officer in the jurisdiction where the legal next of kin/personal representative resides.
      1. Preference is given to both the Investigator and the law enforcement officer being present for the notification.
      2. As necessary, the On-call Senior Deputy may be contacted for guidance.
   3. Phone notifications shall only be conducted:
      1. When the law enforcement agency requires a teletype.
      2. The estimated notification timeline exceeds an allowable timeframe, pursuant to ACCO standard operating procedures.
      3. With permission from the Investigation Supervisor/on-call Senior Deputy.
   4. All deaths of foreign nationals shall be reported to the consulate of the country of origin as per the Vienna Convention, Article 37, as soon as possible, after the death is investigated.
   5. Documentation of notification shall be made in the ACCO case management system.