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|  | **Title**: | DAILY CASE REVIEW | | **Policy #** | | I.1.05 |
| **Division:** | Administration | | **Page:** | | Page 1 of 1 |
| **Coroner Signature:** | |  | **NAME Reference:** | | B1i | |
| **Approved/Revised Date:** | | **02-16-2024** | **IACME Reference:** | | A8b | |



**PURPOSE**:

Daily case review meetings are an integral part of proficient case investigation and management; providing an open and appropriate forum for all Ada County Coroner’s Office Divisions to ensure appropriate actions are being taken in each and every case.

**POLICY**:

To provide an opportunity for division-wide case review and establish the methods by which the daily case review meetings are conducted.

**PROCEDURE**:

1. All reported cases shall be:
   1. Reviewed within twenty-four (24) hours (excluding weekends and holidays).
   2. Presented by assigned personnel of the Investigation Division.
      1. Shall include photograph review, a narrative of the events leading up to and surrounding the death, and a summary of medical records.
2. Meeting documentation shall include cases reviewed, and personnel in attendance.
3. Recommendations for further action shall be addressed by the appropriate division.