**EFFECTIVE: Immediately Updated: Jan, 2024**

|  |  |
| --- | --- |
|  |  |
| **PURPOSE:** | To instruct POCC staff on the collection of all personal effects of deceased including money. |
| **SCOPE:** | This guideline applies to sworn PCCO personnel. |
| **GUIDELINE:** | Collect, record and secure all personal effects on or around deceased or deceased wallet or purse.   1. ITEMS shall be placed into evidence bags to be transported back to the office. 2. LOG ALL ITEMS on the personal effects receipt including money. 3. SEAL items in evidence bags with the case number written on them in sharpie and place in the tan personal effects cabinet. Place the personal effects receipt in the case file. 4. MONEY shall be counted on scene in front of witness of law enforcement or EMS or Fire personnel and again at the office before sealing in evidence bag. 5. NEXT OF KIN or designated representative shall pickup and sign for the personnel items at the coroner’s office. 6. ONE YEAR from date of family of notification of death, items will be considered abandoned and shall be disposed of properly. Multiple attempts will be made to contact family prior to disposal. 7. ON SCENE release can be done at the discretion of the PCCO staff. Document and have Next of Kin sign person effects receipt on scene. |
| **FORMS:** | Personal Effects Receipt |

Approved by: David E Kintz Jr

Park County Coroner