**Investigative Reports and Forms**

**Policy**

The office staff will maintain and update the necessary reports and forms, which are used by the investigative staff. Investigative forms will be used on all cases that the Coroner’s Office responds to.

**Procedure**

The investigator will use the necessary forms and items during the normal course of an investigation.

These include but are not limited to the following items. In the event that any of these items are used, the original will be placed in the decedents file.

* Record of Death, Scene Form
* Authorization for Release of Remains
* Fingerprint Cards
* Coroner Property Seal
* SUIDI form
* File closure checklist
* Funeral Home Information Form
* Death Certificate
* Autopsy/Inspection

The following is a list of other items available and will be used. They are not retained or placed in the decedent’s case file, but scanned into decedents MDILog case file.

* Missing person’s report (If applicable)
* Mug shot (If applicable)
* Board of Pharmacy
* All Records Request Forms
* EMS  Run Sheet
* Medical Records (Hospital, primary physician, mental health)
* Suicide Checklist
* Any additional scene forms
* A)  In accordance with Idaho Code 19-4301D, when a crime has been committed in which a death occurs, after the investigation is completed the Coroner’s Office will write a report of the facts concerning the cause and manner of death.
* B) The investigating law enforcement agency will furnish the coroner’s office with a written report of their investigation, per Idaho Code 19-4302. Law enforcement officials may submit a request to secure copies of the report or other information that may be necessary for the performance of their official duties.
* C)  Public Disclosure – The Coroner’s Office will release the identity of the victim, the basic facts involving the cause and manner of death and the time of death. In accordance with Idaho Code Chapter 9, the investigating agency will prepare all public statements related to a crime during which a death occurs and the status of the investigation, while protecting details of the investigation.