**EFFECTIVE: Immediately Reviewed: February 2023**

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| **PURPOSE:** | To instruct PCCO staff on Morgue Intake. |
| **SCOPE:** | This guideline applies to sworn PCCO personnel. |
| **GUIDELINE:** | 1. The subject will be photographed again in the morgue unless the bag was sealed for evidence, than the seal will be photographed in the morgue 2. Subject will have fingerprints and DNA obtained, exception if they’re going for an autopsy the DNA card may be obtained at the time of autopsy. 3. Determination for need of an autopsy and or toxicology will need to be made. Review and consultation with senior staff and or Forensic Pathologist. 4. The intake form needs to be filled out. 5. Subject’s location needs to be written on the board along with case number, if they have a hold, personal effects, and the case number log changed. 6. All equipment used needs to be cleaned and put away and or charged, if applicable. 7. When releasing make sure paperwork is filled out and placed in the subject’s folder. 8. After removal the slide tray or cot needs to be cleaned prior to being returned to the cooler. 9. Any time in the morgue make sure any housekeeping needs are met. |