**EFFECTIVE: Immediately Updated: September 2019**

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| **PURPOSE:** | To instruct PCCO staff on how and when to obtain different methods of identification. |
| **SCOPE:** | This guideline applies to sworn PCCO personnel. |
| **GUIDELINE:** | Use of and procedures for identification   1. The manner of identification and who verified it must be documented in demographics section of the report in Coronerme. 2. If using a government issued ID it should be kept in the file. If the family requests it a clear copy of the document must be made in color, and the returned document must be voided (ie holes punched in it). 3. Family visual identification of deceased shall be only used as a preliminary means unless no other means is available. It is the general guideline of this office not to use personal identification except in rare cases that must be approved by the Coroner. 4. Fingerprints, Initials of examiner and verifier shall be on the original source and the post mortem finger print used in identification. Fingerprints shall be taken on all cases if available. 5. Odontologist ID must be conducted by a board certified Forensic Odontologist and include their report and copies of x-rays used to be placed in the file, either hard copy or electronic. Dental shall be used for identification in any case of decomposed deceased where fingerprints cannot be obtained or on cases where visual and fingerprints have not been successful. 6. Medical x-rays and devices, a copy of what and how documentation was used and verified and who verified must be included in file, either hard copy or electronic. Medical X-rays shall be used in any case where deemed appropriate by Coroner or forensic pathologist. Medical identification shall also be used in any case where visual, fingerprints, dental or DNA have not been successful. 7. DNA- copy of lab reports with DNA markers used and with whom or what the DNA was compared with the labs certification and the name(s) and certification of the technicians making the determination. Must have hard copy or electronic copy attached to file. Also the DNA samples used will be stored in accordance to the law. DNA shall be submitted in any case where it appears visual, fingerprints, dental or Medical X-ray have not been successful. DNA shall be submitted to University of North Texas or FBI Labratory. 8. Reconstruction- A certified Forensic Artist shall be contracted to do facial reconstructions on all cases that have gone unidentified with all previous methods.   All files will include a hard copy of the electronic report if applicable, and on hard copies an electronic copy will be made and attached to the computer report.  On all outside agency the person making the identification must sign off on how they made the ID and method(s) used. |
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Approved by: David E Kintz Jr

Park County Coroner