**EFFECTIVE: Immediately Written: February, 2020**

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| **PURPOSE:** | To explain how information may be shared between staff and how case tasks may be assigned. |
| **SCOPE:** | This guideline applies to sworn PCCO personnel. |
| **GUIDELINE:** | After a case is began to be investigated each Deputy Coroner shall communicate to the Coroner or Senior Deputy Coroner basic information and any concerns about the case. If assistance is needed with any tasks the following methods shall be utilized.   1. PHONE is the primary contact to other staff members to ask for assistance. 2. REPORT shall be viewable by staff in the coronerme.com system. This can be reviewed as to whether a task has been completed or not. 3. EMAIL shall be utilized to clarify task needing assistance.      1. BOARD in the morgue shall be reviewed prior to any action of releasing any item of the case to see if the case is marked by the primary PCCO staff as on hold, contact with the primary PCCO staff will be required prior to releasing any items. Board will show if property, toxicology specimens and body are still present for the case. 2. NOTES may also be left after phone or email contact to clarify needed assistance, with what and when to be accomplished. |
| **NOTE:** |  |
| **FORMS:** | Body Release Form on shelf. |

Approved by: David E Kintz Jr Park County Coroner