**EFFECTIVE: Immediately Written: February 2020**

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| **PURPOSE:** | To instruct PCCO staff on the importance of confidentiality. |
| **SCOPE:** | This guideline applies to sworn PCCO personnel. |
| **GUIDELINE:** | Investigations require that information remain confidential.   1. FAMILIES will be informed of all details of fact unless a criminal investigation deems otherwise. 2. INVESTIGATON information will remain unreleased to the public until a case is completed and no longer under investigation unless otherwise determined appropriate by the Coroner. 3. PUBLIC RECORDS requests that are made shall be honored per Colorado Open Records Act within 3 days unless the case is still under investigation. The public may request and will be provided with Autopsy reports, investigations reports, toxicology, and medication logs upon request. |
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Approved by: David E Kintz Jr

Park County Coroner