**Case File Closure**

**Policy**

The purpose of this policy is to establish the proper communication with the families of the deceased at the point of case file closure and to establish a target timeline for case report completion.

**Procedure**

***Case File Closure***

Cases that come into the KCCO are subject to multiple tasks being completed that can take several weeks up to 2 months to complete. We need to make every attempt to close these cases in less than 60 days if possible, understanding that some cases can take longer depending on circumstances.

Cases that are NJR’s should be completed and ready to close within thirty days or less, allowing time for records requests to be fulfilled by outside agencies, physician’s offices, etc.

Once all requested information has been received and reviewed, autopsy/inspection report completed and sent to the investigator, the file is to be submitted to the Investigative Supervisor with the closing checklist attached. Once the file has been approved for closure by the investigative Supervisor, it is then sent to the Chief Deputy Coroner whom then reviews and closes the file. This peer review system is mandatory on all files that are determined to be Coroner jurisdiction.

***Communication***

The MDI will contact the family (next-of-kin) after the final report is received from the Forensic Pathologist, and explain the findings of the final certification of death. The MDI will also provide the information for the family to obtain a copy of the Pathologist’s report if they wish to have one. The MDI will make it clear that if the family has any questions in the future that we are available to answer them at any time. After speaking with the family the MDI will make an addendum to the narrative in his/her report detailing the conversation and submit the file to close to his/her supervisor.