**Developing a Rotation Plan for On-Call Mortuaries**

**Policy**

The purpose of this policy is to establish and regularly update a rotation plan for all mortuaries that provide mortuary services to the Coroner’s Office.

The Coroner’s Office will establish and update a rotation plan for all mortuaries that provide services to the Kootenai County Coroner’s Office. A rotation system will be established giving all licensed mortuaries in Kootenai County the opportunity to provide services to the Coroner’s Office on a regular basis. This opportunity will be offered as long as the mortuaries meet the standards and requirements established by the Coroner’s office.

**Procedure**

***Developing a Rotation Plan***

1. On or about October 1st of each year, a letter will be sent to the licensed mortuaries in Kootenai County to determine whether they wish to participate in an on-call rotation system.
2. Rotation funeral homes will be licensed in the State of Idaho.
3. Funeral home must operate as its own entity
4. The Coroner will determine which mortuaries are qualified to be on the Rotation list. The list will be valid for one year and will place the qualified Mortuaries on rotation for one month at a time in sequence. There is no limit to the number of times mortuaries may be on the rotation list.

***Utilization of Mortuaries***

A local mortuary may be contacted to make the removal of a body from a death scene, depending on the circumstances.

1. When a specific mortuary is not requested by next of kin (or NOK cannot be located), the Coroner’s Office will select a mortuary based on their rotation system.
2. If the family requests that a specific mortuary be used, that mortuary will be called
3. If family members do not have a preference of funeral home, the mortuary on rotation for that particular month may be contacted.

***The Funeral Home’s Role***

1. When a funeral home responds at the Coroner’s request to make the removal of a body, two representatives should respond on all cases the Coroner’s Office requests except those at a hospital or care facility where one representative may be sufficient if the facility has staff to provide assistance.

1. A Funeral Home sheet **(see attached)** will be faxed to the on call Funeral Home upon the Investigators arrival to the office after the call. This information will provide, NOK, the decedent’s name, the time of death, and the name of the Physician signing the death certificate.  If a funeral home requested by the family is used, they may be provided with additional information regarding the decedent.

1. The funeral home must respond within one hour from the time of notification or the next month’s rotation funeral home can utilized.

1. The funeral home must have supplies necessary to complete removal.