**EFFECTIVE: Immediately Updated: April, 2023**

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| **PURPOSE:** | To outline Release of Documents |
| **SCOPE:** | This guideline applies to sworn PCCO personnel. |
| **GUIDELINE:** | Coroner reports and Autopsy reports are public record in Colorado. CRS: 24-72-203   1. Anybody can request these report on the Park County Coroner Web-site by clicking on and filling out the Autopsy Request Form. 2. Once the form is received the records shall be emailed to the requesting party within three days if the report is finished. 3. If the report is not finished a copy of the request shall be saved in email to be searched at the closing of every case. 4. A document may be unavailable to the public if the case is still under investigation or a judge has placed a seal on records regarding a particular case. 5. Each report release will have a copy of the request placed in the file will the date, method and staff who released it logged on the checklist. 6. Autopsy photographs have been deemed public record in Colorado and will be released after receiving party has signed the PHOTO viewing liability waiver. Unless photos are deemed to be to a detriment to the public by a district judge and sealed. However autopsy photos will only be release upon specific request for such photos. A counselling session with Coroner staff will also be required prior to viewing or receiving any photos. |

Approved by: David E Kintz Jr

Park County Coroner