



## **CASE UPDATE POLICY**

*Policy# 14-0619-2 Case Update (1 page)*

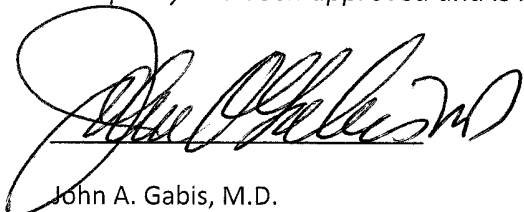
**Purpose:** To have a policy that assures the coroner and chief investigator are kept updated on all cases.

**Justification:** It is vital that the coroner is kept updated on all cases and since the chief investigator's responsibility to interact with all agencies involved in on going cases, he/she must be updated and have immediate access to case information.

**Policy:**

1. It is the responsibility of the case investigator to update the coroner on cases accepted as coroner cases.
2. It is the responsibility of the case investigator to update the chief investigator of all cases, regardless if accepted as a coroner case or deferred.
3. The case investigator will enter case information into database as soon as possible but within 24 hours of receiving case to allow the coroner and chief investigator access.
4. The investigator will update case information and status as necessary.
5. All photos and documents concerning the case will be made available or added to the case file in a timely manner, no longer than 4 hours after information becomes available.

*This policy has been approved and is in effect until further notice:*

  
John A. Gabis, M.D.  
Office of the Coroner, Ross County, Ohio

*June 19, 2014*

Date