

Charleston County Coroner's Office Policy #39
Title: Responsibilities for Off-going and On-Coming Call Deputy Page: 1 of 1
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39.1 POLICY

It is the responsibility of the Deputy going off call, and the Deputy coming on call to communicate about all “new” and acutely active cases as it relates to continuity of services. This policy helps ensure that case management continues and that families and agencies are assisted appropriately. To ensure that case management is maintained and that families and agencies are assisted appropriately, the following procedures will be utilized by the off-going and on-coming “On Call” Deputies.

39.2 PROCEDURE

At the end of their on-call shift, the off-going Deputy shall provide an “end of call report” to all deputies and affected staff via email. The report should include synopsis information regarding the status of each case handled during their shift and any information regarding signing the death certificate or next-of-kin issues.