



RECEIVING AND RELEASING OF BODY POLICY

Policy# 14-0715-3 Receiving and Releasing of Body **Total pages= 2**

Purpose: To establish a policy with guidelines on how a body will be received and released both at the local hospital morgue and at the contracted facility.

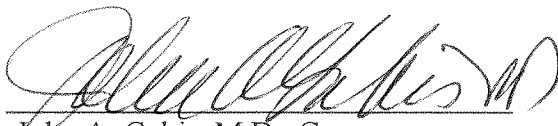
Justification: Detailed guidelines are needed to maintain chain of custody of the body; also to release the body back to the family in a timely manner.

Policy:

1. The investigator will maintain chain of custody of bodies that fall under the jurisdiction of this office.
2. The investigator will follow guidelines set forth by Policy# 12-0810-1 Body Removal Policy and 14-0715-1 Chain of Custody Policy.
3. If the body is being transported to the local morgue at the hospital, the investigator will contact hospital security and advise status of the body. The investigator will update hospital security of all changes especially when the body is released.
4. If the body is being transported to the contracted agency for forensic autopsy, the investigator will follow guidelines set forth by Policy# 14-0627-2 Requesting a Forensic Autopsy. In addition, the removal service will have the receiving morgue confirm the tamper evident tag securing the body bag, to confirm/maintain chain of custody.
5. After being received at the contracted facility, chain of custody and releasing of body will follow their approved policy for receiving and release of bodies.
6. Once the forensic testing has been completed and the investigator receives a verbal report on the gross autopsy findings, the investigator will contact next of kin as set forth by Policy# 14-0530-2 Next of Kin Notification Policy.

7. The investigator will contact the funeral home chosen by family after the body is released with the following information:
- a. Body is released and ready to be picked up.
 - b. Location of the body
 - c. Name of physician signing the death certificate
 - d. Date of death, especially if date of death is prior to date found.
 - e. Time of death if case is deferred.
 - f. Any other pertinent information needed to complete the death certificate.

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


John A. Gabis, M.D., Coroner

August 15, 2014
Date