



Body Removal Policy

Policy# 12-0810-1 Body Removal Policy **Total pages=** 2 **Revised** 12/23/2021

Purpose: To have a standardized policy for the removal of bodies from a death scene in a respectful manner that does not compromise the death investigation.

Justification: We rely on contract funeral service for removals to the morgue, it is vital that we have a policy in place that standardizes the process of removal. This delineates responsibilities of those agencies involved.

Policy:

1. Once the investigator determines that the body must be transported to **Adena Morgue** for holding and/or further examination and/or removed to **MCCO** for forensic autopsy, the contracted removal service *will be requested directly by the investigator.*
2. *If the body is being sent to Adena Morgue from the scene, the investigator will call Adena Security and advise them. Adena Morgue should only accept bodies that they are informed of prior to the arrival.*
3. The contracted removal service should send two representatives on all cases except at a hospital or care facility where one representative may be used or in cases where sufficient help is available at the scene.
4. If a coroner investigator is on scene then the investigator is responsible to process the body for removal by doing the following:
 - a. confirming or making presumptive ID
 - b. removing and or documenting any personal property from the body
 - c. On suspected homicide or suspicious deaths, cover hands with paper bags or equivalent to protect possible trace evidence.
 - d. placing ID tag on the body
 - e. placing the body in a body bag, sealing the bag with ID tag and numbered tamper evident tag and document and photograph the sealed bag.
*Make sure you pull the tamper evident tag tight and cut off the end.
5. If investigator is not on scene and the contracted removal service is making a removal on behalf of the coroner, the coroner's office will supply the contracted removal service with body bags and numbered tamper evident tags. The contracted funeral service will have the law enforcement officer witness the

- sealing of the bag with the numbered tamper evident tag and this will be documented on the contracted removal service's removal form.
6. The contracted removal service will not be responsible removing any personal property.
 7. The decedent will then be placed on their gurney and transported out of the scene in a dignified manner and whenever possible will be hidden from public view.
 8. The contracted removal service will document the removal on Removal/Transfer Form as per their policy. A copy will be provided for our records.
 9. If the body is released from the scene and a immediate family member (spouse, adult child, parent, grandparent, sibling and/or legal guardian) is present or in contact, then the family must choose a funeral home to make the removal. If the family desires a funeral home out of the area, then the family or the desired funeral home must choose a local funeral home to make the removal and to hold the body until the desired funeral home can pick up. On released bodies that are going to a funeral home, law enforcement can make the request for the removal.
 10. If the decedent died in a facility, such as a nursing home or group home, and the body is released, the facility is responsible for contacting a funeral home to make the removal.
 11. Adena's Morgue **must not be used** for situations described in #8 or #9.
 12. Adena's Morgue should only be used when **absolutely necessary** for deaths that occur outside the hospital, such as when no next of kin is available on released bodies or when the body needs to be held for further investigation. **As in #1, the investigator must contact the contracted removal service to request the removal.**
 13. When using Adena's Morgue, the investigation on the death must work to expedite the release and keep Adena's Security constantly updated.
 14. When using Adena's Morgue, involved agencies and family must be made aware of the morgue's **no view policy-no exceptions.**

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

Benjamin Trotter, DO
Benjamin Trotter, DO, Coroner

12/23/21
Date