



CASE INTEGRITY POLICY POLICY

Policy# 24-0323-2 Case Integrity Total pages= 1

Purpose: To have a policy that assures that all documents and photos are true and accurate and have not been altered.

Justification: It is vital that all files and photos are saved in their original format.

Policy:

1. At no time will a case document be changed or altered.
2. If needed, the document will be amended but the original will remain unaltered in the case folder.
3. When additional information is added to a case summary, it will be saved as an updated document with date added and the original will remain in the folder.
4. This policy applies to autopsy reports received from the contracted agency.
5. Case photographs, both scene and autopsy are included in this policy.
6. If office logo is added to the photo, for educational or other purposes, the original will remain in the case file unaltered.

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

Ben Trotter DO

Benjamin Trotter, DO, Coroner

03/23/2024

Date