

SECTION 21 – IN OFFICE PROCEDURE REGARDING RELEASE OF INFORMATION/MEDIA

I. INTRODUCTION

The Shelby County Coroner's Office realizes the important service provided by the local media outlets in informing the residents of Shelby County and beyond. The Shelby County Coroner's Office will endeavor to supply the media with information in a timely fashion. We will also inform all other inquires in a timely manner.

II. MEDIA RELEASES-SHELBY COUNTY CORONER'S OFFICE RESPONSIBILITY

The Shelby County Coroner's Office will be responsible in releasing the names of the decedents and the cause and manner of the death for persons who die in Shelby County. Such releases shall take the form of a written Media Release only. No verbal releases shall be permitted.

1. The release shall be made in a timely fashion only after:
 - a. Positive identification has been made
 - b. Designated next of kin have been located and notified
 - c. Designated next of kin have had a reasonable amount of time to notify other family members
 - d. Law Enforcement is not actively pursuing an investigation.
2. The Media Release shall be submitted to all outlets of record as evidenced by a current email address maintained - coroner @shelbyal.com or through Facebook at Shelby County Coro
3. If the death occurred in Shelby County but the act that initiated the sequence of events occurred in another jurisdiction, and that jurisdiction has accepted the same (receiving jurisdiction), the Shelby County Coroner's Office shall not release any information and direct all inquiries to the receiving jurisdiction.
4. Information requests not related to the cause and manner of death shall be directed to the appropriate agency.

III. MEDIA REQUESTS NOT RELATED TO CURRENT CASES

From time to time, media outlets will request information relating to topics of interest but are not specifically regarding a current case. Such topics may evolve from a current case and may provide helpful information for the community at large.

1. The Coroner or C/DC may provide information relevant to the media request

IV. OTHER PHONE CALLS AND EMAIL REQUESTS

All voice mails left on the office phone are forwarded to ALL Coroner and Deputy Coroner emails.

Phone voice mails should be returned as soon as possible within that C/DC shift. If the VM can not be answered appropriately, contact the C/DC who can answer appropriately. Email requests are also to be answered within the C/DC shift.

V. PUBLIC RECORDS REQUESTS

Code of Alabama 36-12-40/SB 270 requires that all public offices respond to public records requests within a 15 day period. This office will comply, unless an open case, with the official case file on requested cases. Pictures will not be released, but can be viewed in office.