

Body Release Form/Tracking

Policy:

A Body Release Form will be completed in MDI log whenever the body is in the custody of the Coroner's Office.

The Body Release Form can be created in MDI log under *Case Information* and *Body Tracking*.

The investigator will enter a tracking event (received from or released to).

When jurisdiction is accepted on a case and the body will be transported to the Coroner's Office, the investigator will complete a *received from* tracking event.

When the body is released from the scene or from the Coroner's Office, a tracking event for *released to* will be created.

The following fields will be completed for each tracking event:

- Released to
- Location type
 - Scene
 - OPO
 - Funeral home
 - Hospital
 - Autopsy Facility
 - Morgue
 - ME/C Office
 - Secured Cooler
 - Mobile Cooler
 - Other
- Received Name
 - Person receiving the body and agency
- Released by
 - Person releasing the body
- Date and Time of release

When releasing the body at the scene or at the Coroner's Office, the person receiving the body will be required to electronically sign the release form. MDI log will create a body release form under documents that will retain the signature. A copy of this form will need to be printed and placed in the paper case file. The person receiving the body can also receive a copy of this form if requested.

*If the investigator is unable to complete the body release information in MDI log at the scene, a paper *scene body release form* can be used.