

DEPUTY CORONER TRAINING PROCESS

Basic and in-service training for deputy coroners is critical to the successful completion of the mission of the Sedgwick County Coroner's Office. Therefore, it is the policy of the Coroner's Office to provide relevant and consistent training to all deputy coroners throughout each year.

Each newly employed Deputy Coroner must complete a checklist of items that range from an understanding of office policies to the technical performance of coroner-related duties. This checklist is to be completed over the first year of employment with the Coroner's Office by the employee with assistance from the coroner and any other department head as necessary. The employee will be immediately oriented to all County policies and procedures. Additionally, the employee will be trained on items that are common to most or all cases; however, some specific types of deaths, such as a homicide, drownings, and pediatric deaths will need to be simulated trainings as they are not common cases seen within the Sedgwick County jurisdiction often.

Basic Training

The Sedgwick County Coroner's Office has adopted the standardized training and certification process overseen by Colorado Coroner's Association. Therefore, all employees must:

- 1) Attend one of the two yearly Colorado Coroners Association Conferences; and,
- 2) complete ten cases within our agency or an outside agency with a preceptor that is currently a certified Medical Legal Death Scene Investigator; and
- 3) attending at least five autopsy cases in the state of Colorado.

These requirements will allow the deputy coroners to become a certified Medical Legal Death Scene Investigator.

In-Service Training

All personnel are required to attend and participate in annual hands-on training consisting of a variety of subjects ranging from new information to mass casualty planning. Training may also incorporate other agencies such as: organ and tissue donation, fire/EMS, and law enforcement agencies as well as computer-based training on the Electronic Death Registration website. These sessions do not provide continuing education credits for the staff; however, they are essential for successful training and are based on jurisdictional needs.

**SEDGWICK COUNTY CORONER'S OFFICE
DEPUTY CORONER TRAINING CHECKLIST**

NAME: _____ Trained _____ Date _____ Preceptor _____

Administrative			
INTRODUCTION TO COLORADO CORONER LAW AND PRACTICE			
OATH OF OFFICE			
POLICY AND PROCEDURES			
COMPUTER ACCESS TO SERVERS			
E-MAIL & TELEPHONE CONTACTS			
TIMESHEET ACCESS AND UNDERSTANDING			
BUSINESS CARDS			
PERSONAL VEHICLE USE/REIMBURSEMENT/POLICIES			
LOST, STOLEN, DAMAGED EQUIPMENT			
MILEAGE REIMBURSEMENT			
RELEASE OF INFORMATION/PIO			
SUPPLY INVENTORY			
DRESS CODE/IDENTIFICATION ON SCENE REQUIREMENTS			
WORKERS' COMPENSATION POLICIES AND REPORTING INJURY			
SOCIAL MEDIA AND INTERNET POLICIES			
Facility/Office Equipment			
FILING CABINETS/KEYS			
COPIER/SCANNER/FAX			
DNA STORAGE			
MEDICATION ROOM			
BIOHAZARDOUS WASTE (TRASH, SHARPS, DRUGS)			
PILL COUNTING / STORAGE			

Orientation			
HOSPITAL ACCESS AND ORIENTATION			
PERMITTING ACCESS TO DECEDENTS			
FAMILIARIZATION WITH AUTOPSY CENTERS			
RECORDS AND DISPATCH			
JURISDICTIONAL LINES			
BACK BOARD (USE, SAFETY & MAINTENANCE)			
SLIDER BOARDS (USE, SAFETY & MAINTENANCE)			
SLINGS/STRAPS			
BODY BAGS (LIGHT & HEAVY)			
BODY BAG EVIDENCE SEAL			
PROPERTY/EVIDENCE BAGS			
REENACTMENT DOLL & FORMS (SUIDI DOLL)			
Personal Equipment			
CORONER BAG/KIT			
RADIO			
GLOVES - WHEN TO USE WHICH KINDS			
EYE PROTECTION			
TYVEX SUIT			
FACE MASKS (N95, RESPIRATOR)			
BOOTIES AND SLEEVES			
FOOTWEAR POLICIES			

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NAME: _____ Trained _____ Date _____ Preceptor _____

Body Intake			
IDENTIFICATION TAG/WRISTBAND			
FINGERPRINTING WHEN NECESSARY			
BIOHAZARDOUS PACKAGING			
EXTERNAL EXAMS			
TOXICOLOGY (SAFETY, TECHNIQUES, STORING)			
NMS TOXICOLOGY PORTFOLIO – (WHEN TO USE)			
MEDICATION INVENTORY			

Body Release			
RELEASE TO FAMILY/FUNERAL HOME			
BODY IDENTIFICATION (RELATIVES VIEWING THE BODY)			
DECEDENT CLOTHING			

Notifications			
DETERMINING THE NEXT OF KIN			
NEXT OF KIN (IN PERSON, OVER THE PHONE)			
ORGAN AND TISSUE DONATION AGENCIES			
DISTRICT ATTORNEY NOTIFICATION			
LAW ENFORCEMENT JURISDICTION			
HEALTH DEPARTMENT			

Scene Investigation			
JURISDICTION CONFIRMATION			
RESPONSE TIME/NOTIFICATION TO DISPATCH			
INITIAL CONTACT (LE/FIRE/NOK)			
SCENE/ENVIRONMENTAL ASSESSMENT & SAFETY			
ROLE OF THE VICTIM ADVOCATE			
4 TH AMENDMENT (WARRANTS, ESTABLISHING OWNERSHIP, SEARCHES)			
PROPER PPE			
LE INTERVIEW			
NOK INTERVIEW			
REENACTMENT POLICY FOR CHILD DEATHS			
MANDATORY REPORTS OF ELDER ABUSE OR NEGLECT AND CHILD ABUSE			
FIRE/EMS INTERVIEW			
BYSTANDER INTERVIEWS (WHEN APPLICABLE)			
BODY IDENTIFICATION			
SCENE PHOTOGRAPHY			
BODY PHOTOGRAPHY			
BODY EXAMINATION			
ESTABLISHING TIME OF DEATH			
PERSONAL EFFECTS (ON OR NEAR THE BODY)			
COLLECTION OF EVIDENCE (SUICIDE NOTES, DRUGS, WEAPONS)			
BAGGING OF HANDS WHEN NEEDED			

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Scene Investigation Cont.			
PACKAGING THE BODY FOR TRANSPORT (BODY BAGS, ID TAGS, SEALING THE BAG)			
REMOVING BODY FROM SCENE			
RELEASING PROPERTY FROM THE SCENE			
RELEASING THE BODY FROM THE SCENE			
PRIMARY CONTACT PERSON FROM SCENE			
FOLLOW-UP INVESTIGATION (ANTEMORTEM FINGERPRINTS, PCP INTERVIEW, NOK INTERVIEW, RECORDS)			
CASE UPDATE TO SUPERVISOR			
Autopsy			
AUTOPSY REQUEST FORM			
NOTIFICATION TO PD FOR AUTOPSY TIME AND PLACE			
BODY PREP (CLOTHING, JEWELRY)			
AUTOPSY POLICY			
PAPERWORK AT AUTOPSY			
PHOTOGRAPHY			
EVIDENCE COLLECTION (HOMICIDE KIT, SWAB DRYER, GSR KITS, PAPER BAGS, TOX BOXES, ETC...)			
CLOTHING AND PROPERTY			
BODY PACKAGING (BAGS AND PLASTIC)			
COLLECTING ADMISSION SAMPLES / NO AUTOPSY			
DC WORKSHEETS			
FINGERPRINTS AND ID CARD			
DNA CARDS			
RELEASING EVIDENCE TO LE			
PROPERTY/BODY LEAVING AT AUTOPSY			
HOSPITAL/PRIVATE/COUNTY AUTOPSIES			
Case Management			
FIRST THINGS FIRST (SAFETY, PPE, CORONER BAG)			
STATUS/FOLLOW-UP			
NATURAL DEATHS			
AUTOPSY CASES			
NON-NATURAL, NON-AUTOPSIED CASES			
DEATH CERTIFICATES (PENDING, FINAL)			
SUBMITTING FOR SUPERVISOR REVIEW			
HOLD FOR MONITORING			
RECEIVING AUTOPSY REPORTS			
AMENDING DEATH CERTIFICATES			
SCANNING			
COMMUNICATION WITH FAMILY			
REPORT/DC DEADLINES			
CORONERS REPORTS (WHATS NEEDED ON CASE TO CASE BASIS)			
UPLOADING PHOTOS AND MEDICAL RECORDS TO THE SERVER			
UPLOADING REPORTS TO SERVER			

**SEDGWICK COUNTY CORONER'S OFFICE
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NAME: _____ Trained _____ Date _____ Preceptor _____

Death Investigations			
IDENTIFICATION			
NOK NOTIFICATION			
DONOR ALLIANCE/RMLEB			
LESS THAN 24-HOUR HOSPITAL DEATHS			
OVER 24-HOUR HOSPITAL DEATHS (DELAYED DEATHS)			
MEDICAL RECORD REQUEST (HOSPITAL/PCP)			
FETAL DEMISE			
TRANSFER OF JURISDICTION OUT			
TRANSFER OF JURISDICTION IN			
INCIDENTS THAT BEGIN OUTSIDE OF COLORADO			
HOSPICE			
NURSING HOME/ASSISTED LIVING			
FALLS			
DECOMPOSITION			
NATURAL SCENE			
ACCIDENT (GENERAL)			
SUICIDES (GENERAL)			
HOMICIDE (GENERAL)			
CHILD/INFANT DEATH			
MOTOR VEHICLE ACCIDENTS			
FIREARM DEATH			
IN-CUSTODY DEATHS			
OFFICER INVOLVED SHOOTING			
CARBON MONOXIDE DEATHS			
DRUG DEATHS			
ETOH (CHRONIC VS. ACUTE)			
DROWNING			
HANGINGS			
FIRE DEATHS			
MULTIPLE FATALITIES			
AIRCRAFT CRASHES			
BLUNT FORCE INJURY			
SHARP FORCE INJURY			
THERAPEUTIC COMPLICATIONS			
EXPOSURE-RELATED DEATHS (HYPO VS. HYPER)			
ASPHYXIATION (CHEMICAL, POSITIONAL, MECHANICAL)			
ELECTROCUTION DEATHS			
HUMAN VS. NON-HUMAN REMAINS			