Deputy Coroner Training Policy and Process

Both basic and in-service training for deputy coroners is critical to the successful completion of the mission of the Weld 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 the year.

The training of Weld County deputy coroners consists of three tiers:

**Orientation Training**

Each newly-employed deputy coroner must complete a comprehensive checklist of more than 270 items that range from an understanding of office policies to the technical performance of coroner-related duties in the field, in the morgue and at autopsy. The checklist is completed over a period of months by the Chief Deputy Coroner and the individual employee; the employee is immediately oriented to policies and procedures that are common to most or all cases; some specific types of death, such as a hypothermia case or deaths related to an aircraft crash, may not be “checked off” for a protracted period of time.

A copy of the current orientation checklist is attached to this document.

**Basic Training**

The Weld County Coroner’s Office has adopted the nationally-recognized training and certification process overseen by the American Board of Medicolegal Death Investigators (ABMDI). The ABMDI training and certification process is based upon National Institute of Justice performance standards in nine major areas and more than 200 subcategories; it serves as the current benchmark for the training and registration of deputy coroners and medical examiner investigators.

Often, Weld County deputy coroners come to the job with substantial experience and are already diplomates or fellows of the ABMDI, a process that takes many months. New personnel who have not achieved diplomate status or whose registration has expired must complete the mandatory
skills demonstrations and the comprehensive written test required for the registry within a period of about one year as a condition of employment.

Maintenance of the diplomate credential requires continuing education in the form of ABMDI-approved coursework. All Weld County deputy coroners perform this required training as a part of their regular responsibilities.

Information regarding the American Board of Medicolegal Death Investigators and its program of professional registry and certification may be found at www.ABMDI.org.

In-Service Training
All personnel, regardless of currently-held certifications, are required to attend and participate in communal every year.

Communal training is performed with the entire staff about four to five times annually. The subject matter may range from mass casualty planning updates to information from organ and tissue donation agencies. These sessions do not provide continuing education credits for the staff.

In addition to communal training, deputy coroners who have already achieved ABMDI registration or certification will participate in personalized learning that is specifically intended to address areas in which further professional training would be desirable.

The identification of training needs is the responsibility of both the management team and the individual deputy coroner. In early 2018, each deputy coroner will complete a personal training needs assessment. The management team will review the needs assessment for each deputy coroner and attempt to match available coursework to the personal needs assessment and the management team’s perception of what in-service training would be most helpful to the staff member. Again, personalized in-service training will be provided to those persons who have completed the basic training and are ABMDI registered or certified.

Once training needs are identified, they may be met by attendance at conferences or meetings that offer approved continuing education hours, or by participation in computer-based learning from such organizations as the University of North Dakota or the Death Investigation Training Academy. The death investigation curricula of these agencies are approved by ABMDI for continuing education credits.

A copy of the self-assessment instrument is attached to this document.
## Weld County Coroner’s Office
### Basic Training Checklist

**LEARNER:** ___________________________

<table>
<thead>
<tr>
<th>Administrative</th>
<th>DEMONSTRATED</th>
<th>PERFORMED</th>
<th>PRECEPTOR</th>
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<tbody>
<tr>
<td>INTRODUCTION TO WELD COUNTY GOVERNMENT</td>
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<td>INTRODUCTION TO COLORADO CORONER LAW AND PRACTICE</td>
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<tr>
<td>BUILDING ACCESS (KEYS AND CODES)</td>
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<td>FAMILIARIZATION WITH CENT. BLDG AND OFFICE</td>
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<td>EMERGENCY PROCEDURES AND EVACUATION PLAN</td>
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<td>BUILDING AND OFFICE SECURITY</td>
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<td>COUNTY CODE</td>
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<td>OATH OF OFFICE</td>
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<td>POLICY AND PROCEDURES</td>
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<td>DESK ASSIGNMENT</td>
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<td>DESK TELEPHONE ASSIGNMENT</td>
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<td>CELL PHONE</td>
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<td>COMPUTER ACCESS TO SERVERS</td>
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<td>MICROSOFT OUTLOOK CONTACTS</td>
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<td>SPILLMAN ACCESS</td>
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<td>TLO ACCESS</td>
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<tr>
<td>TIMESHEET ACCESS AND UNDERSTANDING</td>
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<td>TIME OFF REQUESTS</td>
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<td>BUSINESS CARDS</td>
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<td>OPEN DOOR POLICY</td>
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<td>IMMUNIZATIONS</td>
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<tr>
<td>GAS CARD</td>
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<td>OVERTIME/COMP TIME</td>
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<td>LOST, STOLEN, DAMAGED EQUIPMENT</td>
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<td>MILEAGE REIMBURSEMENT</td>
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<td>RELEASE OF INFORMATION</td>
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<td>SUPPLY INVENTORY</td>
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<td>MAINTENANCE REQUESTS</td>
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<td>EMPLOYEE DRESS CODE REQUIREMENTS</td>
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<td>SCHEDULING AND WORK HOURS POLICIES</td>
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<td>WORKERS’ COMPENSATION POLICIES AND REPORTING INJURY</td>
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<td>SOCIAL MEDIA AND INTERNET POLICIES</td>
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<td>ON-CALL POLICIES</td>
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<table>
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<tr>
<td>FAMILIARIZATION WITH MORGUE</td>
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<td>PERMITTING ACCESS TO DECEDEMENTS</td>
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<td>FAMILIARIZATION WITH MCKEE</td>
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<tr>
<td>PARKING PRIVATE AND COUNTY VEHICLES</td>
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</table>
# Hospital Access and Orientation

<table>
<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>HR/FUEL PUMPS/FLEET/CLINIC/WASH BAY</td>
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<tr>
<td>WCSO/ GPD/EVIDENCE</td>
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<tr>
<td>JAIL</td>
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<tr>
<td>RECORDS AND DISPATCH</td>
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<tr>
<td>HEALTH DEPARTMENT</td>
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<tr>
<td>JURISDICTIONAL LINES, PAWNEE</td>
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## Facility Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
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<tbody>
<tr>
<td>FILING CABINETS</td>
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<tr>
<td>IN BOX</td>
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<tr>
<td>MEDICAL RECORD DRAWER</td>
</tr>
<tr>
<td>STORAGE AREAS</td>
</tr>
<tr>
<td>COPIER</td>
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<tr>
<td>BODY COOLER</td>
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<tr>
<td>WALK-IN COOLER (BLOOD, OTHER SPECIMENS)</td>
</tr>
<tr>
<td>FREEZER</td>
</tr>
<tr>
<td>MEDICATION ROOM</td>
</tr>
<tr>
<td>PROPERTY LOCKER</td>
</tr>
<tr>
<td>MORGUE OFFICE</td>
</tr>
<tr>
<td>FILE ROOM, LOCKERS, BATHROOM, SHOWER</td>
</tr>
<tr>
<td>LAUNDRY WASHER AND DRYER (OPERATION)</td>
</tr>
<tr>
<td>BIOHAZARDOUS WASTE (TRASH, SHARPS, DRUGS)</td>
</tr>
<tr>
<td>PILL COUNTER</td>
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<tr>
<td>HEAT SEALER</td>
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<tr>
<td>FORKLIFT (ORIENTATION)</td>
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<tr>
<td>DIGITAL FINGERPRINT SCANNER</td>
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<td>HISTOLOGY</td>
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## Personal Equipment

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<th>Equipment</th>
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<tbody>
<tr>
<td>WAR BAG</td>
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<tr>
<td>RADIO</td>
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<tr>
<td>GLOVES - WHEN TO USE WHICH KINDS</td>
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<tr>
<td>EYE PROTECTION</td>
</tr>
<tr>
<td>TYVEX SUIT</td>
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<tr>
<td>FACE MASKS (N95, RESPIRATOR)</td>
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<tr>
<td>BOOTIES AND SLEEVES</td>
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<tr>
<td>FOOTWEAR POLICIES</td>
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</table>

## Vehicle Use & Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADIO</td>
</tr>
<tr>
<td>EMERGENCY LIGHTING AND SIREN</td>
</tr>
<tr>
<td>NAVIGATION (MAPS)</td>
</tr>
<tr>
<td>CAMERA BOX</td>
</tr>
<tr>
<td>STRYKER COT AND LOADING SYSTEM (USE, SAFETY &amp; MAINTENANCE)</td>
</tr>
</tbody>
</table>
# Manual COTS (Use, Safety & Maintenance)
- 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
- Flashlight, Fire Extinguisher
- Vehicle Maintenance (Fuel, Wash, Fluids, Damage, Miles)
- Vehicle Policies (Seat Belt, Passengers, Smoking, Taking Vehicle Out of Weld County)
- Inventory Supply
- AED

## Computer Systems
- M-Drive – (Forms, Letterhead, Schedules, Hospice, etc...)
- Morgue Census
- M-Drive – Creating a Case File
- Spillman – Law Screen
- Spillman – Status/Follow Up
- Spillman - Involvements
- Spillman - Narratives
- Spillman - Supplements
- Spillman – Case Management
- Spillman – Submitting Reports
- Spillman - CAD
- EDR – General
- EDR - Pending vs. Amended
- EDR – Transfer of Jurisdiction
- EDR – Co-Sign/Drop to Paper/Creating New
- TLO
- VPN
- Outlook (Email, Calendars)
- Fax Line

## Death Reporting
- Notification from Dispatch
- 1St Call Sheets
- Hospice/Nursing Home Reportables
- Hospice/Nursing Home Line
- Reports (Long vs. Short Formats)
- Transfer of Jurisdiction
- Non-Dispatch Notifications (Hospital, Outside Coroner’s Offices, Funeral Homes)
### MEDICAL RECORD REQUEST
- SUIDI FORMS
- OTHER SCENE SPECIFIC FORMS

### Body Intake
- MORGUE CENSUS
- BOOK
- IDENTIFICATION TAG
- MORGUE LOG
- WHITE BOARD
- FORKLIFT (OPERATION)
- ADDITIONAL PHOTOGRAPHS
- PERSONAL EFFECTS (CLEANING, SECURITY, INVENTORY)
- FINGERPRINTING
- BIOHAZARDOUS STICKERS, PACKAGING
- EXTERNAL EXAMS
- TOXICOLOGY (SAFETY, TECHNIQUES, STORING)
- MEDICATION INVENTORY

### Body Release
- FAMILY RELEASE
- RELINQUISHMENT OF RIGHTS (BODY & PROPERTY)
- ROLE OF THE PUBLIC ADMINISTRATOR
- BODY IDENTIFICATION (RELATIVES VIEWING THE BODY)
- DECEDEMENT CLOTHING
- HOLDS
- WHITE BOARD
- MORGUE LOG
- PROPERTY RELEASE (LOG AND PAPERWORK)
- MORGUE CENSUS
- SPILLMAN UPDATE

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

### Scene Investigation
- JURISDICTION CONFIRMATION
- RESPONSE TIME/NOTIFICATION TO DISPATCH
- INITIAL CONTACT (LE/FIRE/NOK)
<table>
<thead>
<tr>
<th>SCENE/ENVIRONMENTAL ASSESSMENT &amp; SAFETY</th>
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</thead>
<tbody>
<tr>
<td>ROLE OF THE VICTIM ADVOCATE</td>
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<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; AMENDMENT (WARRANTS, ESTABLISHING OWNERSHIP, SEARCHES)</td>
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<tr>
<td>PROPER PPE</td>
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<tr>
<td>LE INTERVIEW</td>
</tr>
<tr>
<td>NOK INTERVIEW</td>
</tr>
<tr>
<td>REENACTMENT POLICY FOR CHILD DEATHS</td>
</tr>
<tr>
<td>MANDATORY REPORTS OF ELDER ABUSE OR NEGLECT AND CHILD ABUSE</td>
</tr>
<tr>
<td>FIRE/EMS INTERVIEW</td>
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<tr>
<td>BODY IDENTIFICATION</td>
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<tr>
<td>SCENE PHOTOGRAPHY</td>
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<tr>
<td>BODY PHOTOGRAPHY</td>
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<tr>
<td>BODY EXAMINATION</td>
</tr>
<tr>
<td>ESTABLISHING TIME OF DEATH</td>
</tr>
<tr>
<td>PERSONAL EFFECTS (ON OR NEAR THE BODY)</td>
</tr>
<tr>
<td>COLLECTION OF EVIDENCE (SUICIDE NOTES, DRUGS, WEAPONS)</td>
</tr>
<tr>
<td>BAGGING OF HANDS</td>
</tr>
<tr>
<td>PACKAGING THE BODY FOR TRANSPORT (BODY BAGS, ID TAGS, SEALING THE BAG)</td>
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<tr>
<td>REMOVING BODY FROM SCENE</td>
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<tr>
<td>RELEASING PROPERTY FROM THE SCENE</td>
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<tr>
<td>RELEASING THE BODY FROM THE SCENE</td>
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<tr>
<td>PCP CONTACT FROM SCENE</td>
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<tr>
<td>FOLLOW-UP INVESTIGATION (ANTEMORTEM FINGERPRINTS, PCP INTERVIEW, NOK INTERVIEW, RECORDS)</td>
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<tr>
<td>CASE UPDATE TO SUPERVISOR</td>
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**Autopsy**

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<thead>
<tr>
<th>AUTOPSY PREP SHEETS</th>
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<tr>
<td>AUTOPSY FOLDERS</td>
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<tr>
<td>AUTOPSY LABELS</td>
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<tr>
<td>NOTIFICATION TO PD FOR AUTOPSY TIME AND PLACE</td>
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<tr>
<td>BODY PREP (CLOTHING, JEWELRY)</td>
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<tr>
<td>ARRIVAL FOR SCHEDULED AUTOPSY</td>
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<tr>
<td>AUTOPSY CONDUCT (FOOD, DRINK, CLEAN AREAS, FP/DIER/LE INTERACTION)</td>
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<tr>
<td>AUTOPSY PPE</td>
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<tr>
<td>MCKEE POLICY (BOOK, STICKERS)</td>
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<tr>
<td>PAPERWORK AT MCKEE</td>
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<tr>
<td>PHOTOGRAPHY</td>
</tr>
<tr>
<td>EVIDENCE COLLECTION (HOMICIDE KIT, SWAB DRYER, GSR KITS, PAPER BAGS, TOX BOXES, ETC…)</td>
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<tr>
<td>CLOTHING AND PROPERTY</td>
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<tr>
<td>BODY PACKAGING (BAGS AND PLASTIC)</td>
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<td>SUPPLIES</td>
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<td>DC WORKSHEETS</td>
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<tr>
<td>FINGERPRINTS AND ID CARD</td>
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<td>DNA CARDS</td>
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<td>RELEASING EVIDENCE TO LE</td>
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<td>PROPERTY/BODY LEAVING AT MCKEE</td>
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<tr>
<td>HOSPITAL/PRIVATE/COUNTY AUTOPSIES</td>
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### Case Management

| FIRST THINGS FIRST (CENSUS, BOOK, M-DRIVE, SPILLMAN) |  |
| STATUS/FOLLOW-UP |  |
| NATURAL DEATHS |  |
| AUTOPSY CASES |  |
| NON-NATURAL, NON-AUTOPSIED CASES (LABELS) |  |
| DEATH CERTIFICATES (PENDING, FINAL) |  |
| SUBMITTING FOR SUPERVISOR REVIEW |  |
| HOLD FOR MONITORING |  |
| RECEIVING AUTOPSY REPORTS |  |
| AMENDING DEATH CERTIFICATES |  |
| SCANNING |  |
| COMMUNICATION WITH FAMILY |  |
| REPORT DEADLINES |  |
| LONG REPORTS VS. SHORT REPORTS |  |
| SUPPLEMENTS |  |
| PARTITIONS |  |
| UPLOADING PHOTOS AND MEDICAL RECORDS TO SPILLMAN |  |
| ATTACHING FILES TO SPILLMAN |  |

### Death Investigations

<p>| IDENTIFICATION |  |
| NOK NOTIFICATION |  |
| DONOR ALLIANCE/RMLEB |  |
| LESS THAN 24-HOUR HOSPITAL DEATHS |  |
| OVER 24-HOUR HOSPITAL DEATHS (DELAYED DEATHS) |  |
| HOSPITAL ADMISSION SPECIMENS |  |
| 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) |  |</p>
<table>
<thead>
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<tr>
<td>SUICIDES (GENERAL)</td>
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<tr>
<td>CHILD/INFANT DEATH</td>
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<td>MOTOR VEHICLE ACCIDENTS</td>
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<td>FIREARM DEATH</td>
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<td>IN-CUSTODY DEATHS</td>
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<td>OFFICER INVOLVED SHOOTING</td>
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<tr>
<td>CARBON MONOXIDE and HS DEATHS</td>
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<tr>
<td>DRUG DEATHS</td>
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<td>ETOH (CHRONIC VS. ACUTE)</td>
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<td>DROWNING</td>
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<td>HANGINGS</td>
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<tr>
<td>FIRE DEATHS</td>
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<tr>
<td>MULTIPLE FATALITIES</td>
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<tr>
<td>AIRCRAFT CRASHES</td>
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<td>BLUNT FORCE INJURY</td>
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<td>SHARP FORCE INJURY</td>
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<tr>
<td>THERAPEUTIC COMPLICATIONS AND MEDICAL MISADVENTURES</td>
</tr>
<tr>
<td>EXPOSURE-RELATED DEATHS (HYPO Vs. HYPER)</td>
</tr>
<tr>
<td>ASPHYXIATION (CHEMICAL, POSITIONAL, MECHANICAL)</td>
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<tr>
<td>ELECTROCUTION DEATHS</td>
</tr>
<tr>
<td>HUMAN VS. NON-HUMAN REMAINS</td>
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</tbody>
</table>
Training Assessment for Coroner Personnel

Please list 3 to 5 areas of coroner responsibilities in which you believe that additional training could improve your performance. Training suggestions may be as specific as “blood spatter recognition,” “report writing” and “scene photography,” or as general as “pathophysiology of common causes of death.” Please list these areas in the order of perceived importance to your work performance.

1. _____________________________________________________________________
2. _____________________________________________________________________
3. _____________________________________________________________________
4. _____________________________________________________________________
5. _____________________________________________________________________

Please list 3 areas of coroner responsibilities in which you believe that your knowledge base is sufficient to offer training to the staff. The training does not have to be a formal or fancy presentation, but can simply be a discussion of something that you know that can help the rest of us.

1. _____________________________________________________________________
2. _____________________________________________________________________
3. _____________________________________________________________________

Staff Member: ___________________________    Date: _________