



Weld County Coroner's Office

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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: _____

DEMONSTRATED PERFORMED PRECEPTOR

Administrative			
INTRODUCTION TO WELD COUNTY GOVERNMENT			
INTRODUCTION TO COLORADO CORONER LAW AND PRACTICE			
BUILDING ACCESS (KEYS AND CODES)			
FAMILIARIZATION WITH CENT. BLDG AND OFFICE			
EMERGENCY PROCEDURES AND EVACUATION PLAN			
BUILDING AND OFFICE SECURITY			
COUNTY CODE			
OATH OF OFFICE			
POLICY AND PROCEDURES			
DESK ASSIGNMENT			
DESK TELEPHONE ASSIGNMENT			
CELL PHONE			
COMPUTER ACCESS TO SERVERS			
MICROSOFT OUTLOOK CONTACTS			
SPILLMAN ACCESS			
TLO ACCESS			
TIMESHEET ACCESS AND UNDERSTANDING			
TIME OFF REQUESTS			
BUSINESS CARDS			
OPEN DOOR POLICY			
IMMUNIZATIONS			
GAS CARD			
OVERTIME/COMP TIME			
LOST, STOLEN, DAMAGED EQUIPMENT			
MILEAGE REIMBURSEMENT			
RELEASE OF INFORMATION			
SUPPLY INVENTORY			
MAINTENANCE REQUESTS			
EMPLOYEE DRESS CODE REQUIREMENTS			
GRATUITIES POLICY			
SCHEDULING AND WORK HOURS POLICIES			
WORKERS' COMPENSATION POLICIES AND REPORTING INJURY			
SOCIAL MEDIA AND INTERNET POLICIES			
ON-CALL POLICIES			

Orientation			
FAMILIARIZATION WITH MORGUE			
PERMITTING ACCESS TO DECEDENTS			
FAMILIARIZATION WITH MCKEE			
PARKING PRIVATE AND COUNTY VEHICLES			

HOSPITAL ACCESS AND ORIENTATION			
HR/FUEL PUMPS/FLEET/CLINIC/WASH BAY			
WCSO/ GPD/EVIDENCE			
JAIL			
RECORDS AND DISPATCH			
HEALTH DEPARTMENT			
JURISDICTIONAL LINES, PAWNEE			

Facility Equipment			
FILING CABINETS			
IN BOX			
MEDICAL RECORD DRAWER			
STORAGE AREAS			
COPIER			
BODY COOLER			
WALK-IN COOLER (BLOOD, OTHER SPECIMENS)			
FREEZER			
MEDICATION ROOM			
PROPERTY LOCKER			
MORGUE OFFICE			
FILE ROOM, LOCKERS, BATHROOM, SHOWER			
LAUNDRY WASHER AND DRYER (OPERARION)			
BIOHAZARDOUS WASTE (TRASH, SHARPS, DRUGS)			
PILL COUNTER			
HEAT SEALER			
FORKLIFT (ORIENTATION)			
DIGITAL FINGERPTINT SCANNER			
HISTOLOGY			

Personal Equipment			
WAR BAG			
RADIO			
GLOVES - WHEN TO USE WHICH KINDS			
EYE PROTECTION			
TYVEX SUIT			
FACE MASKS (N95, RESPIRATOR)			
BOOTIES AND SLEEVES			
FOOTWEAR POLICIES			

Vehicle Use & Equipment			
RADIO			
EMERGENCY LIGHTING AND SIREN			
NAVIGATION (MAPS)			
CAMERA BOX			
STRYKER COT AND LOADING SYSTEM (USE, SAFETY & MAINTENANCE)			

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 JURIDICTION			
EDR – CO-SIGN/DROP TO PAPER/CREATING NEW			
TLO			
VPN			
OUTLOOK (EMAIL, CALENDARS)			
FAX LINE			

Death Reporting			
NOTIFICATION FROM DISPATCH			
1 ST CALL SHEETS			
HOSPICE/NURSING HOME REPORTABLES			
HOSPICE/NURSING HOME LINE			
REPORTS (LONG VS. SHORT FORMATS)			
TRANSFER OF JURIDICTION			
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)			
DECEDENT 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)			

SCENE/ENVIORNMENTAL 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			
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			
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			
PCP CONTACT FROM SCENE			
FOLLOW-UP INVESTIGATION (ANTEMORTEM FINGERPRINTS, PCP INTERVIEW, NOK INTERVIEW, RECORDS)			
CASE UPDATE TO SUPERVISOR			

Autopsy			
AUTOPSY PREP SHEETS			
AUTOPSY FOLDERS			
AUTOPSY LABELS			
NOTIFICATION TO PD FOR AUTOPSY TIME AND PLACE			
BODY PREP (CLOTHING, JEWELRY)			
ARRIVAL FOR SCHEDULED AUTOPSY			
AUTOPSY CONDUCT (FOOD, DRINK, CLEAN AREAS, FP/DIENER/LE INTERACTION)			
AUTOPSY PPE			
MCKEE POLICY (BOOK, STICKERS)			
PAPERWORK AT MCKEE			
PHOTOGRAPHY			
EVIDENCE COLLECTION (HOMICIDE KIT, SWAB DRYER, GSR KITS, PAPER BAGS, TOX BOXES, ETC...)			
CLOTHING AND PROPERTY			
BODY PACKAGING (BAGS AND PLASTIC)			
SUPPLIES			

DC WORKSHEETS			
FINGERPRINTS AND ID CARD			
DNA CARDS			
RELEASING EVIDENCE TO LE			
PROPERTY/BODY LEAVING AT MCKEE			
HOSPITAL/PRIVATE/COUNTY AUTOPSIES			

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			
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)			

SUICIDES (GENERAL)			
HOMICIDE (GENERAL)			
CHILD/INFANT DEATH			
MOTOR VEHICLE ACCIDENTS			
FIREARM DEATH			
IN-CUSTODY DEATHS			
OFFICER INVOLVED SHOOTING			
CARBON MONOXIDE and HS DEATHS			
DRUG DEATHS			
ETOH (CHRONIC VS. ACUTE)			
DROWNING			
HANGINGS			
FIRE DEATHS			
MULTIPLE FATALITIES			
AIRCRAFT CRASHES			
BLUNT FORCE INJURY			
SHARP FORCE INJURY			
THERAPEUTIC COMPLICATIONS AND MEDICAL MISADVENTURES			
EXPOSURE-RELATED DEATHS (HYPO VS. HYPER)			
ASPHYXIATION (CHEMICAL, POSITIONAL, MECHANICAL)			
ELECTROCUTION DEATHS			
HUMAN VS. NON-HUMAN REMAINS			



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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: _____