OMB No. 1221-0296: Approval Expires 04/30/2022

### 2018 CENSUS OF MEDICAL EXAMINER AND CORONER OFFICES

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics

Acting as collection agent: RTI International

### Please use this form to provide information on behalf of the following agency:

[FILL AGENCY NAME HERE]

### If the agency name printed above is incorrect, please call us at 1-866-662-8134.

### **Survey Instructions:**

- Submit this form using one of the following four methods:
  - Online: <u>https://www.bjscmec.org</u>

Agency ID:

Password:

- E-mail: <u>CMEC@rti.org</u>
- o Fax: 1-800-647-9660 (toll-free)
- $\,\circ\,$  Mail: Use the enclosed postage-paid envelope
- Please do not leave any items blank.
- If the answer to a question is none or zero, write "0" in the space provided. When exact numeric answers are not available, please provide estimates and mark the estimate check box where appropriate.
- Use blue or black ink and print as neatly as possible.
- Use an X when marking an answer in a box.

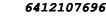
Please indi	licate the primary person who completed this form:	
Name:		
	Last Name First Name MI	
Title:		
Phone:		
	Area Code Number Extension	
Fax:	Area Code     Number	
E-mail:		
Agency Website:		

### If you have any questions, call RTI toll-free at 1-866-662-8134, or send an e-mail to <u>CMEC@rti.org</u>. If you have general projectrelated questions, please contact Connor Brooks of BJS at (202) 514-8633 or <u>Connor.Brooks@usdoj.gov</u>.

### Burden Statement

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 90 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (34 USC 10132), authorizes this information collection. Although this survey is voluntary, we urgently need your cooperation to make the results comprehensive, accurate, and timely. We greatly appreciate your assistance.







This page is intentionally left blank.

## SECTION A: ADMINISTRATIVE

A1.	What is the title of the chief position in your medical examiner or coroner office (e.g., Chief Medical Examiner, Coroner) and who holds that title?					
	Title:					
	Name:					
	Last Name First Name					
A2.	Which of the following best describes your death investigation office? O Coroner office					
	O Medical examiner office O Sheriff-coroner office					
	O Justice of the peace					
	O My office does not investigate deaths SKIP to the end of the survey and return in the enclosed envelope					
	O Other medicolegal death investigation office (please specify)					
A3.	<ul> <li>What level of government best describes your office?</li> <li>O City office</li> <li>O County office</li> <li>O District/regional office</li> <li>O State office</li> </ul>					
Α4.	<ul> <li>Which of the following best describes the agency your office reports to?</li> <li>O Public health agency (e.g., department or division of public health)</li> <li>O Law enforcement agency (e.g., department or division of public safety)</li> <li>O Government attorney's office (e.g., district attorney)</li> <li>O Department or division of forensic science</li> <li>O My office does not report to another agency</li> <li>O Other (please specify)</li> </ul>					
A5.	What jurisdictions does your office serve (e.g., Illinois State, Los Angeles County, New York City, First Judicial District)? If you serve multiple jurisdictions, enter a comma (,) between each jurisdiction.					
A6.	Is your office accredited by the International Association of Coroners & Medical Examiners (IAC&ME)? O Yes					
	O No O I expect that my office will be accredited by IAC&ME by December 31, 2019.					

### A7. Is your office accredited by the National Association of Medical Examiners (NAME)?

- O Yes
- O No
- O I expect that my office will be accredited by NAME by December 31, 2019.
- A8. Enter the number of employees during the pay period including December 31, 2018. Report each employee in only one category. If an employee fills more than one role, please put them in their primary role. If none, enter 0.
  - Full time employees are those who work on average 35 or more hours per week.
  - **Part-time employees** are those who work on average 34 or fewer hours per week. •
  - Consultants/Contractors are those who work under another company or as a consultant and • are hired to work for your office.
  - **On-Call employees** are those who do not have regularly scheduled hours and only work • when they are needed.

	During the pay period including December 31, 2018					
Role	Full-Time Employees	Part-time Employees	Consultants/ Contractors	On-Call Employees		
a. Autopsy pathologists						
b. Coroners/non-physicians						
c. Death investigators (or coroner investigators)						
d. Forensic toxicologists (i.e., performs case interpretation)						
e. Forensic analysts or chemists (i.e., does not perform case interpretation)						
f. Other scientific investigative support staff (e.g., anthropologists, histologists)						
g. Administrative staff (e.g., secretary, accountant)						
h. Ancillary staff (e.g., drivers, photographers)						
Total (sum of rows a-h):	Column 1 Total	Column 2 Total	Column 3 Total	Column 4 Total		

A9. Enter the starting annual salary range for full-time staff for each position in your office as of December 31, 2018. Exclude benefits and overtime when reporting annual salaries. If the position does not exist on a full-time basis, mark N/A. In cases where there is not a range in salary, please write the same salary twice.

		Starting Salary Minimum	Starting Salary Maximum	N/A
a.	Autopsy pathologists	\$	\$,	
b.	Coroners/non-physicians	\$	\$	
C.	Death investigators (or coroner investigators)	\$	\$	
d.	Forensic toxicologists (i.e., performs case interpretation)	\$,	\$,	

## A10. How many of your internal autopsy pathologists (i.e., medical examiners) are certified by the American Board of Pathology (ABP)? Do not count any contractors, consultants, or volunteers.

- O All autopsy pathologists are ABP certified
- O Some autopsy pathologists are ABP certified
- O No autopsy pathologists are ABP certified
- O We do not employ any internal autopsy pathologists
- A11. How many of your internal coroners or death investigators are certified by the American Board of Medicolegal Death Investigators (ABMDI)? Do not count any contractors, consultants, or volunteers.
  - O All death investigators are ABMDI certified
  - O Some death investigators are ABMDI certified
  - O No death investigators are ABMDI certified
  - O We do not employ any internal death investigators

## A12. How many of your internal forensic toxicologists are certified by the American Board of Forensic Toxicology (ABFT)? Do not count any contractors, consultants, or volunteers.

- O All forensic toxicologists are ABFT certified
- O Some forensic toxicologists are ABFT certified
- O No forensic toxicologists are ABFT certified
- O We do not employ any internal forensic toxicologists

## A13. How many of your internal forensic analysts or chemists are certified by the American Board of Forensic Toxicology (ABFT)? Do not count any contractors, consultants, or volunteers.

- O All forensic analysts or chemists are ABFT certified
- O Some forensic analysts or chemists are ABFT certified
- O No forensic analysts or chemists are ABFT certified
- O We do not employ any internal forensic analysts or chemists

	SECTION B: BUDGET AND CAPITAL RESOURCES
B1.	For the most recently completed fiscal year, what was your total budget?         \$         , <td< th=""></td<>
	What was the last day of your most recently completed fiscal year (e.g., 06/30/2018, 09/30/2018, 12/31/2018)?
В3.	Does your office have a specific personnel budget for items such as wages, salaries and benefits? -O Yes O No → SKIP to B5
	►B4. What was the total budget allocated for personnel costs? \$,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	The total budget allocated for "personnel costs" in B4 should be LESS THAN or EQUAL TO the "total budget" in B1.
DE	Deep your office receive manou from any of the following?

B5. Does your office receive money from any of the following						
	Revenue Source	Yes	No	Don't Know		
	a. Consultant fees	0	0	0		
	b. Cremation waiver/authorization or permit fees	0	0	0		
	c. Private autopsy fees	0	0	0		
	d. Report/record fees	0	0	0		
	e. Teaching/speaking honorarium fees	0	0	0		
	f. Testimony fees	0	0	0		
	g. Transportation fees	0	0	0		
	h. Grants	0	0	0		
	i. Other (please specify)	°Ţ	0	0		
		•				

	SECTION C: WORKLOAD
C1.	In 2018, did your office receive any reported cases? Include all cases in which your office documented or investigated the report of a case to your office. −O Yes O No → SKIP to C11 on page 8
	In 2018, what was the total number of cases reported to your office? U We did not track reported cases Reported Cases If estimate, check here:
C3.	"Accepted cases" are cases for which the office completes the death certificate or otherwise determines the cause and manner of death. In 2018, did you have any accepted cases? Do not include cremation approval cases or cases in which jurisdiction was declined. –O Yes O No → SKIP to C5
	C4. In 2018, what was the total number of cases accepted by your office? Do not include cremation approval cases or cases in which jurisdiction was declined.          We did not track accepted cases         Accepted Cases         Accepted Cases         If estimate, check here:         Please Check Your Numbers!         The number of "accepted cases" in C4 should be LESS THAN or EQUAL TO the number of "reported cases" in C2.
C5.	In 2018, did your office receive any reported cases from tribal lands? The term 'tribal lands' includes areas labeled Indian Country, federal or state recognized reservations, trust lands, Alaska Native villages, and tribal communities. -O Yes O No → SKIP to C11 on page 8
	<ul> <li>C6. In 2018, how many of the total cases reported to your office were from <i>tribal land(s)</i>?</li> <li>We did not track reported cases from tribal lands separately</li> <li>,</li></ul>
	7 2036107694

	Did you include cases reported from tribal lands (C6) in the total number of reported cases (C2) you indicated? ○ Yes ○ No In 2018, did your office accept any cases from tribal lands? -○ Yes ○ No → SKIP to C11
	<ul> <li>C9. In 2018, how many of the total cases accepted by your office were from tribal land(s)?</li> <li>We did not track accepted cases from tribal lands separately</li> <li>, Accepted Cases If estimate, check here: </li> </ul> C10. Did you include cases accepted from tribal lands in C9 should be LESS THAN or EQUAL TO the number of "reported cases" from tribal lands in C6. C10. Did you include cases accepted from tribal lands (C9) in the total number of accepted cases (C4) you indicated? <ul> <li>Yes</li> <li>No</li> </ul>
as ai caus obtai	<b>018, how many complete autopsies did your office conduct?</b> A complete autopsy is defined in examination and dissection of a dead body by a physician for the purpose of determining the se, mechanism, or manner of death, or the seat of disease, confirming the clinical diagnosis, ining specimens for specialized testing, retrieving physical evidence, identifying the deceased or cating medical professionals and students.

C

C12. Some functions of a medical examiner or coroner's office are done within one's own office (*internally*). Other functions may be done by using an outside organization or independent facility, such as a health department or commercial laboratory (*externally*).

Below, please indicate if your office *primarily* provides these functions internally, externally, if your office does not have access to this function, or if the function is not necessary for your office.

Function	My office primarily provides this function <i>internally</i>	My office primarily provides this function <i>externally</i>	My office <i>does not have</i> <i>access</i> to this function	
a. Death scene investigation	0	0	0	0
b. Death scene photography	0	0	0	0
c. Medical record review	0	0	0	0
d. External examinations	0	0	0	0
e. Partial autopsy (Minimal dissection, less than a complete autopsy)	0	0	0	0
<ul> <li>f. Complete autopsy (Remove and examine the brain, thoracic, and abdominal organs)</li> </ul>	0	0	0	0
g. Characterization of skeletal remains	0	0	0	0
h. Autopsy photography	0	0	0	0
i. Forensic toxicology testing	0	0	0	0
j. Imaging (X-ray, CT)	0	0	0	0
k. Metabolic screen	0	0	0	0
I. Cremation waivers/authorization	0	0	0	0
m. Death certificate distribution	0	0	0	0

C13. Below, please indicate if your office *primarily* provides these functions internally, externally, if the function or service is not available to your office, or if the function or service is not necessary for your office.

My office primarily provides this function <i>internally</i>	My office primarily provides this function <i>externally</i>	My office does not have access to this function	This function is <i>not</i> <i>necessary</i> for my office
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
	primarily provides this function internally O O O O O O	primarily provides this function internallyprimarily provides this function externallyOOOOOOOOOOOOOOOOOOOOOOOOOOOO	primarily provides this function internallyprimarily provides this function externallydoes not have access to this functionOO

C14. For those functions that are conducted *internally* at your office, who are the people that perform those duties? *Please mark all that apply.* 

Du	tv	Autopsy Pathologists	Coroners/ Non- Physicians	Death Investigators	Other Internal Staff	Not Performed by My Office
a.	Death scene investigations					
b.	Determination of which cases are accepted/ declined					
c.	External examinations					
d.	Determination of which cases are autopsied					
e.	Determination of which cases receive forensic toxicology testing					

## C15. For your office, who of the following is responsible for notifying the next of kin about the individual's death? *Please mark all that apply.*

Medical examiner/coroner personnel

- □ Family services personnel (either internal or external)
- □ Law enforcement personnel
- □ Someone else (please specify)

# C16. For your office, who of the following is responsible for follow-up communication with the next of kin, such as cultural preferences, returning belongings, and other policies and procedures? *Please mark all that apply.*

- □ Medical examiner/coroner personnel
- □ Family services personnel (either internal or external)
- Law enforcement personnel
- □ Someone else (please specify)

SECTION D: SPECIALIZED DEATH INVESTIG	ATIONS
<ul> <li>D1. Does your office have a written policy for final disposition (e.g., burial, or unidentified remains after a specified period?</li> <li>O Yes</li> <li>O No</li> <li>O Don't Know</li> </ul> D2. Did your office have possession of any unidentified remains that were r of 2018?	
O No $\rightarrow$ SKIP to D6	
D3. In your office, how many total cases of <i>unidentified remains</i> a. Were on record as of December 31, 2018?	
□ Don't Know	
<ul> <li>b. Were on record as of December 31, 2018 and have had DNA evid them? Please count DNA that has been collected, even if it has not y</li> <li>, Cases If estimate, check here:</li> <li>Don't Know</li> </ul>	
Please Check Your Numbers! The number of unidentified remains that have had "DNA evidence collected" THAN or EQUAL TO those that were "on record as of December 3	
D4. In what year was the oldest case of unidentified remains currently your office? If estimate, check here: □ Don't Know	on record reported to
D5. In 2018, how many unidentified remains were classified as unidentified remains	tified in their final
Please Check Your Numbers!     The number of remains classified as "unidentified in their final disposition"     THAN or EQUAL TO those that were "on record as of December 3	1, 2018" in D3a.
	9371107693

D6. Are the following procedures standard parts of your office's death investigations for sudden unexpected infant deaths?

Procedure	Yes	No	Don't Know
a. Scene investigation	0	0	0
b. Scene or doll re-enactment	0	0	0
<ul> <li>c. Comprehensive forensic toxicology (e.g., multiple toxin screens)</li> </ul>	0	0	0
d. Complete autopsy	0	0	0
e. Child or infant death review	0	0	0
f. Genetic testing (e.g., sudden cardiac deaths)	0	0	0
g. Metabolic screening (e.g., pediatric inborn errors of metabolism)	0	0	0
h. Microbiologic testing	0	0	0
i. Pediatric skeletal survey (e.g., radiology)	0	0	0

D7. Does your office use the Sudden Infant Death Syndrome, or SIDS, diagnosis?

- O Yes
- O No
- D8. Does your office use the Sudden Unexpected Infant Death, or SUID, diagnosis?
  - O Yes
  - O No
- D9. Has the increase in drug-related deaths and the opioid epidemic changed your strategy for forensic toxicology testing?
  - O Yes
  - O No
- D10. At the death scene, external examination, or at autopsy, does your office perform drug screening tests?
  - -O Yes
  - $O \text{ No} \rightarrow SKIP \text{ to E1 on page 13}$
  - D11. After performing these drug screening tests, does your office routinely confirm results with toxicology testing in a laboratory?
    - O Yes
    - O No

### SECTION E: RECORDS AND EVIDENCE RETENTION

E1. Does your office have a computerized system used to manage, compile, or track cases or evidence? Such a system is also known as a computerized information management system or CMS. This does not include the use of Excel or other spreadsheet software to manage case information.

-O Yes

O No → SKIP to E3

### E2. Is your computerized information management system or CMS networked so that information on all cases is available to all authorized users? O Yes

- 0 103
- O No

### E3. Does your office have a written retention schedule for the following sources?

Source	Yes	No	Don't Know
a. Case records	0	0	0
b. Forensic toxicology specimens	0	0	0
c. Physical evidence	0	0	0
d. Unidentified remains	0	0	0
e. Records pertaining to unidentified remains (including x-rays, fingerprints, DNA)	0	0	0

### E4. Are case records maintained for storage as hard copies, electronically, or both?

- O Hard copies
- **O** Electronically
- O Both

## E5. Does your office archive hard copies of your official investigative records and reports?

 $O No \rightarrow SKIP$ to F1 on page 14

►E6. Are hard copies of your official investigative records and reports archived at any of the following places?

Location	Yes	No
a. On site	0	0
b. A government-owned or government-paid storage facility	0	0
c. A regulated third-party storage facility (e.g., Iron Mountain)	0	0
d. Some other location	0	0

### SECTION F: RESOURCES AND OPERATIONS

- F1. Does your office currently have access to the Internet separate from a personal device? O Yes
  - O No
- F2. Does your office currently have access to the following resources, either directly or through a partner agency?

Resource	Yes, directly	Yes, through a partner agency	No access
a. Criminal history databases	0	0	0
b. Fingerprint databases	0	0	0
c. Prescription drug monitoring programs	0	0	0

F3. Does your office currently have access to the following trainings or resources, either directly or through a partner agency?

Training or Resource	Yes, directly	Yes, through a partner agency	No access
a. Mass fatality investigation	0	0	0
b. Disaster planning (e.g., National Incident Management System [NIMS])	0	0	0
c. Bloodborne pathogens	0	0	0
d. Proper lifting procedures	0	0	0
e. Stress management	0	0	0

- F4. Does your office participate in county/statewide emergency response drills?
  - O Yes
  - O No
- F5. Does your office have access to a computerized axial tomography (CAT or CT) scan, either directly or through a partner agency?
  - O Yes, directly
  - O Yes, through a partner agency
  - O No
- F6. Does your office have access to magnetic resonance imaging (MRI), either directly or through a partner agency?
  - O Yes, directly
  - O Yes, through a partner agency
  - O No

8904107694

## F7. Does your office currently have access to the following specialized investigation teams, either directly or through a partner agency?

Specialty Area	Yes, directly	Yes, through a partner agency	No access
a. Child fatality	0	0	0
b. Drowning investigative team	0	0	0
c. Drug case review/surveillance	0	0	0
d. Elderly investigative team	0	0	0
e. Infectious disease investigative team	0	0	0
f. Maternal death investigative team	0	0	0
g. Poison investigative team	0	0	0
h. Suicide investigative team	0	0	0
i. Vulnerable adult fatality review	0	0	0

### F8. Does your office currently participate in any of these data collection efforts?

Data Collection	Yes	No	Don't Know
a. Combined DNA Index System (CODIS) Sponsor: Federal Bureau of Investigation (FBI)	0	0	0
b. Fatality Analysis Reporting System (FARS) Sponsor: National Highway Traffic Safety Administration (NHTSA)	0	0	0
c. National Crime Information Center (NCIC) Sponsor: Federal Bureau of Investigation (FBI)	0	0	0
d. National Missing and Unidentified Persons System (NamUs) Sponsor: Department of Justice (DOJ)	0	0	0
e. National Violent Death Reporting System (NVDRS) Sponsor: Centers for Disease Control and Prevention (CDC)	0	0	0
f. State Unintentional Drug Overdose Reporting System (SUDORS) Sponsor: Centers for Disease Control and Prevention (CDC)	0	0	0
g. State or local data collections	0	0	0
h. Other data collection	0	0	0

## F9. Does your office currently have access to the following support services, either directly or through a partner agency?

Support Service	Yes, directly	Yes, through a partner agency	No access
a. Advocates for families of victims	0	0	ο
<ul> <li>b. Grief and bereavement services for survivors (e.g. counseling or therapy, homicide survivor groups)</li> </ul>	0	0	0
<ul> <li>C. On-scene support or advocacy for bystanders or other family and friends of the deceased</li> </ul>	0	0	0

### F10. Is your office located within another business, such as a funeral home?

- O Yes
- O No

F11. Does your office have a Department Originating Agency Identifier Number or, ORI number?

-0	Yes	
0	No	

O No SKIP to the end O Don't know of the survey

F12. What is your Department Originating Agency Identifier Number or ORI number?

Thank you for your participation in the 2018 Census of Medical Examiner and Coroner Offices (CMEC).

Your feedback is very important to us!

Please return your survey in the enclosed envelope or send to:

### Census of Medical Examiner and Coroner Offices RTI International ATTN: 0216093.000.005 5265 Capital Boulevard Raleigh, NC 27690