Survey Instructions:

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:

• Submit this form using one of the following four methods:

Online: https://www.bjscmec.org

[FILL AGENCY NAME HERE]

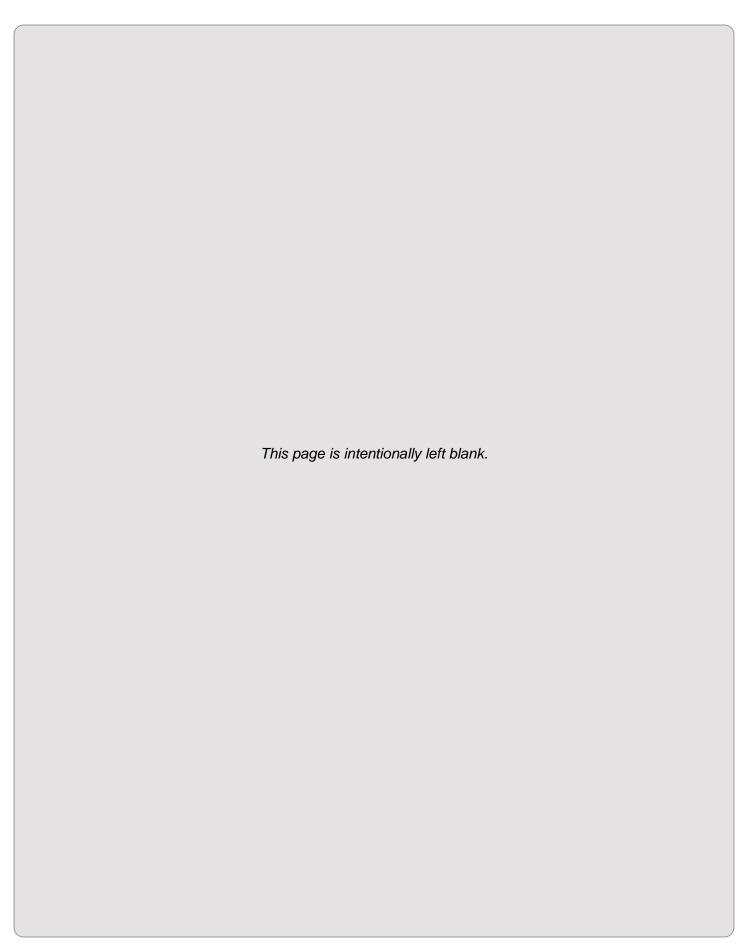
If the agency name printed above is incorrect, please call us at 1-XXX-XXX-XXXX.

	Password:						
<mark>⊙ Fax</mark>	nail: xxxxxxxx@rti.org xxxxxxxxxxxx (toll-free) ill: Use the enclosed postage-paid envel	lope					
 Please of 	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. 							
	X when marking an answer in a box.	Siore.					
- 050 0117	when marking an answer in a sex.						
Please indi	cate the primary person who comp	pleted this form:					
Name:							
	Last Name	First Name	MI				
Title:							
Phone:							
	Area Code Number	Extension					
Fax:	Area Code Number						
E-mail:							
Agency Website:							

Burden Statement

If you have any questions, call RTI toll-free at 1-XXX-XXX-XXXX, or send an e-mail to xxxxxxx@rti.org. If you have general project-related questions, please contact Connor Brooks of BJS at (202) 307-0765 or AskBJS@usdoj.gov.

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.



SECTION A: ADMINISTRATIVE

Medical Examiner, Coroner) and who holds that title?
Title:
Name:
Which of the following best describes your death investigation office? Coroner office Medical examiner office Sheriff-coroner office Justice of the peace My office does not investigate deaths SKIP to the end of the survey and return in the enclosed envelope Other medicolegal death investigation office (please specify)
What level of government best describes your office? City office County office District/regional office State office
Which of the following best describes the agency your office reports to? Public health agency (e.g., department or division of public health) Law enforcement agency (e.g., department or division of public safety) Government attorney's office (e.g., district attorney) Department or division of forensic science My office does not report to another agency Other (please specify)
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.
Is your office accredited by the International Association of Coroners & Medical Examiners (IAC&ME)? Yes No I expect that my office will be accredited by IAC&ME by December 31, 2019.

A7.	Yes No I expect that my office will be accredited by NAME by December 31, 2019.							
	 On-Call employees are those who d when they are needed. 	o not have reg	ularly schedul	ed hours and c	only work			
				luding Decem				
	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 at American Board of Patholog	y (ABP)? Do not count any					
	 All autopsy pathologists are 	ABP certified					
	Some autopsy pathologists	are ABP certified					
	O No autopsy pathologists are	e ABP certified					
	○ We do not employ any inter	rnal autopsy pathologists					
A11.	How many of your internal co Board of Medicolegal Death I volunteers.						
	All death investigators are ABMDI certified						
	Some death investigators are ABMDI certified						
	O No death investigators are	No death investigators are ABMDI certified					
	We do not employ any internal death investigators						
A12.	How many of your internal for Forensic Toxicology (ABFT)	? Do not count any contract					
	○ Some forensic toxicologists	are ABFT certified					
	○ No forensic toxicologists are	e ABFT certified					
	○ We do not employ any inter	rnal forensic toxicologists					
A13.	How many of your internal for of Forensic Toxicology (ABF All forensic analysts or chemical contents of the c	T)? Do not count any contra					
	Some forensic analysts or o	chemists are ABFT certified					
	O No forensic analysts or che	mists are ABFT certified					
	○ We do not employ any inter	rnal forensic analysts or che	emists				

SECTION B: BUDGET AND CAPITAL RESOURCES

B1.	For the most recently completed fiscal year, what was your total budget? \$.00								
B2.	12/31/2018)? M M / D D / Y Y Y Y								
	- Yes ○ No → SKIP to B5								
	B4. What was the total budget allocated for pe			osts?					
	Ψ , , , , , ,	, , , , , , , , , , , , , , , , , , ,							
B5.	Does your office receive money from any of the	follo	wing	?					
	Revenue Source	Yes	No	Don't Know					
	a. Consultant fees	0	0	0					
	b. Cremation waiver/authorization or permit fees	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						
	g. Transportation fees	0	0						
	h. Grants	0	0						
	i. Other (please specify)	O	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. Yes 						
	○ No → SKIP to C11 on page 8						
C2.	In 2018, what was the total number of cases reported to your office? 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. ── Yes ○ 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 If estimate, check here:□						
	Please Check Your Numbers! The number of your "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. — Yes						
	○ No → SKIP to C11 on page 8						
	►C6. In 2018, how many of the total cases reported to your office were from tribal land(s)? □ We did not track reported cases from tribal lands separately □ , □ Reported Cases If estimate, check here: □						

C7.	Did you include cases reported from tribal lands (C6) in the total number of reported cases (C2) you indicated?
	○Yes
	○ No
C8.	In 2018, did your office accept any cases from tribal lands? —○ Yes ○ No → SKIP to C11
	►C9. In 2018, how many of the total cases accepted by your office were from <i>tribal land(s)</i> ?
	We did not track accepted cases from tribal lands separately
	Accepted Cases If estimate, check here:
	Please Check Your Numbers! The number of your "accepted cases" 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? Yes No
as a cau obt	2018, how many complete autopsies did your office conduct? A complete autopsy is defined an examination and dissection of a dead body by a physician for the purpose of determining the use, mechanism, or manner of death, or the seat of disease, confirming the clinical diagnosis, aining specimens for specialized testing, retrieving physical evidence, identifying the deceased or ucating medical professionals and students. Complete autopsies If estimate, check here:

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. Mv office My office My office primarily primarily does not This function provides this provides this have access is not function function to this necessary for **Function** internally externally function my office Death scene investigation b. Death scene photography c. Medical record review d. External examinations e. Partial autopsy (Minimal dissection, less than a complete autopsy) f. Complete autopsy (Remove and examine the brain, thoracic, and abdominal organs) Characterization of skeletal remains h. Autopsy photography Forensic toxicology testing Imaging (X-ray, CT) k. Metabolic screen Cremation waivers/authorization m. Death certificate distribution 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 My office My office primarily primarily does not This function provides this provides this have access is not function function to this necessary for **Function** my office internally externally function a. Anthropology b. Cardiac pathology c. Histology d. Microbiology

e. Neuropathologyf. Odontology

	r those functions that ar rform those duties? Plea			ur office, who	are the people	that
Du	ıty	Autopsy Pathologists	Coroner/ Non- Physician	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					
	 15. 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 INVESTIGATIONS

D1.	Does your office have a written policy for final disposition (e.g., burial, cremation) of unidentified remains after a specified period?
	○ Yes
	○ No
	O Don't Know
D2.	Did your office have possession of any unidentified remains that were not identified by the end of 2018?
	-○ Yes
	\bigcirc 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?
	Cases If estimate, check here:
	Don't Know
	Don't Know
	b. Were on record as of December 31, 2018 and have had DNA evidence collected from them? Please count DNA that has been collected, even if it has not yet been tested.
	Cases If estimate, check here:
	Don't Know
	_ Bont Know
	Please Check Your Numbers! Make sure the number of unidentified remains that have had DNA evidence collected in D3b is LESS THAN or EQUAL TO those presently on record in D3a.
	D4. In what year was the oldest case of unidentified remains currently on record reported to your office?
	If estimate, check here:
	Don't Know
	_ Don't Know
	D5. In 2018, how many unidentified remains were classified as unidentified in their final disposition?
	Cases If estimate, check here:
	☐ Don't Know

unexpected infant deaths		ur onice s	death inv	estigations for sudde
Procedure		Yes	No	Don't Know
a. Scene investigation		0	0	0
b. Scene or doll re-enactme	ent	0	0	0
c. Comprehensive forensic multiple toxin screens)	toxicology (e.g.,	0	0	0
d. Complete autopsy		\circ	\circ	
e. Child or infant death revi	ew	0	0	
f. Genetic testing (e.g., suc	lden cardiac deaths)	\bigcirc	\circ	
g. Metabolic screening (e.g of metabolism)	., pediatric inborn errors	0	0	0
h. Microbiologic testing		\bigcirc	\circ	
i. Pediatric skeletal survey	(e.g., radiology)	0	0	
Does your office use the \$\times\$YesNo	sudden onexpected inia	ni Deam, C	א ,עוטס א	
				agnosis ?
forensic toxicology testin		pioid epide	emic chan	
		oioid epide	emic chan	
forensic toxicology testin Yes No	g?			ged your strategy foi
forensic toxicology testin Yes No D10. At the death scene, extern screening tests? Yes	g? nal examination, or at au			ged your strategy foi
forensic toxicology testin Yes No D10. At the death scene, extern screening tests?	g? nal examination, or at au			ged your strategy foi
forensic toxicology testin Yes No D10. At the death scene, extern screening tests? Yes	g? nal examination, or at aut ge 13 se drug screening tests,	topsy, doe	s your off	ged your strategy for
forensic toxicology testin Yes No No D10. At the death scene, extern screening tests? Yes No → SKIP to E1 on pa D11. After performing the	g? nal examination, or at aut ge 13 se drug screening tests,	topsy, doe	s your off	ged your strategy for
forensic toxicology testin Yes No No D10. At the death scene, extern screening tests? Yes No → SKIP to E1 on pa D11. After performing the with toxicology testi	g? nal examination, or at aut ge 13 se drug screening tests,	topsy, doe	s your off	ged your strategy for
forensic toxicology testin Yes No No D10. At the death scene, extern screening tests? Yes No → SKIP to E1 on pa D11. After performing the with toxicology testing Yes Yes	g? nal examination, or at aut ge 13 se drug screening tests,	topsy, doe	s your off	ged your strategy for

SECTION E: RECORDS AND EVIDENCE RETENTION

E1.	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. Yes 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? Yes No						
	Sourc		Yes	No	Don't K	(now	
		se records	0	0	0		
	b. Fore	ensic toxicology specimens	\bigcirc	0	0		
	c. Phy	sical evidence	0	0	0		
	d. Unio	dentified remains	\circ	0	0		
		cords pertaining to unidentified remains luding x-rays, fingerprints, DNA)	0	0	0		
E4.	 E4. Are case records maintained for storage as hard copies, electronically, or both? Hard copies Electronically Both E5. Does your office archive hard copies of your official investigative records and reports? Yes No → SKIP to F1 on page 14 						
		Are hard copies of your official investigative ollowing places?	e records	s and report	s archived	at any of the	
		_ocation		Yes	No		
		a. On site b. A government-owned or government-paid si	torage				
	_	facility c. A regulated third-party storage facility (e.g., I					
		Mountain)					
	C	d. Some other location					

SECTION F: RESOURCES AND OPERATIONS

F1.	Does your office currently have access to the Internet separate from a personal device? ○ Yes ○ 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				
	c. Prescription drug monitoring programs	0	0	0			
F3.	Does your office currently have access to through a partner agency?	o the following t	rainings or resoul	rces, either directly			
	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			
	e. Stress management	0	0				
F4.	Does your office participate in county/sta ○ Yes ○ No	_					
F5.	Does your office have access to a composite directly or through a partner agency? Yes, directly	uterized axial ton	nography (CAT or	CT) scan, either			
	Yes, through a partner agency						
	○ No						
F6.	Does your office have access to magnetic a partner agency? Yes, directly	ic resonance ima	aging (MRI), either	directly or through			
	Yes, through a partner agency						
	○ No						

7.	Does your office currently have access to the following specialized investigation teams, eithe directly or through a partner agency?							
	Specialty Area	Yes, directly	Yes, through a partner agency		No access			
	a. Child fatality							
	b. Drowning investigative team	0	0		0			
	c. Drug case review/surveillance	0	0 0					
	d. Elderly investigative team	0 0						
	e. Infectious disease investigative team	0	0					
	f. Maternal death investigative team	0	0		0			
	g. Poison investigative team	0	0					
	h. Suicide investigative team	0	0		\bigcirc			
	i. Vulnerable adult fatality review	0	0		0			
	Data Collection			Yes	No	Don't Know		
	Does your office currently participate in	any of these data	a collectio					
	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)							
	d. National Missing and Unidentified Persons System (NamUs) Sponsor: Department of Justice (DOJ)				\bigcirc			
	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)				\bigcirc			
	g. State or local data collections			0		0		
	h. Other data collection				\bigcirc	0		

9. Does your office currently have access to through a partner agency?	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				
b. Grief and bereavement services for survivors (e.g. counseling or therapy, homicide survivor groups)	0	0	0				
c. On-scene support or advocacy for bystanders or other family and friends of the deceased	0	0	0				
11. Does your office have a Department Orig Yes No SKIP to the end	inating Agency	ldentifier Number	or, ORI number?				
O Don't know of the survey F12. What is your Department Originating Agency Identifier Number or ORI number?							
F12. What is your Department Originating	g Agency Identif	tier Number or OR	I 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
Address Line 1
Address Line 2
Raleigh, NC XXXXX