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]

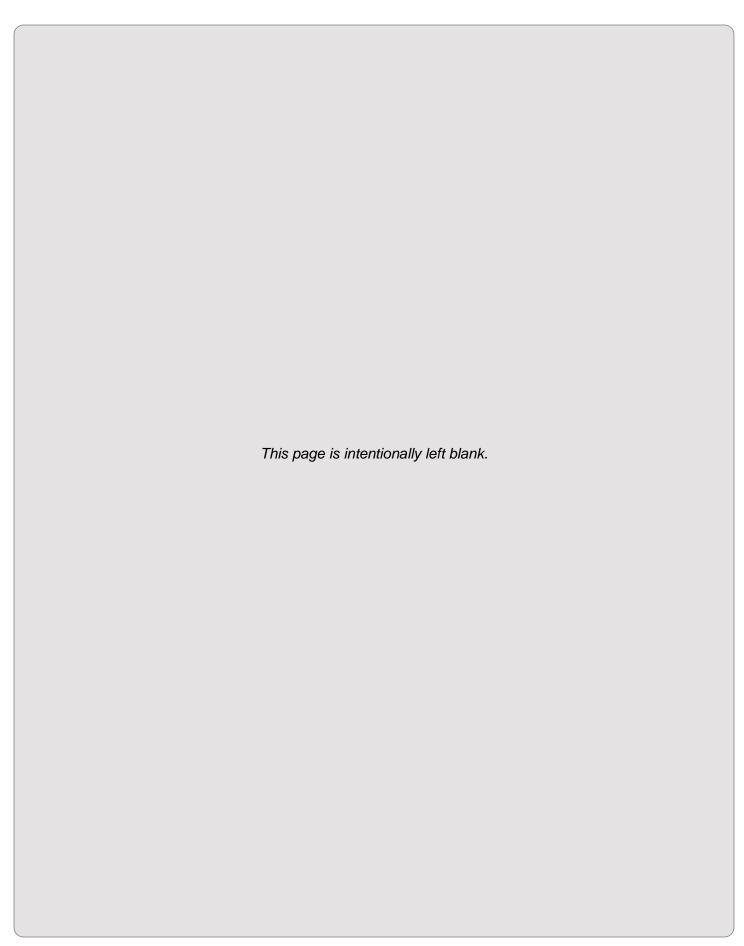
If the agency name printed above is incorrect, please call us at 1-XXX-XXX-XXXX.

| | Passworu. | | | | | | | |
|--------------------|--|------------------|---------------------|--|-------------------------|--|--|--|
| <mark>⊙ E-m</mark> | nail: xxxxxxxx@rti.org | | | | | | | |
| | : 1-XXX-XXX-XXXX (to | | | | | | | |
| | Mail: Use the enclosed postage-paid envelope | | | | | | | |
| | Please do not leave any items blank. | | | | | | | |
| | | | | pace provided. When exact numeric answ | vers are not available, | | | |
| - | provide estimates and | | | here appropriate. | | | | |
| | e or black ink and prir | • | ole. | | | | | |
| • Use an 2 | X when marking an ar | swer in a box. | | | | | | |
| Diagon indi | | | . 4 a d 4 b : a £ a | | | | | |
| Please Indi | cate the primary pe | erson wno compie | etea this to | rm: | | | | |
| Name: | | | | | | | | |
| | Last Name | | | First Name | MI | | | |
| Title: | | | | | | | | |
| Phone: | | | | | | | | |
| | Area Code Number | | Extension | 1 | | | | |
| 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: |
| A2. | 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) |
| | |
| A3. | What level of government best describes your office? |
| | ○ City office |
| | Ocunty office |
| | O District/regional office |
| | ○ State office |
| A4. | Which of the following best describes the agency your office reports to? |
| | O Public health agency (e.g., department or division of public health) |
| | Law enforcement agency (e.g., department or division of public safety) |
| | Ogovernment attorney's office (e.g., district attorney) |
| | O Department or division of forensic science |
| | My office does not report to another agency |
| | ○ Other (please specify)¬ |
| | (Presses speed) |
| | |
| 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 |
| A6. | (IAC&ME)? |
| A6. | · · · · · · · · · · · · · · · · · · · |

| A7. | 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. | | | | | | | |
| | | | | 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. | | | | | | | | | |
|------|--|--|--|---------------|--|--|--|--|--|
| | December 31, 2018. Exclude a does not exist on a full-time ba | | | | | | | | |
| | write the same salary twice. | isis, mark IVA. iii cases wii | ere triere is riot a range in se | ilary, picase | | | | | |
| | | Starting Salary Minimum | Starting Salary Maximum | N/A | | | | | |
| | a. Autopsy pathologists | \$ | \$, , , , , , , , , , , , , , , , , , , | | | | | | |
| | b. Coroners/non-physicians | \$, | \$, | | | | | | |
| | c. Death investigators (or coroner investigators) | roner investigators) The property of the control o | | | | | | | |
| | d. Forensic toxicologists (i.e., performs case interpretation) | \$ | \$ | | | | | | |
| A10. | 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. | | | | | | | | |
| | 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 volunteers. | | | | | | | | |
| | All death investigators are A | ABMDI certified | | | | | | | |
| | O Some death investigators a | re ABMDI certified | | | | | | | |
| | No death investigators are | ABMDI certified | | | | | | | |
| | ○ We do not employ any inter | rnal death investigators | | | | | | | |
| A12. | How many of your internal for Forensic Toxicology (ABFT)? All forensic toxicologists are | ? Do not count any contrac | | | | | | | |
| | Some forensic toxicologists | | | | | | | | |
| | No forensic toxicologists are | | | | | | | | |
| | We do not employ any inter | | | | | | | | |
| | , , , | J | | | | | | | |
| A13. | How many of your internal for of Forensic Toxicology (ABF All forensic analysts or cher | T)? Do not count any contr | | | | | | | |
| | Some forensic analysts or o | | | | | | | | |
| | No forensic analysts or che | | | | | | | | |
| | We do not employ any inter | | emists | | | | | | |
| | and the second s | | | | | | | | |

SECTION B: BUDGET AND CAPITAL RESOURCES

| B1. | For the most recently completed fiscal year, what was your total budget? \$ | | | | | | |
|-----|--|-------|------------|---------------|--|--|--|
| B2. | 12/31/2018)? M M / D D / Y Y Y Y Does your office have a specific personnel budget for items such as wages, salaries and benefits? | | | | | | |
| | -○ Yes ○ No → SKIP to B5 | | | | | | |
| | B4. What was the total budget allocated for personnel costs? \$.00 If estimate, check here: | | | | | | |
| B5. | Does your office receive money from any of the | follo | wing | - | | | |
| | Revenue Source | Yes | No | Don't Know | | | |
| | a. Consultant fees | 0 | 0 | | | | |
| | b. Cremation waiver/authorization or permit fees | 0 | 0 | | | | |
| | c. Private autopsy fees | 0 | 0 | 0 | | | |
| | d. Report/record fees | 0 | \bigcirc | | | | |
| | 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) | | | | | | |
| | | | | | | | |

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

| | 14. For those functions that are conducted internally at your office, who are the peop perform those duties? Please mark all that apply. | | | | | | |
|--|---|-------------------------|-------------------------------|------------------------|-------------------------|-------------------------------------|--|
| D | Outy | Autopsy Pathologists | Coroner/ Non- Physician | Death Investigators | Other Internal Staff | Not Performed by My Office | |
| а | . Death scene investigations | | | | | | |
| b | Determination of which cases are accepted/ declined | | | | | | |
| C | . External examinations | | | | | | |
| d | . Determination of which cases are autopsied | | | | | | |
| е | . 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) | | | | | | | |
| 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 |
| | 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 |
| | |
| | D5. In 2018, how many unidentified remains were classified as unidentified in their final disposition? |
| | Cases If estimate, check here: |
| | ☐ Don't Know |
| | |
| | |
| | |
| | |

| | 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 | | | |
| | b. Scene or doll re-enactment | \circ | 0 | 0 | | |
| | c. Comprehensive forensic toxicology (e.g., multiple toxin screens) | 0 | 0 | 0 | | |
| | d. Complete autopsy | \bigcirc | 0 | 0 | | |
| | e. Child or infant death review | | | | | |
| | f. Genetic testing (e.g., sudden cardiac deaths) | | 0 | 0 | | |
| | g. Metabolic screening (e.g., pediatric inborn errors of metabolism) | 0 | | 0 | | |
| | h. Microbiologic testing | \bigcirc | | 0 | | |
| | i. Pediatric skeletal survey (e.g., radiology) | 0 | 0 | | | |
| D8. | Opes your office use the Sudden Unexpected Infa Open Yes Open No | ant Death, C | or SOID, ai | agnosis ? | | |
| D9. Has the increase in drug-related deaths and the opioid epidemic changed your strategy for forensic toxicology testing? | | | | | | |
| | ○ Yes ○ No | | | | | |
| | | | | | | |
| D10 | At the death scene, external examination, or at auscreening tests? | ıtopsy, doe | s your off | ice perform drug | | |
| D10 | At the death scene, external examination, or at auscreening tests? —————————————————————————————————— | ıtopsy, doe | s your off | ice perform drug | | |
| D10 | screening tests? | ıtopsy, doe | es your off | ice perform drug | | |
| | screening tests? — Yes | | | • | | |
| | Screening tests? ── Yes ○ No → SKIP to E1 on page 13 D11. After performing these drug screening tests | | | • | | |
| | Screening tests? — Yes — No → SKIP to E1 on page 13 D11. After performing these drug screening tests with toxicology testing in a laboratory? | | | • | | |
| D10 | screening tests? | ıtopsy, doe | s your off | ice per | | |

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 | | | | | |
|--|---|---|------------|-----|---------------|------|
| | | | Yes | No | Don't K | (now |
| | | Source a. Case records | | 0 | 0 | anow |
| | b. Fo | rensic toxicology specimens | \bigcirc | 0 | 0 | |
| | c. Ph | c. Physical evidence | | 0 | 0 | |
| | d. Un | identified remains | \circ | 0 | 0 | |
| | | cords pertaining to unidentified remains cluding x-rays, fingerprints, DNA) | 0 | 0 | 0 | |
| 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 | | | | | | |
| ►E6. Are hard copies of your official investigative records and reports archived at an following places? | | | | | at any of the | |
| | | Location | | Yes | No | |
| | | a. On siteb. A government-owned or government-paid s | torage | | | |
| | | facility c. A regulated third-party storage facility (e.g., l | | 0 | 0 | |
| | | Mountain) | 1011 | 0 | 0 | |
| | | d. Some other location | | | 0 | |

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 | \circ | | | | |
| | b. Fingerprint databases | 0 | 0 | 0 | | | | |
| | c. Prescription drug monitoring programs | 0 | 0 | 0 | | | | |
| F3. | Does your office currently have access t or through a partner agency? | o the following t | rainings or resou | 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 | | | | |
| | d. Proper lifting procedures | 0 | 0 | 0 | | | | |
| | e. Stress management | 0 | 0 | 0 | | | | |
| F4. | Does your office participate in county/sta ○ Yes ○ No | atewide emerger | ncy response drill | s? | | | | |
| 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 | 1 | | | |
| | 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 | | | | | |
| | c. Drug case review/surveillance | 0 | 0 | | | 0 | | |
| | d. Elderly investigative team | 0 | 0 | | | 0 | | |
| | e. Infectious disease investigative team | 0 | | | | | | |
| | f. Maternal death investigative team | 0 | | | | | | |
| | g. Poison investigative team | 0 | 0 | | | | | |
| | h. Suicide investigative team | 0 | | | | | | |
| | i. Vulnerable adult fatality review | 0 | 0 | | 0 | | | |
| | Data Collection | | | Yes | No | Don't Know | | |
| | Does your office currently participate in | any or mese date | a Conectio | | | | | |
| | 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) | | | | \bigcirc | | | |
| | c. National Crime Information Center (NCIC) Sponsor: Federal Bureau of Investigation (FBI) | | | 0 | | | | |
| | d. National Missing and Unidentified Persons System (NamUs) Sponsor: Department of Justice (DOJ) | | | | 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 | \circ | 0 | | |
| | g. State or local data collections | | | 0 | 0 | 0 | | |
| | h. Other data collection | | | \circ | \bigcirc | | | |
| | | | | | | | | |

| F9. | Does your office currently have access to the following support services, either directly or through a partner agency? | | | | | | | |
|---|--|---------------------------------------|---|---|--|--|--|--|
| | Support Service | Yes, Yes, thr ice directly partner | | | | | | |
| | a. Advocates for families of victims | 0 | 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 | | | | |
| | Yes No No SKIP to the end Open't know Open Skip to the survey No Skip to 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 | | | | | | | | |

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