

Outside Agency Death Notifications

1112.1 PURPOSE AND SCOPE

The Coroner Division will occasionally assist outside agencies by performing in-person death notifications on their behalf. This policy provides instruction for Deputy Coroners receiving the death notification request.

1112.2 REQUIRED INFORMATION

Outside agencies may submit their request for a death notification via telephone call directly to the Coroner Investigations Unit. Upon receiving the request, Deputy Coroners shall obtain the following information, recorded via the "New Case – Death Notification" page in CME:

- (a) Requesting Party's name, agency, contact number, and case number
- (b) Decedent's Name, date of birth, and date of death
- (c) The method of identification
 - 1. The responsibility for making positive identification lies with the agency having jurisdiction of the death.
- (d) Brief circumstances of death
- (e) Name, relationship to decedent, address, and phone for the person to be notified

1112.3 CASE NUMBER PREFIX

After obtaining all required information, Deputy Coroners shall generate a Death Notification case number, designated with the prefix "DN."

- (a) Example: DN18-00010

1112.4 PERFORMING THE DEATH NOTIFICATION

The outside agency death notification shall be performed at the discretion of the on-duty Watch Commander, taking into consideration the circumstances of the death and current Coroner Division caseload and staffing. Any death notification performed on the behalf of an outside agency shall be performed in accordance with Policy Section 1103.4 of this manual.

1112.5 INFORMING OUTSIDE AGENCY OF OUTCOME

Deputy Coroners performing the outside agency death notification shall be responsible for communicating results of that notification attempt back to the requesting party. If next-of-kin notification was successful, Deputy Coroners shall provide the requesting party with a name, address, and contact telephone number.

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1112.6 DEATH NOTIFICATION REPORT

Deputy Coroners shall complete the remaining applicable CME fields under the Death Notification case number and submit a finalized report to the on-duty Watch Commander for review and closure.