

**Job Title: Deputy Coroner- Trainee**

**Prepared By: Coroner**

**Classification: Part-time**

**Prepared Date: July 15, 2020**

**Department: Coroner**

### **SUPERVISION RECEIVED:**

Deputy Coroner Trainee will be someone who is on orientation and Field Training Status and will NOT be autonomous until their performance is evaluated by the Chief Deputy and Coroner. This will be determined by photographs, report writing, investigation skills, availability for call, verbal testing and also by self-evaluation and readiness. The length of this field training status shall be no longer than twelve months to include at least eight death scenes and attend one autopsy. At the completion of twelve months, participation and performance will be evaluated with the review and decision of progress to become independent. The Deputy Coroner Trainee is under direct supervision of the Chief Deputy Coroner and the Coroner.

### **ESSENTIAL JOB FUNCTIONS:**

1. Will have the ability to obtain The American Board of Medicolegal Death Investigators Certification within two years of appointment.
2. Will conduct investigations into the manner and cause of death of any individual whose death falls under the jurisdiction of the coroner.
3. Upon completion of the training program, will be allowed to investigate scenes independently as described above.
4. Initiates investigation into the cause and manner of death upon proper next of kin notification.
5. Collect all physical and pertinent biological evidence to include blood, urine or other specimens from the deceased as necessary.
6. Interview families, friends, professionals and others associated with the deceased to include obtaining statements, documents and related factual evidence.
7. Administer proper procedures in notification of legal next-of-kin.
8. Determine positive identification.
9. Log clothing, property and evidence while maintaining proper chain of custody.
10. Follow all Baldwin County Coroner policies as outlined in the Baldwin County Coroner Training Manual.
11. Will help prepare for and attend Emergency Preparedness/Mass Fatality trainings which will maintain the office preparedness skill and also fulfill any grant criteria. This function is attended if the investigator's full time job allows.
12. Assists with maintaining the required credentials and standards for office accreditation purposes.
13. Develop a written report outlining in detail the events surrounding the death investigation well enough to defend the report in court.
14. Any other duties as assigned by the Chief Deputy or the Coroner.

## **QUALIFICATIONS**

### **Knowledge of:**

- Investigative techniques, interviewing techniques, and procedures.
- Applicable federal and state laws, rules, and regulations.
- Alabama Coroner's Statutes pertaining to coroner duties.
- Basic medical terminology.
- Sources used in obtaining applicable data.
- Recordkeeping practices.

### **Ability to:**

- Obtain information and evidence by observation, record examination and interview.
- Be able to take a reasonable amount of calls each month.
- Analyze and evaluate information obtained from applicable sources.
- Secure and present evidence in oral and written form.
- Interpret and comply with laws and regulations governing investigation.
- Establish and maintain cooperative work relationships with a variety of individuals and agencies.
- Communicate clearly and concisely, both orally and in writing.

### **Expertise and Training:**

- Any combination of forensic experience and training that would likely provide the required knowledge and ability is qualifying.
- Minimum 40 hours online/ in-person Forensic Training.

### **Experience:**

- Professional certification or licensure in one of the following fields is preferred: ABMDI (American Board of Medicolegal Death Investigators), law enforcement, nursing, radiology, EMT/Paramedic, or any forensic concentration OR
- Bachelor's Degree in medical science, criminal justice or forensic science

### **Licenses and Certifications:**

- Possession of valid Alabama Driver's License.
- Possession of or ability to obtain within two years from date of employment, a Medicolegal Death Investigator Certification from ABMDI.

**Physical and Mental Requirements:**

- Must have acceptable eyesight to perform investigator duties.
- Must have appropriate oral communications skills to effectively use, telephone, radio, and in public contacts.
- Must be able to sit, stand, or travel for long periods of time. Must be able to negotiate up and down stairs and on rough and/or uneven terrain.
- Must be able to travel to and from various work sites by car.
- Must be able to bend, stoop, stretch, twist, reach, kneel, crawl, squat, climb, and balance.
- Must be able to lift, carry, drag, or push an average body weight of 100 to 200 lbs. or more, both alone and with help.
- Must be able to climb ladders or stairs, or climb up to and down from higher levels using unconventional methods.
- Must be able to work in hazardous or dangerous work area situations.
- Must have fine and gross motor skills; hand dexterity; full use of fingers, hands, and arms; and good grip strength to perform investigative duties.
- Must be capable of working under stressful conditions.
- Must have good cognitive skills and awareness of work accuracy.
- Must have the ability to concentrate on more than one task at a time, and to make independent decisions.

**Other Requirements:**

- Must dress appropriately and professionally, and be prepared for all types of weather.
- Must have basic computer skills for data entry and using Microsoft Word.
- Must participate in written knowledge evaluation.
- Must sign confidentiality waiver.
- Must pass criminal/driving background check.
- Must commit to the call schedule on a monthly basis.
- Per Alabama statutes- Must be at least 25 years old and a resident of Baldwin County for at least one year prior to hire.