

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE BUREAU OF JUSTICE ASSISTANCE FOR A PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANT PROGRAM FOR THE LARAMIE COUNTY CORONER'S OFFICE IN THE AMOUNT OF \$121,115.00, ON BEHALF OF THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING

FOR THE PURPOSE OF: REQUESTED FUNDS WILL BE USED TO SEAL EXISTING SHARED HVAC AND INSTALL A STANDALONE MECHANICAL SYSTEM FOR THE CORONER'S OFFICE.

WITNESSETH

WHEREAS, the Governing Body of Laramie County desires to participate in the Bureau of Justice Paul Coverdell Forensic Science Improvement Grants Program by sponsoring this grant to assist in financing this project; and

WHEREAS, the Bureau of Justice requires that certain criteria be met, as described in the Department of Justice rules governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of Laramie County has been provided with preliminary cost estimates and information on the project; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY that a grant application be submitted to the Bureau of Justice Assistance in the amount of \$121,115.00 for consideration of funding the Laramie County Coroner's Office standalone mechanical system.

BE IT FURTHER RESOLVED, that Sandra Newland, or her successor in the position of Laramie County Grants Manager, is appointed as agent of the Laramie County Board of Commissioners to execute and submit applications and certifications for these funds and to receive funds and implement the programs funded under this grant.

PASSED, APPROVED AND ADOPTED THIS 16th DAY OF JUNE 2020.

By: \_\_\_\_\_  
Gunnar Malm, Chairman

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Debra Lee, Laramie County Clerk

\_\_\_\_\_  
Date

Received and Approved as to Form only By:

\_\_\_\_\_  
Mark Voss, County Attorney

\_\_\_\_\_  
Date 6/3/20

## Abstract

Currently the Laramie County Coroner's Office/Morgue is on a shared heating, ventilation, and air condition system (HVAC) with the Laramie County Planning Department. This does not comply with the American Society for Healthcare Engineering Standards as air is passed between the departments and the morgue air is not isolated. These systems are necessary to ensure adequate ventilation to protect employees from chemicals, protect against obnoxious odors and to protect against the spread of disease. If funded we would work with a vendor to close off the coroner's portion of the existing shared HVAC and install a standalone mechanical system for the coroner's office and morgue. This will enable the coroner's office to handle all job related duties with processing of the deceased without potential odor and contagious disease concerns. The requested project will help our office carry out the goal of improving the quality and timeliness of forensic science operations within the coroner's office to better serve Laramie County.

## Paul Coverdell Narrative

### **Introduction and History:**

The Laramie County Coroner's Office is an office under the government of Laramie County Wyoming, led by an elected coroner. The total population of Laramie County is 99,500 residents per the 2019 census estimate and a large majority of that population resides within the City of Cheyenne. Our department serves over 2,685 square miles of rural county, which is 36.9 people per square mile. Laramie County is located in the southeast corner of the State of Wyoming, with the major transportation hubs of I-80 and I-25 intersecting in Cheyenne. The county borders Colorado to our south and Nebraska to our east.

The Laramie County Coroner's Office is comprised of three full time positions, coroner chief deputy coroner, executive assistant, and a part time deputy. It is the duty of the Laramie County Coroner to determine the cause of death of any person reported to them as having been killed by violence; has suddenly died under such circumstances as to afford reasonable grounds to suspect or infer that death has been caused or occasioned by the act of another criminal means; has died by suicide; and to determine the cause of all deaths as to which applicable state law makes it the duty of the coroner to sign certificates of death. Being a smaller office, we do not currently have a licensed forensic pathologist on staff. In order to fulfill the State of Wyoming requirements for autopsy, Laramie County transports all cases that require an autopsy to Colorado, where there are Wyoming licensed forensic pathologists on staff that are made available 24 hours a day. The facility in Colorado has trained medical assistants/technicians available for every licensed forensic pathologist. While we are a smaller office, to date in 2020 we had 125 cases with 8 autopsies, in 2019, we had 352 cases with 86 autopsies and in 2018, and

we had 297 cases with 70 autopsies. These cases range from natural deaths, accidents, suicides to homicides. We have included these statistics in our other attachments section for review.

**Description of the Issue:**

Guidelines for laboratory design indicate that heating, ventilation and air condition (HVAC) systems are a critical component for isolation and air circulation within morgues and labs where autopsies occur and bodies are held. These systems are necessary to ensure adequate ventilation to protect employees from chemicals used, protect against obnoxious odors and to protect against the spread of disease. The ventilation system should be isolated from other systems and designed to minimize the spread of odors and airborne pathogens. The Laramie County Coroner's Office was built in 2010-2011 and was occupied in 2012. The building itself is physically attached to the Laramie County Planning Department by an atrium or breezeway. Both buildings share a common HVAC ventilation system. At the time of construction, the existing coroner worked to conduct "skunk" tests and other means to have the facility functional. It was not until occupancy that it began to be discovered that some of the air handling was shared between buildings. In particular, there is one space between the coroner's office and the atrium that has a mesh netting allowing air to freely move between spaces. The coroner has worked to try to find funding streams to remedy this situation, but to no avail at the time of this application.

The Laramie County Coroner's Office is requesting funding for a standalone mechanical system at its existing facility to improve forensic science and coroner services. The mechanical system at the coroner's office assists in the response and recovery from a threat or incident that creates fatalities and will stabilize critical infrastructure functions of the morgue. Our project will allow us to meet the grant purpose of improving the quality and timeliness of forensic science/coroner services operated by Laramie County.

Our county is not aware of any specific impacts on resources or needs by the State of Wyoming under part one violent crime data. Laramie County and Wyoming as a whole have a very low violent crime rate. We have pulled the Uniform Crime Reports for 2016-2018. In 2016 Laramie County had 3 homicides, 12 rapes, 3 violent robbery, 373 assaults, 126 burglaries, 346 larceny thefts and 59 motor vehicle thefts. In 2017 Laramie County had 3 homicides, 10 rapes, 1 violent robbery, 381 assaults, 121 burglaries, 335 larceny theft, and 55 motor vehicle thefts. In 2018 Laramie County had 1 homicide, 11 rapes, 356 assaults, 111 burglaries, 320 larceny thefts and 59 motor vehicle thefts.

**Accreditation and Five Certifications:**

The Laramie County Coroner's Office recently went through the accreditation process, met all of the requirements, and are currently awaiting their formal certificate. We are attaching the formal letter from the International Association of Coroner's and Medical Examiners showing our positive accreditation status. Along with this letter, please find the accreditation report. No grant funds are being requested for the accreditation process. Laramie County has included all five required certifications along with the external investigation attachment. The Laramie County Coroner's Office has a Policy and Procedure Manual for its office associated with the application from a unit of local government (Laramie County, Wyoming). We do not have a formal plan since we are not a forensic science laboratory. We certify that we practice generally accepted laboratory practices and procedures and that we have received accreditation. We also included the certification as to system accreditation; this is for our coroner's office and not a forensic laboratory. We are not requesting any funds for new facilities; however, that certification was also submitted. Finally, we certify that we have a process for external

investigations into our office and its operations, and we currently have no external investigations taking place.

**Project Design and Implementation:**

The existing HVAC system for the coroner's office is tied in with another department, presenting poor air quality and health concerns to those who work in the building. The morgue and coroner's office are currently unable to be sealed off in the case of a real or perceived communicable disease, airborne pathogen, or biohazardous material release. This gap in proper air handling has the ability to put lives at risk to air borne diseases. Our office often handles cases that need examination after normal business hours to prevent exposure to the unpleasant odors emitted through the shared HVAC system. Our facility can process up to five bodies at a time, if a body presents with a communicable disease or airborne pathogen, we are not properly equipped to handle this situation, as we have a shared HVAC system with the county planning department. Our cooler has the capacity to hold 40-45 bodies, but this does not account for processing. A separate air handling system is needed to improve the quality and timeliness of coroner services in the county. The requested standalone mechanical unit would facilitate the ability to process the deceased and remains at the current facility without the concern of exposure to others on the same air handling system. This becomes a larger concern when our facility is at capacity.

The proposed project will increase our offices ability to process deceased individuals, including those believed to have communicable diseases, airborne pathogens or exposure to biohazards. Capabilities and efficiency's will increase in the processing of the deceased and will lead to bodies spending less time in the morgue facility. Faster processing of the deceased will aid us in having room in our morgue when needed. Laramie County will assume all

responsibility for the maintenance of the building and the new HVAC system to keep it operational and in good repair. The new HVAC system will be supported by existing infrastructure at the facility and it is a project that will be sustained for the life of the building.

Our facility currently does not meet standards to be able to conduct autopsies in house, due to compliance requirements for certification. Under the American Society for Healthcare Engineering standards (ASHRAE Standard), our facility does not meet the ventilation standards. We are required to have all exhaust air discharged directly to the outdoors without mixing with air from any other room or exhaust area and have differential pressure between the morgue and autopsy rooms. Our facility currently does not have either. With the addition of the standalone mechanical system, we will be closer to compliance in meeting the first requirement of a separate exhaust and a standalone exhaust that is not tied into another. Our existing building is not stabilized and it minimizes our efficiency to process deceased individuals. The standalone mechanical system would assist our department in being able to provide services to support a viable and resilient community.

If funded, the standalone mechanical unit will allow the coroner's office to have the ability to seal off the air handling of the morgue and office area to protect the health and air quality for all those working in the entire structure. This will in turn allow our office to focus on the needs to address the capability gaps in infrastructure management and fatality management services. The project will assist all those that work within the buildings, citizens and local agencies that come into our facility for business. This request will cover the costs of removing and sealing the old air handling system that is shared with the planning department and installing a new standalone unit to cover the coroner's office. This funding will help with air quality and

health concerns that the current shared air handling system presents. The equipment and services will go out to a formal bid process upon award.

**Capabilities and Competencies:**

The Laramie County Coroner's Office is comprised of two full time positions, coroner and chief deputy coroner, a part time deputy and a full time administrative assistant. The coroner's office has the support of Laramie County to include county commissioners, county attorney, county law enforcement and county grants management to ensure the success of its operations. Laramie County has vast experience in receiving and managing federal awards to include proper accounting and reporting measures. If funded the project will allow the staff of the coroner's office the ability to perform all job duties without the fear of harming staff or the public.

Rebecca Reid was elected as the Laramie County Coroner in January 2019, prior to her appointment she worked as a Chief Deputy Coroner beginning in December 2013. Mrs. Reid came to Laramie County with vast experience from District 14 Medical Examiner's Office in Panama City, Florida where she was a death investigator and forensic pathology assistant for five years. She is continuing to expand her education and qualifications as represented in the attached resume. Char Madden is the county's chief deputy coroner and has been with the coroner's office since 2019, her prior experience is law enforcement based. Mrs. Madden was a peace officer for various county law enforcement agencies and has extensive experience. Mrs. Theresa Patterson is our newest employee starting in February 2020 and she works part time carrying out all duties alongside the chief deputy and coroner. The office has one full time executive assistant, Amber Dancliff. Mrs. Dancliff has been with the department since 2019, when Rebecca Reid was elected coroner.



## **Impact and Plan for Collecting the Data required for this Solicitation's Performance**

### **Measures:**

The Laramie County Coroner's Office is aware of the required performance measures and are set up for accurate reporting. The coroner's office will provide required measurements to the grants manager quarterly for reporting purposes. We will monitor the objective of improving the quality and timeliness of forensic services to reduce the number of backlogged cases. This will be done through a reduction of the average number of days from the submission of a sample to delivery of the results, and a percent reduction in the number of backlogged cases. Our office will provide information such as the average number of days to process a sample both before and after the grant project takes place along with backlog case information. Our project focuses on preparing our building to carry out the purpose of the coroner's office and with that, we have limited performance measures. However, we are more than happy to provide and report any information that would be helpful to the overall program. The Laramie County Coroner's Office currently does not have any negligence or misconduct cases. We acknowledge that we will be required to report on this each year to include number of allegations, information on referrals, outcomes and reasons for non-referrals. All maintenance and costs above the requested budget will be the responsibility of the applicant. If funded our project will be easily sustainable and will become part of the building. Once our project is complete, we will be able to demonstrate improvement over current operations with a reduction of backlogs and enhanced services provided by the Laramie County Coroner's Office.

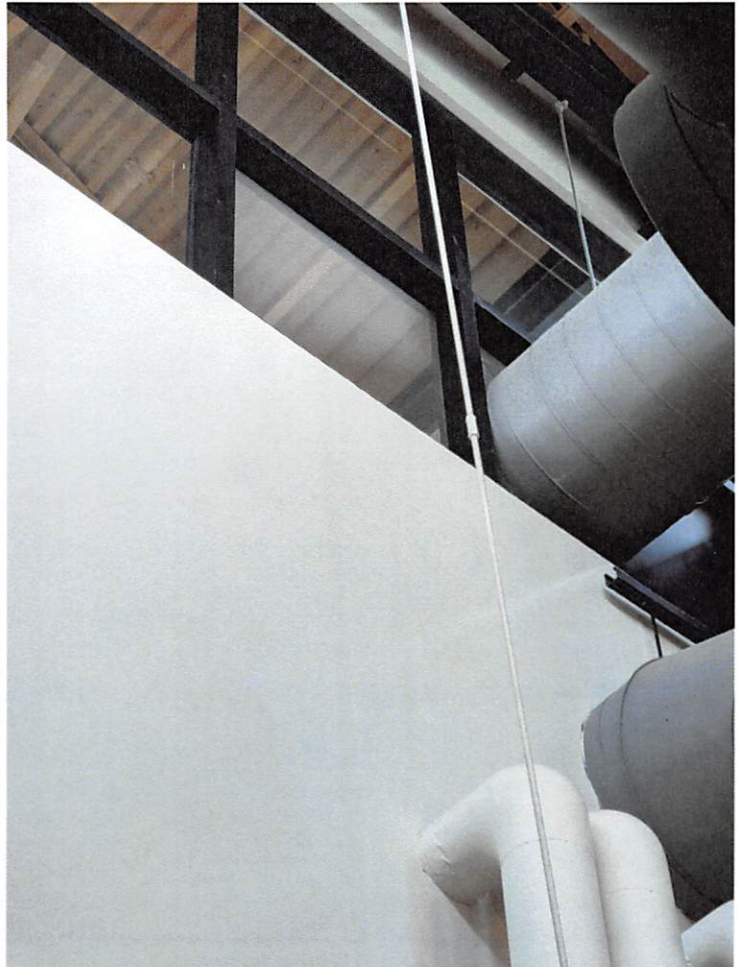
### **Budget:**

The Laramie County Coroner's Office is requesting grant funds in the amount of \$121,115, to provide a standalone mechanical system for our existing building. We have

received preliminary estimates on the project and have explored several options. We feel that our proposed project will allow the needed containment of the coroner's office on a standalone HVAC system. We are working within our existing building to ensure that costs are reasonable and will provide the needed benefit of containment. With the requested funding, we anticipate an increase to backlog reduction and timeliness. We will be able to conduct all aspects of our job without worrying about how it will affect another county department and the public. We can have decomposition and autopsies occur during business hours without the fear of infectious diseases or smells affecting other operations in the area. If funded we will demonstrate that through proper air handling that our current operations will improve and we will see a reduction of forensic analysis and backlogs.



Existing duct work showing connection between coroners office and atrium into planning.



Purpose Area #4

<b>H. Procurement Contracts</b>						
<b>Description</b>		<b>Purpose</b>	<b>Consultant?</b>			
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
				<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Seal off existing connection and create a new standalone mechanical system.		Individual air handling system to contain morgue ventilation	No	\$121,115	\$0	\$121,115
						\$0
			<b>Total(s)</b>	<b>\$121,115</b>	<b>\$0</b>	<b>\$121,115</b>
<b>Consultant Travel (if necessary)</b>						
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Computation</b>			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>			
			<b>Duration</b>			

Purpose Area #4

			<i>Cost</i>	<i>or</i> <i>Distance</i>	<i># of</i> <i>Staff</i>	<i>Total Cost</i>	<i>Non-Federal</i> <i>Contribution</i>	<i>Federal</i> <i>Request</i>	
						\$0		\$0	
<b>Total</b>						\$0	\$0	\$0	
<b>Narrative</b>									
<p>The Laramie County Coroner's Office is requesting funding to hire a contractor/vendor to fabricate and install a new standalone mechanical system to include fan coils, ductwork, returns, louver, plumbing &amp; heating for coil, electrical work for project, and all metal and permits needed for project. The vendor will also be responsible for the sealing/closing off of the existing connection to the current HVAC system shared with another building. Please see attached quote within the application for further breakdown. Laramie County will comply with all federal, state and local requirements for procurement and contracting.</p>									
<b>I. Other Costs</b>									
<b>Description</b>			<b>Computation</b>						
<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>			<i>Show the basis for computation</i>						
			<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
							\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0	
<b>Narrative</b>									

Budget Summary

**Budget Summary**

*Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.*

Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$121,115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121,115
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Direct Costs</b>	\$121,115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121,115
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Costs</b>	\$121,115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121,115
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	



**CLIMATE**  
**CONTROL**  
**HEATING & AIR CONDITIONING**

550 E. College Drive - Cheyenne, WY 82007  
(307) 632-2811

Attention: Amber Dancliff  
 Company: Laramie County Coroner  
 Project: Mechanical Systems Modification  
 Address: \_\_\_\_\_  
 City & State: Archer  
 Date: 05.14.2020  
 Date of Plans: NA

Including Addenda # 0

This quote is valid for: 30 days

Inclusions:	Amount
Existing evaporative cooled energy recovery unit is to remain	
Provide and install new dx cooled variable speed fan coil unit (FCU) to serve office area of the space.	
Fabricate and install all required ductwork for new FCU to connect to existing supply and return for office area.	
Provide and install new louver in south wall of sally port for outside ventilation air for new fan coil	
Disconnect ductwork from AHU-1a currently serving Coroner and Planning and Development.	
Coroner will be on its own separate unit as noted above	
Provide all required plumbing for heating water and chilled water modifications for new fan coil.	
Provide all electrical required to support new equipment.	
Provide all test and balance by NEBB Certified contractor	
Provide all temperature controls by Johnson Controls	
Quote includes necessary upgrade to server and supervisory controller.	
Deduct \$14,220 if upgrade is paid by other means	
Fabricate and install sheet metal to permanently close existing relief air.	
Includes all necessary permits for work.	
	\$ 113,765
Provide stamped and signed mechanical plans by Professional Engineer licensed in WY	\$ 7,350
	\$ 121,115

**Exclusions:**

This price does not include any painting, patching, remodel or any other item not specifically mentioned above or as follows.

Power wiring or Disconnects	Quick-ship prices on any equipment or GRD's
Prevailing wage rates	Permit
Core drilling, hole making or concrete coring	Bond
Line voltage wiring, interlock wiring or conduit	
Condensate drain piping	
Roof repair or patching	
Gas piping	

Signed   
Gabriel Herrera, PE

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
BUREAU OF JUSTICE ASSISTANCE

**FY 2020 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to Plan for Forensic Science Laboratories—  
Application from a **Unit of Local Government**

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

This unit of local government has developed a plan for forensic science laboratories under a program intended to improve the quality and timeliness of forensic science or medical examiner services provided by the laboratories operated by the applicant unit of local government and any other government-operated laboratories within the State that will receive a portion of the grant amount.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

\_\_\_\_\_  
Signature of Certifying Official

Gunner Malm  
\_\_\_\_\_  
Printed Name of Certifying Official

Chairman  
\_\_\_\_\_  
Title of Certifying Official

Laramie County, Wyoming  
\_\_\_\_\_  
Name of Applicant Agency  
(Including Name of Unit of Local Government)

\_\_\_\_\_  
Date



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
BUREAU OF JUSTICE ASSISTANCE

**FY 2020 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to Generally Accepted Laboratory  
Practices and Procedures

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

Any forensic science laboratory system, medical examiner's office, or coroner's office in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount uses generally accepted laboratory practices and procedures, established by accrediting organizations or appropriate certifying bodies.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

\_\_\_\_\_  
Signature of Certifying Official

*Gunnar Malm*

\_\_\_\_\_  
Printed Name of Certifying Official

*Chairman*

\_\_\_\_\_  
Title of Certifying Official

*Laramie County, Wyoming*  
\_\_\_\_\_  
Name of Applicant Agency  
(Including Name of State)

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
BUREAU OF JUSTICE ASSISTANCE

**FY 2020 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to Forensic Science Laboratory System Accreditation

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

Before receiving any funds under this grant, any forensic science laboratory system in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount (except with regard to any medical examiner's office) either—

a) is accredited by an accrediting body that is a signatory to an internationally recognized arrangement and that offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement, or,

b) is not so accredited, but will (or will be required in a legally binding and enforceable writing to) use a portion of the grant amount to prepare and apply for such accreditation not more than 2 years after the date on which a grant is awarded under the FY 2020 Paul Coverdell Forensic Science Improvement Grants Program.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

\_\_\_\_\_  
Signature of Certifying Official

*Gunna Malm*

\_\_\_\_\_  
Printed Name of Certifying Official

*Chairman*

\_\_\_\_\_  
Title of Certifying Official

*Laramie County Wyoming*

\_\_\_\_\_  
Name of Applicant Agency  
(Including Name of State)

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
BUREAU OF JUSTICE ASSISTANCE

**FY 2020 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to Use of Funds for New Facilities

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

The amount of the grant (if any) used for the costs of any new facility or facilities to be constructed as part of a program to improve the quality and timeliness of forensic science and medical examiner services will not exceed the limitations set forth at 34 U.S.C. § 10564(c) and summarized in the FY 2020 Coverdell Forensic Science Improvement Grants Program solicitation.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

\_\_\_\_\_  
Signature of Certifying Official

*Gunner Malm*

\_\_\_\_\_  
Printed Name of Certifying Official

*Chairman*

\_\_\_\_\_  
Title of Certifying Official

*Laramie County, Wyoming*  
\_\_\_\_\_  
Name of Applicant Agency  
(Including Name of State)

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
BUREAU OF JUSTICE ASSISTANCE

**FY 2020 Coverdell Forensic Science Improvement  
Grants Program**

Certification as to External Investigations

On behalf of the applicant agency named below, I certify the following to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice:

A government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

I personally read and reviewed the section entitled "Eligibility" in the Fiscal Year 2020 program solicitation for the Coverdell Forensic Science Improvement Grants Program. I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and 34 U.S.C. §§ 10271-10273. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance).

\_\_\_\_\_  
Signature of Certifying Official

*Gunna Malm*

\_\_\_\_\_  
Printed Name of Certifying Official

*Chairman*

\_\_\_\_\_  
Title of Certifying Official

*Laramie County, Wyoming*

\_\_\_\_\_  
Name of Applicant Agency  
(Including Name of State)

\_\_\_\_\_  
Date

FY 2020 Coverdell Forensic Science Improvement Grants Program

Attachment: External Investigations

The "Certification as to External Investigations" that is submitted on behalf of the applicant agency as part of this application certifies that—

A government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

Prior to receiving funds, the applicant agency (that is, the agency applying directly to the Bureau of Justice Assistance) must provide—for each forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount—the name of the "government entity" (or entities) that forms the basis for the certification. Please use the template below to provide this information. (Applicants may adapt this template if necessary, but should ensure that the adapted document provides all required information.)

IMPORTANT NOTE: If necessary for accuracy, list more than one entity with respect to each intended recipient of a portion of the grant amount. For example, if no single entity has an appropriate process in place with respect to allegations of serious negligence as well as serious misconduct, it will be necessary to list more than one entity. Similarly, if no single entity has an appropriate process in place with respect to allegations concerning contractors as well as employees, it will be necessary to list more than one entity.

Additional guidance regarding the "Certification as to External Investigations" appears in the "Eligibility" section of the program solicitation for the FY 2020 Coverdell program.

Name of Applicant Agency (including Name of State):

Laramie County, Wyoming

Date: 6/16/20

Name of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount

Existing government entity (entities) with an appropriate process in place to conduct independent external investigations

- 1. Laramie County Coroner's office
2.

**FY 2020 External Investigations Attachment (continued)**

Name of Applicant Agency: \_\_\_\_\_

3.	_____	_____
		_____
4.	_____	_____
		_____
5.	_____	_____
		_____
6.	_____	_____
		_____
7.	_____	_____
		_____



<b>Licensee Name</b>	Wilkerson IV, James A, MD
<b>Office Address and Phone</b>	1600 Prospect Park Way, Suite 101 Fort Collins, CO 80525 (970) 498-6161
<b>License Number</b>	7924A
<b>Date Licensed</b>	06/05/2008
<b>Reactivation Date</b>	
<b>License Status</b>	Expires 06/30/2020; Active Board Certified
<b>Board Certification</b>	
<b>Specialty</b>	Pathology
<b>Sub-Specialty</b>	Pathology - Forensic
<b>Disciplinary Actions</b>	<p>Physician disciplinary action is available on the Alphabetical Disciplinary Action List which is updated when additional disciplinary action is available. If a physician's name does not appear on the list it indicates there is no disciplinary action for that physician.</p> <p>Click here to access the Alphabetical Disciplinary Action List:  <a href="#">alphabetical disciplinary action list.pdf</a></p>
<b>Disciplinary Summary</b>	
Data last updated 05/11/2019	

[Go Back](#)

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## The American Board of Pathology

• A Member Board of the American Board of Medical Specialties •

*Please address all communications to:*

Office of The American Board of Pathology

Mailing address:  
P.O. Box 25915  
Tampa, Florida 33622-5915  
Tel: 813/286-2444  
FAX: 813/289-5279

Express address:  
One Urban Centre, Suite 690  
4830 West Kennedy Boulevard  
Tampa, Florida 33619-2571

STEPHEN D. ALLEN, M.D.  
INDIANAPOLIS, INDIANA

DEBORAH E. POWELL, M.D.  
LEXINGTON, KENTUCKY

HOWARD M. RAWNSLEY, M.D.  
LEBANON, NEW HAMPSHIRE

JUAN ROSAI, M.D.  
NEW YORK, NEW YORK

DAVID B. TROXEL, M.D.  
CONCORD, CALIFORNIA

KAY H. WOODRUFF, M.D.  
SAN PABLO, CALIFORNIA

ROSS E. ZUMWALT, M.D.  
ALBUQUERQUE, NEW MEXICO

October 9, 1996

Dr. James Andrew Wilkerson  
10919 Albeon Park Drive  
San Antonio, TX 78249

Dear Dr. Wilkerson:

Congratulations!

The Trustees of The American Board of Pathology are pleased to inform you that you have been successful in the 1996 Forensic Pathology examination. You are a diplomate of The American Board of Pathology in Forensic Pathology effective 10/1/96.

Sincerely yours,

  
William H. Hartmann, M.D.  
Executive Vice President

WHH/mc



CHARLES S. HIRSCH, M.D.  
NEW YORK, NEW YORK  
PRESIDENT

THOMAS J. GILL III, M.D.  
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TAMPA, FLORIDA  
EXECUTIVE VICE PRESIDENT



# The American Board of Pathology

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Office of The American Board of Pathology

Mailing address:

P.O. Box 25915  
Tampa, Florida 33622-5915  
Tel: 813/286-2444  
FAX: 813/289-5279

Express Mail Address:

Lincoln Center  
5401 West Kennedy Boulevard  
Tampa, Florida 33609-2447

RAMZI S. COTRAN, M.D.  
BOSTON, MASSACHUSETTS

FREDERICK R. DAVEY, M.D.  
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SAN ANTONIO, TEXAS

JOHN D. MILAM, M.D.  
HOUSTON, TEXAS

HOWARD M. RAWNSLEY, M.D.  
HANOVER, NEW HAMPSHIRE

PETER A. WARD, M.D.  
ANN ARBOR, MICHIGAN

JOHN A. WASHINGTON, M.D.  
CLEVELAND, OHIO

10 December 1991

Dr. James A. Wilkerson, IV  
Department of Pathology  
Bayne-Jones Army Community Hospital  
Ft. Polk, LA 71459-6000

Dear Dr. Wilkerson:

The Trustees of The American Board of Pathology are pleased to inform you that you have been successful in the fall 1991 combined examination in anatomic and clinical pathology. You are a diplomate of The American Board of Pathology in combined anatomic and clinical pathology effective 20 November 1991.

Congratulations!

Sincerely yours,

M. R. Abell, M.D., Ph.D.  
Executive Vice President

MRA/mc



**International Association of Coroners & Medical Examiners**  
*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education and accreditation.**

---

January 13, 2020

Laramie County Coroner  
Rebecca Reid  
3964 Archer Parkway  
Cheyenne, WY 82009

Ref: International Association of Coroners & Medical Examiners Accreditation

Dear Coroner Reid,

As Secretary of the International Association of Coroners and Medical Examiners (IACME) and on behalf of those members that we represent, I would like to congratulate you on your accreditation with our association.

The Accreditation Auditors made it clear the Laramie County Coroner's Office makes every effort to provide the highest level of service to the citizens, neighbors and visitors of Laramie County. This is accomplished by a dedicated team of well-trained investigators through timely and compassionate investigations of deaths occurring in their jurisdiction. They strive to maintain a mutually beneficial relationship with local law enforcement as well as with local EMS providers. Laramie County Coroner's Office also takes advantage of every opportunity to educate and to build trust within their medical community and they are the voice of those who can no longer speak for themselves.

The IACME is proud to say the Laramie County Coroner's Office is a great representation of what our association expects from an accredited office. The Accreditation certificate will be presented to you or your representative at the IACME annual training conference during the week of July 19-23, 2020 Las Vegas, Nevada. Thank you again for your support of the IACME.

Respectfully,

John Fudenberg, Accreditation Manager  
IAC&ME

:nc



# International Association of Coroners & Medical Examiners

*Professionalism & Prevention*

Dedicated to the promotion of excellence in medicolegal death investigation through annual educational seminars for over 70 years

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Laramie County Coroner Office

Accreditation Report

Start Date: 10-21-2019

End Date: 01-06-2020

P. Michael Murphy F-ABMDI Coroner, Retired-Lead Auditor  
Kelly Keyes, D-ABMDI Supervising Deputy Coroner- Auditor

The Laramie County Coroner Office has met all requirements as illustrated in the assessment table illustrated below and also demonstrated on the checklist. The checklist was approved for completion and compliance with standards and required standards.

## Self-Assessment Results by Category

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The following table represents the results of your "Self-Assessment."

NOTE: Full accreditation is obtained by having 100% of the Required Standards and at least 90% of the Standards.

Category	Required Standards	Standards	Accredited
A. Medicolegal Office Practices	100%	100%	✓
B. Investigative Practices	100%	100%	✓
C. Morgue Facilities	100%	100%	✓
D. Laboratory Services	100%	100%	✓
E. Forensic Specialists	100%	100%	✓

## Standards - N/A

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### A. Medicolegal Office Practices

#### 8. Quality Assurance Policies

q. The office should participate in local or state level elder death review teams.

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## AUDITOR'S COMMENTS

The office is located within a county satellite complex and is secured by locks and alarms. A tour of the facility was conducted and all spaces under the control of the coroner were locked and secured. The areas were neat and orderly. A review of policies and procedures was conducted. During the inspection of the policies several items were provided and wet ink was utilized to address concerns of the auditors. Documentation was an issue prior to auditor's arrival but all issues were addressed during the visit or within hours thereafter. It should be noted the coroner has been in office just under one year and has made outstanding progress in professionalizing the office and documenting the work of the office.

Inspection of the office space, property, tissue and related storage was well organized, neat and clean. The autopsy suite was clean organized and well within standards. The offsite autopsy suite used by the contract forensic pathology group was not inspected but is NAME accredited and certification was provided and attached to the audit document.

An inspection of the vehicles used by the office found the vehicles in very good condition and adequately equipped.

The office does not have a laboratory but utilizes both state and private lab services. These services meet the needs of the office. Turn around times are tracked and meet standards.

The office also depends upon contracted autopsy services. The service is able to provide timely response to cases and provides appropriate reports. Each doctor is well within the recommended case load.

One of the Doctors providing service is not board certified but in in the application process. Quality assurance is conducted internally by the service provider.

A review of the staffing pattern for the office has raised some concern with the low number of personnel. Including the Coroner there are 2 full time and 1 part time employees for investigation and 1 full time administrative person. Considering leave liability and job stress the staffing shortage may become an issue. This office transport cases out of state for examination. This is a strain on staff time to transport cases outside of the state for examination and autopsy. If cases could be done at the coroner's office this would reduce some time constraints. This should be addressed in future budget reviews. In an interview with the County Commissioners they have budgeted for an additional part time employee this year and should be complimented for their efforts and continue to address the needs.

The reports completed by this office are concise and informative. A random sampling of each manner of death was reviewed. The reports completed by the investigators are concise and organized. The narrative section of the reports meets minimal information but should be more detailed and include much more factual descriptive information. This was discussed and the office is researching the addition of a coroner/medical



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examiner-based records management system. The office has a policy to conduct re enactments on deaths of infant children per standards. Photographs were also reviewed with the cases that were inspected.

They were within standards but some of the photo's lacked scales and or case numbers this was addressed with the coroner and she will correct this situation in future cases.

During the inspection auditors observed some items of note. This office transports the deceased person to the office. They utilize cote covers for all cases. They utilize a special United States Flag cover for military veterans & 1<sup>st</sup> responders who die and are transported by the staff. This is one example of the caring of this office. They also have special carriers for infant and small children. The office is involved in several community outreach and it is recommended it be documented and reported in the annual report.

This office identified a need in the community to assist families in the time of death such as death. They provide a "help basket" to displaced families members at death scenes or shortly thereafter. They include water, snack, food, clothing, toiletries etc. This is an excellent example of an office going above and beyond to address the needs of those we serve.

The Auditors met with stake holders to assess their perspective of the work the office does.

County Commissioners Heath, Holmes, Ash and Thompson. Contact Number 307-632-4260

The impression given et al was as follows:

The office has changed drastically since Coroner Reid has taken office. The communication has improved. The information exchange has been excellent and the feedback from the community has been very positive, proactive, caring, inclusive and collaborative. One commissioner expressed concern about the stress of the job on the staff and the coroner. The commissioners were in tune with the needs of the office and staff and appear to be very supportive.

Chief J. Caughey, 9th Fire District cell 307-772-1058

The Chief indicated the working relationship was excellent and it has not always been that way with the office in the past years. The response time for the office to death was were as good as can be expected since travel time in Wyoming is always an issue but juts the nature of a large area or responsibility. The coroner does everything possible to bridge gaps in service and address needs of the respective organizations. They work together on mass fatality and disaster training. All of the individuals interviewed spoke of the coroner's compassion and caring. They each spoke of an incident of a fire fighters' recent death and the dignity and caring shown by the office and the coroner.

Captain Tom Stoker Wyoming Highway Patrol 307-777-4875

The Captain indicated the relationship is excellent. There are no concerns and the conflict does not exist. He has indicated the coroner will take extra time to explain the process of the office to the troopers and is always teaching and working to better the level of the everyone in the process. In closing he enjoys working with the office and it is the best relationship he has experienced in his 25 years.



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AUDITOR'S RECOMMENDATIONS

It is the recommendation this office be granted unconditional certification.

P. Michael Murphy F-ABMDI  
Coroner, Retired  
Lead Auditor

Date 01-07-2020

Kelly Keyes, D-ABMDI  
Supervising Deputy Coroner  
Auditor

Date 01-07-2020

## **Rebecca J. "Becki" Reid**

3606 Sowell Street □ Cheyenne, WY 82009 □ 307-414-0824 □ beckifejes@gmail.com

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### **Work Experience**

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**Laramie County Coroner Office, Cheyenne, WY** Jan. 2019-present  
**Coroner**

**Laramie County Coroner's Office, Cheyenne, WY** Dec. 2013 - present  
**Chief Deputy Coroner**

- = Take death calls and determine Coroner's Jurisdiction
- = Schedule autopsies when needed
- = Draw blood to check cardiac levels
- = Maintain death certificates
- = Initiate and complete case files
- = File case dockets
- = Speak to families about deceased medical history. Contact primary care physician and obtain medical records
- = Release bodies to funeral homes with proper release form
- = Pill destruction on each case if needed
- = Maintain supplies and inventory
- = Obtained fingerprints and dental for identification purposes
- = Collection and inventory of personal property
- = Collect and store evidence on each case
- = Use digital photography to document crime scenes and autopsies involving death investigation
- = Working and filed proper paperwork and forms for indigent/unclaimed bodies
- = Transport bodies from death scenes
- = Maintain maintenance on vehicle's if needed
- = Training personal

**District 14 Medical Examiner's Office, Panama City, FL** 2009- Nov. 2013  
**Death Investigator / Forensic Pathology Assistant**

**Covered: Bay, Gulf Calhoun, Washington, Holmes and Jackson Counties**

- = Obtained fingerprints, dental and body x-rays for identification purposes
- = Collection and inventory of personal property
- = Collect and store evidence on each case
- = Used Digital Photography to document crime scenes and autopsies involving death investigation
- = Assist Medical Examiner with autopsies, collecting samples for toxicology, histology, gross specimens and DNA
- = Initiate and complete case files
- = Maintain morgue by ordering and stocking supplies
- = Maintain morgue logs

- = **Maintain morgue operations**
- = **Speak to families about deceased medical history. Contact primary care physician and obtain medical records**
- = **Maintain death records using EDRS online system**
- = **Maintain all invoices received in office to be approved and paid**
- = **Grant Writing**
- = **Annually reported data to the Florida Department of Law Enforcement and the Medical Examiners Commission**
- = **Maintain the annual audit**
- = **Made sure supplies were stocked for whole office**
- = **Prepared Morgue for Health Department inspection**
- = **Oversaw Hazmat training and Biohazards training once a year for all employees**
- = **Schedule maintenance for the building**
- = **Worked with the Bay County Teen Court Program, hosted monthly tours of the office to teens who are court ordered to attend the program**
- = **Maintained record keeping and invoices**
- = **Maintained Innovatory records for county inspections**
- = **Worked and filled proper paperwork and forms for indigent/unclaimed bodies**
- = **Setup and assisted the Medical Examiner with private autopsies**
- = **Private brain removals for Mayo Clinic antimeres studies**
- = **Released bodies to Funeral home with proper release form**

**Bay County Sheriff's Office, Lynn Haven, FL**  
**Telecommunications**

**2007- 2009**

- = **Answered 911 and non-emergency calls**
- = **Dispatched deputies to calls as they came into call center**
- = **Ran identifications, vehicles, and persons through FCIC/NCIC**
- = **Entered missing persons and stolen items into FCIC/NCIC**
- = **Confirmed wanted persons with other agencies**
- = **Train new personal in dispatch**
- = **Assistant supervisor of a shift (also act as supervisor in their absence)**
- = **Kept all employees up to date on policies and procedures**
- = **Made sure everyone on my shift was up to date on all training**

**Springfield Police Department, Panama City, FL**  
**Telecommunications**

**2004-2006**

- = **Answered 911 and non-emergency calls**
- = **Dispatched officers and Fire and Rescue to calls as they came into call center**
- = **Ran identifications, vehicles, and persons through FCIC/NCIC.**
- = **Entered missing persons and stolen items into FCIC/NCIC**
- = **Train new personnel in dispatch**
- = **Confirmed wanted persons with other agencies**

**District 14 Medical Examiner's Office, Panama City, FL**

**2002-2003**



## **Death Investigator / Forensic Pathology Assistant**

**Covered: Bay, Gulf, Calhoun, Washington, Holmes and Jackson Counties**

- = Fingerprints, dental and x-rays bodies for identification purposes**
- = Collect and inventory personal property**
- = Collect and store evidence on each case**
- = Used Digital Photography to document crime scenes and autopsies involving death investigation**
- = Assist Medical Examiners with autopsies, collecting specimens for toxicology, histology, gross specimens and DNA**
- = Initiate and complete case files**
- = Maintain the morgue by ordering and stocking supplies**
- = Maintain morgue logs and operations**
- = Speak to families in regards to medical history. Contact primary care physician and obtained medical records**
- = Maintain death records (Paper Death certificates)**
- = Annually reported data to the Florida Department of Law Enforcement and the Medical Examiners Commission**
- = Maintained annual audit**
- = Oversaw Hazmat training and Biohazards training once a year for all employees**
- = Prepared morgue for Health Department Inspection**
- = Schedule maintenance for the building**
- = Worked and filed proper paperwork and forms for indigent/unclaimed bodies**
- = Released bodies to Funeral Homes with proper release.**

**Wilson Funeral Home, Panama City, FL**

**2001-2002**

**Intern/Volunteer**

- = Completed 120 hours towards my apprenticeship**
- = Assist with funerals, preparation of body for funeral services (dressing and cosmetics)**
- = Removal of body from place of death**

**Smitty's BBQ Restaurant, Panama City, FL**

**1996-2004**

**Hostess, Waitress, Manager**

- = Take orders, enter in POS system, deliver orders and cash out customers**
- = Assist with catering and managerial duties as need**
- = Open and close restaurant**

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## **Skills**

Computer literate, Internet, Microsoft Office, Microsoft Excel, Microsoft Power Point,  
 grant writing experience and good communication and Interpersonal skills  
 Ability to communicate with many different levels of people including (but not limited to)  
 department heads, law enforcement, ems, doctors, court officials, media personnel and  
 the general public.

### **Education**

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<b>Bay High School, Panama City, Fl. United States</b> <b>Major: General Studies for High School Diploma</b>	<b>1997-2001</b>
<b>Gulf Coast State College</b> <b>Basic English and Reading Skills II</b>	<b>Spring 2002/Fall 2002</b>
<b>Gulf Coast State College</b> <b>Crime Scene Digital Photography</b>	<b>2002</b>
<b>Gulf Coast Community College, Panama City, Fl. United States</b> <b>Criminal Justice Training Academy</b> <b>Major: Law Enforcement Officer</b>	<b>2004-2005</b>
<b>School of Medicine St. Louis, Missouri</b> <b>Medicolegal Death Investigative training course 40 Hours</b>	<b>January 27-31, 2003</b>
<b>Florida Department of Law Enforcement</b> <b>FCIC/NCIC Certification 5 Hours</b>	<b>September 23, 2004</b>
<b>Department of Juvenile Justice</b> <b>Par Certification 120 Hours</b>	<b>June 10, 2005</b>
<b>Introduction to the Incident Command System ICS-100</b>	<b>March 3, 2008</b>
<b>ICS for Single Resources and Initial Action Incidents ICS-200</b>	<b>March 4, 2008</b>
<b>National Incident Management System (NIMS), an Introduction</b>	<b>March 11, 2008</b>
<b>Mass Fatality Incident Response 20 Hours</b>	<b>March 13, 2014</b>
<b>American Board of Medicolegal Death Investigators</b> <b>640 Hours</b>	<b>2014</b>
<b>School of Medicine St. Louis, Missouri</b> <b>Medicolegal Death Investigative training course 40 Hours</b>	<b>January 5-9, 2015</b>
<b>American Board of Medicolegal Death Investigators</b> <b>#2290 Certified ABMDI</b>	<b>January 9, 2015</b>
<b>University of North Dakota School of Medicine</b> <b>January 2019</b>	<b>February 18, 2015</b>

**Death Investigation Basics (7.75 Hours)**

**University of North Dakota School of Medicine  
Death Investigation Cultural Competency  
(2.25 Hours) March 25, 2015**

**University of North Dakota School of Medicine  
Death Investigation Mental Health First Aid  
(3.25 hours) April 7, 2015**

**Managing Emotions Under Pressure  
(6 hours) April 28, 2016**

**University of North Dakota School of Medicine  
Death Investigation Advanced Topics Course  
(5.0 hours) August 27, 2016**

**Texas A&M/ FEMA Senior Officials Workshop  
For All- Hazards Preparedness (6 hours) February 21, 2017**

**Identifying, Investigating, and Prosecuting  
Domestic Violence Strangulation Cases  
(9 hours) August 22, 2017**

**University of North Dakota School of Medicine  
Death Investigation Terminology & Diseases Course  
(6.5 hours) March 23, 2019**

**University of North Dakota School of Medicine  
Forensic Pathology Course  
(18 hours) August 17, 2019**

**Professional Organizations**

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**American Board of Medicolegal Death Investigators  
Society of Medicolegal Death Investigators  
Wyoming Peace Officers Standards and Training Commission (post)  
Wyoming Child Death Review and Prevention Team  
The Children's Collaborative Team  
Loss Team with Grace For Two Brothers  
Zonta of Cheyenne  
International Association of Coroner's & Medical Examiners**

## References

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**Natasha Woodham DNP, ARNP**  
**Gulf Coast Children Advocacy Center**  
**850-896-1285**

**Joey Weiner**  
**Weld County, Colorado Coroner's Office**  
**Chief Deputy Coroner**  
**720-938-1813**

**Mark Shuman M.D**  
**Miami Dade Medical Examiner's Office**  
**305-527-9535**

**Shannon Mitchell**  
**Dist. 14 State Attorney Office**  
**Investigator**  
**850-381-1405**

# CHAR M. MADDEN

P.O Box 160 • Pine Bluffs, WY. 82082 • Phone (307) 823-3175

## OBJECTIVE

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To continue my education as a Medicolegal Death Investigator with the Laramie County Coroner's Office

## EDUCATION

---

2012 Eastern Wyoming College Torrington, WY

*17 Credit Hours*

- Criminal Justice/General Studies

2012 Wyoming Law Enforcement Academy Douglas, WY

*Wyoming Certified Peace Officer*

- Peace Officer Basic

2001 Wyoming Law Enforcement Academy Douglas, WY

*Wyoming Certified Detention Officer*

- Detention Officer Basic

## PROFESSIONAL EXPERIENCE

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2019-Present Laramie County Coroner's Office Cheyenne, WY  
*Chief Deputy Coroner*

- Perform all the functions of Deputy Coroner.
- Medicolegal death investigation including external examinations and autopsy.
- Provides assistance on administrative management.
- Accurately provide for release of coroner's information as allowed by law.
- Provide follow up investigation on all pending cases to assist pathologists as requested.
- Responsible for keeping record, directing and assisting in all investigations.
- Responsible for assisting in the training of staff in regard policies and procedures and the newest investigative techniques.
- Maintain records on all departments training.
- Process and handle all aspects of indigent/unclaimed bodies.
- Testify in court or inquest as a witness regarding findings in a

Coroner's investigation, as required.

- Performs other Coroner's Office related duties as required.

2015-2019 Laramie County Sheriff's Office Cheyenne, WY

*Deputy Sheriff*

- Patrol the entire count of Laramie County, Wyoming to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; check buildings for physical security.
- Respond to burglar alarms, general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.
- Collect, process, photograph and present evidence including fingerprints, fibers, blood and related physical evidence.
- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations; investigate traffic accidents; render aid to injured parties.
- Interview suspects, victims, and witnesses in the field. Prepare reports on arrests made, activities performed and unusual incidents observed; input information into the computer.
- Arrest and maintain custody of prisoners; conduct breathalyzer tests and record results; book and transfer prisoners to jail.
- Serve warrants, subpoenas, and civil paperwork.

2012-2015 Pine Bluffs Police Department Pine Bluffs, WY

*Police Officer*

- Patrol the area of the Town of Pine Bluffs to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; check buildings for physical security.
- Respond to burglar alarms, general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.
- Collect, process, photograph and present evidence including fingerprints, fibers, blood and related physical evidence.
- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations; investigate traffic accidents; render aid to injured parties.

- Interview suspects, victims, and witnesses in the field. Prepare reports on arrests made, activities performed and unusual incidents observed; input information into the computer.
- Arrest and maintain custody of prisoners; conduct breathalyzer tests and record results; book and transfer prisoners to jail.
- Serve warrants and subpoenas; provide bar checks.

**2009-2012 Laramie County Assessor's Office    Cheyenne, WY**  
***Field Appraiser***

- Performs field inspection of properties, and interviews residents to obtain technical property information; collects data using state and County guidelines and procedures.
- Verifies the features and characteristics of the land and property to be appraised; draws to scale the components and property as an aid in determining its value. Conducts visual inspection and makes qualified judgments regarding the condition and effective age of properties; ensures assessments accurately reflect property values.

**2001 – 2009 Laramie County Sheriff's Office    Cheyenne, WY**  
***Detention Sergeant/Deputy Sheriff***

- Supervises sworn deputies and support staff; prioritizes and assigns tasks and projects; disciplines, trained and evaluates staff; counsels, coaches and instructs employees as required. Supervises sworn deputies assigned to court security, maintains the safety and security of the courthouse and courtrooms. Ensure the safe transport of inmates to and from court.
- Prepared Detention/Court Security Budgets
- Supervised Programs Director/Inmate Labor Director/Visitation Clerks
- Maintain Safety and Security of the Detention Center/Sheriff's Department and the Count Government Complex.
- Maintained custody of the inmate population. Provided Court Security, Field Training Officer, and Classification Officer.

**ADDITIONAL PROFESSIONAL ACTIVITIES**

**Certified D.A.R.E. Instructor.**

**Certified SRO with National Association of School Resource Officers**

**Certified Medicolegal Death Investigator through the American Board of Medicolegal Death Investigators (registry number 3283)**

## **SPECIALIZED TRAINING**

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**State of Wyoming Coroner Basic Course through Wyoming Law Enforcement Academy**

**Death Investigation Basic Course with University of North Dakota School of Medicine**

**Advanced Topic Death Investigation Course with University of North Dakota School of Medicine**

**Cultural Competency Course with University of North Dakota School of Medicine**

**Forensic Pathology Course with University of North Dakota School of Medicine**

**Terminology & Disease Courses with University of North Dakota**

**Mental Health Issues for Death Investigators Course with University of North Dakota School of Medicine**

**Response and Understanding a Death Scene Course with Death Investigation Academy**

**Investigating Infant and Child Death Course with Death Investigation Academy**

**Courtroom Testimony, Preparation, and Credibility Course with Death Investigation Academy**

**Chemical Suicide-Responder Safety Course with Death Investigation Academy**

**Bleeding Control Basic v.1.0 Course**

**Trauma Informed Care Training**

**QPR Suicide Prevention Gatekeeper Program**

**Mental Health First Aid**

**Basic Crime Scene Processing**

**Reid Interview and Interrogation**

**Reid Advanced Interview and Interrogation**

**Detective New Criminal Investigator**

**Basic Crime Scene Digital Photography**

**Crimes Against Children Conferences**

**Advanced Techniques Unresolved Death Investigation**



**Why Teens Kill**

**2,010 hours of Wyoming P.O.S.T. training**

### **AWARDS RECEIVED**

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**August 2017 Received A Life Saving Award with Laramie County Sheriff's Office.**

**August 2017 received Bystander of the Year Award from Wyoming State EMS convention.**

**October 2016 received a Life Saving Award with Laramie County Sheriff's Office.**

**December 2015 received a Service Commendation Award with Pine Bluffs Police Department.**

**November 2007 received a Meritorious Service Commendation Award with Laramie County Sheriff's Office.**

**December 1999 received a Life Saving Award with Laramie County Sheriff's Office.**

### **VOLUNTEER SERVICE**

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**2019-Present: Reverse Park Ranger with Wyoming State Parks.**

**2015-Present- Reserve Part/Time Police Officer with Pine Bluffs PD.**

**2011: Fundraising for various charities in Laramie County thru the Cheyenne Capidolls Roller Derby League.**

## **Theresa Patterson**

5902 E. 13th Street Cheyenne, WY. 82001 (307)256-6456 metree69@gmail.com

### **EXPERIENCE**

**Laramie County Coroner's Office** , Cheyenne, WY. —

**Deputy Coroner February 2020 - PRESENT** Under close to general supervision, conducts investigations to determine the circumstances, cause and manner of death and determines the identity of decedents coming under the jurisdiction of the Office for the Coroner. May order, attend and assist in the conducting of autopsies by a pathologist and any other duties required by the coroner.

**Laramie County Treasurer**, Cheyenne, WY. —

**Motor Vehicle Clerk October 2018 - February 2020** Process sales tax and vehicle registration for residents of Laramie County. Dual registration and work permits are also issued out of this office. This position requires a large amount of multi-tasking. We answer all of our phone calls and correspondence by mail and email all while providing customer service to the walk-ins. It is fast paced for most of the year and can take some patience. There are times customers are not so happy to give us large sums of money or provide required documents. In these cases we must use our negotiation skills and be able to help them through a difficult situation. I handle very large sums of money and we count out our drawers every morning before we open the doors.

**Halladay Motors Inc.**, Cheyenne, WY. —

**Billing Clerk November 2016- October 2018** I was hired as the receptionist and still worked this position to cover for lunch 3-4 days a week. Answering the telephone and directing customers to the appropriate department. Make copies, complete faxes and emails for the owner. Greet and take care of customers and vendors when they enter the showroom. I was moved into the Accounting department in March of 2017 as the Accounts Receivable Clerk. In that position I completed the daily bank deposit for cash and checks received for parts and service departments in all 3 stores. Pull and arrange a spreadsheet each morning for our sales team and general manager to provide which car deals are still in transit. Enter all credit card receipts off of credit card ledger from our bank statement. Receipt in Automatic payments for the day for all 3 stores plus the body shop. Clean schedules for the fixed operative manager meeting every Wednesday. I was moved into the Billing Clerk position in July of 2017. There I posted all of the car deals for all 3 stores and the used car center. This is done in our general operating system (CDK) and I worked directly with the Finance Managers. I was responsible for the warranty cancellations and refunds and also posting the statements at the beginning of each month. This required working with the warranty company, the finance manager and the customer. I had monthly schedules to be cleaned that directly relate to any money in or out for a car deal. This took me approximately 2 days to complete for all 3 stores. I was also still receipting in all money for any car deal, Accounts Receivable checks and down payments.

**Great Harvest Bread Company, Cheyenne, WY. –**

**Store Opener/ Server August 2016 – November 2016** I opened the store each morning for customers. Before opening I worked with the bakers to fill the display cabinet and shelves with baked goods for the day. I was also trained as a Barista for the espresso machine. I prepared sandwiches and soups daily. Cash register was handled by me and counted out daily.

**A thru Z Document Destruction, Cheyenne, WY. –**

**Information Protection Specialist – April 2008 – August 2016** I worked alongside the Shred Truck driver to remove paper from customers locations for onsite shredding. Paper was kept secure in the locked console or bin inside of the business before we removed it. We ensured chain of custody to the shred truck where documents were destroyed. We also recycled and destroyed electronics and hard drives in our degasser truck which was set to military requirements. I worked in the office 3 to 4 days out of the week to complete payroll, driver route sheets, invoices and accounts receivable.

**Laramie County Sheriff's Office, Cheyenne, WY. –**

**Central Control Operator – July 2003 – April 2008** My main duties were control of all doors for the interior and exterior of the Laramie County Detention Center. During these duties I had to keep a roster of all staff on shift inside the building and any visitors entering the jail. All personal items like keys, cell phones and weapons had to be checked in and locked before entering by visitors. Then visitors (ex. Legal personnel or law enforcement) were required to sign in with proper identification and given visitors badges. Knowledge of the buildings layout, all entry and exit doors and proper procedure were all vital to this position. Central Control also holds a copy of every key for the building in case of power outage or emergency. All radio traffic and Cameras for the facility are also run and monitored through Central Control. In the event of an emergency in the facility it was my responsibility to dispatch the right personnel or outside agency (ex. Ambulance, Fire or Coroner) to the location needed. I trained new hires and also completed the employee schedule for our department.

**Laramie County Sheriff's Office, Cheyenne, WY. –**

**Dispatcher – January 2003 – March 2003** In this position I answered radio traffic for the Sheriff's Department Deputies and the 911 line in the county. I assisted residents with emergencies over the phone to help get law enforcement, medical or fire to them as needed. I ran criminal background records as needed. Confirmed and delivered warrants into the jail for law enforcement deputies. Recorded and taped all 911 calls for supervisors.

## **EDUCATION**

**Roosevelt High School** Sioux Falls, SD. — High School Diploma 1994 - 1998

**Southeast Technical Institute** Sioux Falls, SD. 1999 Completed one full semester

**University of North Dakota** – Online 2020, Death Investigator Training including  
Death Investigation Training

Basics

Mental Health Issues for Death Investigators

Cultural Competency

Terminology and Diseases

Advanced Topics

Forensic Pathology

**Death Investigation Academy** – Online 2020 / Classes taken

Response and Understanding a Death Scene

Investigating Infant and Child Death

Chemical Suicide – Responder Safety

Courtroom Testimony, Preparation and Credibility

Professional Conduct – skill and attributes

Implications in Cause, Manner and Time of Death Rulings

Proper Death Notification Procedures

Determining Time of Death

Scene Management and Documentation

# *Amber Dancliff*

1189 Verlan Way, Cheyenne, WY 82009  
(307) 630-5542 ❖ [adancliff1@gmail.com](mailto:adancliff1@gmail.com)

## **Professional Profile**

Over 15 years-experience in customer service, office management and administrative work • Exceptional administrative skills; highly proficient with computers and office systems • Assessments and Evaluations • Detail oriented and strong ability to prioritize • Excellent investigative skills with ability to interpret policies and procedures • Create sensitive documents for Commercial Lending

## **Qualifications**

- Updating Policy and Procedures manual.
- Ten + years of customer service experience that translates to helping people in a friendly and efficient manner.
- Research and data gathering for various projects from all types of available sources.
- Ten + years' experience in an office environment working with numerous software systems.
- Thirteen years' experience in all types of clerical duties to include: cash balance, requisitions, finance and budget, payroll, filing, system configuration and supply orders plus many more.
- Create, prepare files for deceased
- Electronically scan and file financials, mortgages, personal information

## **Professional Skills**

- Coroner Basic Training Certified
- State of Wyoming Notary
- Self-motivated, determined and can quickly learn new procedures and methods.
- Professional demeanor.
- Dependable – can work with or without supervision as needed, able to follow directions, both oral and written.
- Organized and priority driven, Able to multi-task efficiently.

## **Interpersonal and Teamwork Skills**

- Honest, friendly, excellent communication skills.
- Detail oriented with a strong work ethic.
- Committed to assisting others.

## **Quantitative Skills**

- Training of new personnel on processes and procedures; including necessary computer software.
- Observed several autopsies to learn methods and procedures.
- Participated in multiple investigations including photographing, transporting the deceased and completion of necessary paperwork per Standard Operating Procedures set forth by the Laramie County Coroner's Office.
- Order title work, request updated insurance, create loan documents, schedule closings
- Maintain multiple spreadsheets for tracking purposes
- Board loans into they system, update, file, scan, disburse, and report HMDA after loans closing

## **Computer Skills**

- Above average skills in MS Office suite including Word, Excel, Office.
- System configuration for Innoprise software.
- Excellent skills in preparing and maintaining spreadsheets in Excel.
- Business correspondence; writing letters and memos, editing for content, spelling and grammar.
- Able to learn new software applications with ease.

# Amber Dancliff

1189 Verlan Way ♦ Cheyenne, WY 82009  
(307) 630-5542 ♦ [adancliff1@gmail.com](mailto:adancliff1@gmail.com)

## Education

- **LCCC** **Cheyenne, WY**
- *Generals*
- 37 credit hours *2002 to 2004*

## Employment

- Laramie County Coroner's Office** **Cheyenne, WY**  
Rebecca Reid  
Executive Assistant 2019 to present
- Meridian Trust FCU** **Cheyenne, WY**  
Deborah Sanchez  
Commercial Loan Processor 2016 to 2019
- Laramie County, Coroner's Office** **Cheyenne, WY**  
Rebecca Reid  
Deputy Coroner 2015 to 2017
- Laramie County, Planning and Development Office** **Cheyenne, WY**  
Dan Cooley  
Zoning/Permit Technician 2011 to 2016
- City of Cheyenne, Building and Planning Department** **Cheyenne, WY**  
Bruce Wilson  
Lead Permit Technician/Office Manager 2004 to 2011
- Halladay Motors, Inc.** **Cheyenne, WY**  
Kathy Hayes  
Title Clerk/Service Advisor/Cashier 1998 to 2004


## The Bureau of Justice Assistance Grants Programs Checklist

### Instructions:

1. Complete the following information below: Applicant Name, Point of Contact Name, POC signature, Date Submitted, Application/Grant Number, and Grant Program.
2. Complete the Grants Programs Checklist, starting on page 2.
3. Return this document in electronic format with your application.

**Applicant Name:** Laramie County, Wyoming

**Point of Contact Name:** Rebecca Reid

**POC signature:** 

**Date Submitted:** 6/19/20

**Application/Grant Number:** BJA-2020-18433

**Grant Program:** Paul Coverdell Forensic Science Improvement Grants  
Program-Competitive

**TCG Technical Recommendation:**

**BJA Approval:**

<b>Bureau of Justice Assistance Grants Program Checklist</b>			
<b>Resource</b>	<b>Concern</b>	<b>Yes or No</b>	<b>Comments</b>
<b>Air Quality</b>	Does the project comply with state air quality standards for all criteria pollutants?	Yes	
	Is the project located in an area designated by the EPA as in attainment for the seven criteria pollutants?	N/A	
	Would the action produce minimal emissions (100 tons per year or less for each of the seven criteria pollutants and/or does not exceed 10% of an area's total emissions)?	N/A	
	Would potential exposure to chemical emissions in a laboratory be controlled through the use of a biological hood?	N/A	
	Would the project only produce emissions that do not impede the area's conformity with the State Implementation Plan under the Clean Air Act?	N/A	
<b>Significance Criteria</b>			
<i>An impact would be considered significant if pollutant emissions result in exposure of people, wildlife, or vegetation to ambient air that does not meet the standards established under the Clean Air Act, or interfere with state ambient air quality standards.</i>			
<b>Resource</b>	<b>Concern</b>	<b>Yes or No</b>	<b>Comments</b>
<b>Geology, Topography, Soils (includes Farmland Protection)</b>	Would there be compliance with local soil erosion mitigation measures in construction and renovation projects?	N/A	Remodeling of existing facility, with limited disruption.
	Would the project avoid erosion and deposition, compacting soils in fragile environments, or altering the character of soils over a large area?	N/A	
	Would the project comply with the Farmland Protection Policy Act?	N/A	
<b>Significance Criteria</b>			
<i>An action would cause a significant impact if soil erosion produced gullying, damage to vegetation, or a sustained increase in sedimentation in streams. This includes a substantial loss of soil, and/or a substantial decrease in soil stability and permeability. Also, significant impacts can occur when soils are substantially disrupted, displaced, compacted or covered over. An action would also constitute a significant impact if the action caused ground fracturing, folding, subsidence, or instability. Impacts associated with soil contamination would be significant if the affected area was no longer able to support its current function or vegetative cover.</i>			



Resource	Concern	Yes or No	Comments
<b>Water Resources (Water Quality, Surface Water, Wetlands, Floodplains, Coastal Barrier Resources, Wild and Scenic Rivers)</b>	Would project activities avoid contamination, sedimentation, or otherwise significantly affecting the water quality or hydrology of a nearby surface water body?	N/A	Project will have no impact on Water Resources
	Would changes to surface water quality or hydrology be confined to the immediate project area?	N/A	
	Does the project ensure that local and state regulations concerning stormwater runoff are followed?	Yes	
	During construction activities, would all state, local, and tribal regulations concerning erosion controls, runoff abatement, and vegetation removal be followed?	Yes	
	During construction activities, would proper hazardous spill procedures be in place to minimize impacts of spills on water quality?	Yes	
	Would the project avoid affecting a designated Wild and Scenic River in any manner?	N/A	
	Would the project avoid affecting any portion of a 100-year or 500-year floodplain or jurisdictional wetland?	N/A	
<b>Significance Criteria</b>			
<i>Impacts on water resources would be considered significant if effluent or pollutant emissions result in exposure of people, wildlife, or vegetation to surface or ground waters that do not meet the standards established under the Clean Water Act, or interfere with state water quality standards.</i>			
<i>An action would cause a significant impact on wetlands and floodplains if the soil structure, hydrology or the vegetation of more than ¼ acre (1/10 ha) of a wetland would be altered, or a floodplain area is altered enough to present a reasonable flood danger to the area, causes the degradation or loss of habitat for populations indigenous to the floodplain area, or prohibits farming activities.</i>			
Resource	Concern	Yes or No	Comments
<b>Natural Environment (Wildlife, Wildlife Habitat, and Vegetation)</b>	Would the project avoid causing more than a short-term change in the composition, structure, or density of vegetation?	N/A	Project will have no impact on the natural environment.
	Would the project avoid causing more than temporary disturbance or relocation of wildlife?	N/A	
	Would the project avoid impacting current or future wildlife or vegetation biodiversity or species composition?	N/A	

	Would the project insure that the potential for the establishment of non-native plant species within disturbed areas created by this project would be minimal?	N/A	
	Would project construction occur in an area other than a unique or sensitive plant community?	N/A	
	Would the project avoid extirpating any plants or animals from the project area?	N/A	
<b>Significance Criteria</b>			
<i>An action would cause a significant impact if any changes to native vegetation extend beyond a small area and affect the viability of a plant species population or vegetation community. Full recovery would not occur in a reasonable time, considering the size of the project and the affected resource's natural state.</i>			
<i>An action would cause a significant impact if any changes affect a large portion of a wildlife population and the viability of that population. Full recovery would not occur in a reasonable time, considering the size of the project and the affected species' natural state.</i>			
<i>An action would cause a significant impact if the degradation or loss of habitat is sufficient to cause native wildlife populations to leave or avoid the area.</i>			
<b>Resource</b>	<b>Concern</b>	<b>Yes or No</b>	<b>Comments</b>
<b>Endangered Species</b>	Would the project avoid impacts on T&E species or critical habitat?	N/A	Project will have no impact on any endangered species.
	Is the project area free of any Federal or state listed T&E species or critical habitat, as determined by consultation with FWS or NMFS?	N/A	
	Would the project avoid impacting any areas in or adjacent to habitat for rare, threatened, or endangered species?	N/A	
	If the project is expected to adversely affect a listed species, would mitigation measures be employed that would successfully avoid such effects?	N/A	
<b>Significance Criteria</b>			
<i>Any effect to a federally listed species or its critical habitat would be so small that it would not be of any measurable or perceptible consequence to the protected individual or its population. This effect would equate to a "no effect" or "not likely to adversely affect" determination in U.S. Fish and Wildlife Service terms. Anything else would be considered significant.</i>			

**Applicant Disclosure of Pending Applications**

The Laramie County Coroner's Office has no other pending applications for federally funded grants that would cover any identical cost items outlined in the budget submitted with this solicitation.

<b>Federal or State Funding Agency</b>	<b>Solicitation Name/Project Name</b>	<b>Name/Phone/Email for Point of Contact at Federal or State Funding Agency</b>
NA	NA	NA

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

Approved by OMB  
0348-0046

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Laramie County, Wyoming 310 W. 19th Street, Suite 300 Cheyenne, WY 82001  Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known: _____	
<b>6. Federal Department/Agency:</b> Department of Justice	<b>7. Federal Program Name/Description:</b> Paul Coverdell Forensic Science Improvement Grants Program Competitive CFDA Number, if applicable: 16.742	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i> NA-Laramie County has no lobbying activities.	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Gunnar Malm</u> Print Name: <u>Gunnar Malm</u> Title: <u>Chairman</u> Telephone No.: <u>(307) 633-4260</u> Date: <u>6/19/2020</u>	
<b>Federal Use Only:</b>	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 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 the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



**Background**

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: Laramie County, Wyoming  
 Street1: 310 W. 19th Street, Suite 300  
 Street2:  
 City: Cheyenne  
 State: WYOMING  
 Zip Code: 82001

2. Authorized Representative's Name and Title:

Prefix: Mr. First Name: Gunnar Middle Name:  
 Last Name: Malm Suffix:  
 Title: Chairman of Laramie County, Wyoming

3. Phone: (307) 633-4260 4. Fax: 3076334267

5. Email: commissioners@laramiecounty.com

6. Year Established: 1890	7. Employer Identification Number (EIN): 83600111	8. DUNS Number: 197732709
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No

If "No" skip to Question 10.  
 If "Yes", complete Questions 9. b) and 9. c).



**AUDIT INFORMATION**

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes  No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes  No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):

None (if none, skip to question 13)

11. Most Recent Audit Report Issued:  Within the last 12 months  Within the last 2 years  Over 2 years ago  N/A

Name of Audit Agency/Firm: Clifton Larson Allen LLP

**AUDITOR'S OPINION**

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions
- N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$ 0

Were material weaknesses noted in the report or opinion?  Yes  No

13. Which of the following best describes the applicant entity's accounting system:

- Manual
- Automated
- Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes  No  Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

Yes  No  Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

Yes  No  Not Sure



<p>17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<b>PROPERTY STANDARDS AND PROCUREMENT STANDARDS</b>	
<p>20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>21. Does the applicant entity maintain written policies and procedures for procurement transactions that – (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (<a href="http://www.sam.gov">www.sam.gov</a>) for suspended or debarred sub-grantees and contractors, prior to award?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<b>TRAVEL POLICY</b>	
<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<b>SUBRECIPIENT MANAGEMENT AND MONITORING</b>	
<p>25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award – (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>





<p>26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>
<p>27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>

**DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES**

<p>28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)</p> <p>If "Yes", provide the following:</p> <p>(a) Name(s) of the federal awarding agency: [Redacted]</p> <p>(b) Date(s) the agency notified the applicant entity of the "high risk" designation: [Redacted]</p> <p>(c) Contact information for the "high risk" point of contact at the federal agency: Name: [Redacted] Phone: [Redacted] Email: [Redacted]</p> <p>(d) Reason for "high risk" status, as set out by the federal agency: [Redacted]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
---	--

**CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY**

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name:  Date:

Title:  Executive Director  Chief Financial Officer  Chairman  
 Other:

Phone:



Laramie County Coroner's Office  
 Year-to-Date Summary Report  
 End Date: 05/27/2020

<u>Category</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Suicide	1	1	0	0	3								5
Accident	3	0	5	2	2								12
Natural	24	13	17	19	15								88
Homicide	0	0	0	0	2								2
PENDING	0	4	1	4	2								11
Undetermined	0	0	0	1	0								1
Assist out side agency*	1	0	1	3	1								6
Non-Human	0	0	0	0	0								0
<b>TOTALS</b>	<b>29</b>	<b>18</b>	<b>24</b>	<b>29</b>	<b>25</b>								<b>125</b>
Backward Cases**	0	1	0	0	0								1
County Funded Burials	3	1	1	1	0								6
Donor	0	1	0	0	0								1
Eye Bank	0	1	0	0	0								1
Autopsy	6	2	5	6	8								27
Exhumations	0	0	0	1	0								1
Unclaimed Bodies	3	1	1	1	0								6
Abandoned Bodies	0	0	0	0	0								0
Unidentified Bodies	0	0	0	1	0								1

\* **Assist outside agency:** The Coroner may be called to assist another county or State in making notification to the the legal next of kin.

\*\***Backward Cases:** Coroner cases that were not reported to the coroner at the time of death. By the time the notification of death is reported to the coroner, the final disposition has already been determined and the body has either been cremated or buried, A paper investigation is then completed by the coroner in order to rule a cause and manner of death for completion of the death certificate.

**Toxicology:** Specimens are drawn on all cases for toxicology purposes.

**External Examinations:** Performed on all cases



## 2019 ANNUAL REPORT



**Rebecca Reid**  
**Laramie County Coroner**

3964 Archer Parkway  
Cheyenne, WY 82009  
Phone: 307-637-8000  
Fax: 307-633-4524

<https://www.laramiecounty.com/officials/CountyCoroner/index.aspx>



**OFFICE OF THE CORONER**

**LARAMIE COUNTY**

Rebecca Reid, Coroner

Office: (307) 637-8000

Fax: (307) 633-4524

To the Citizens of Laramie County,

It is my pleasure to present the 2019 annual report for the Laramie County Coroner's Office. The goal of providing this information is to be transparent and provide statistical data, while maintaining confidentiality, respect, and integrity to the citizens of Laramie County.

The information in this report is compiled from records generated by the Laramie County Coroner's Office. The data provided represents numerical, demographic, and statistical information.

Hopefully you will find this information useful for your research endeavors. If you have any questions or need further information or clarification, please contact the Laramie County Coroner's Office.

Respectfully,

A handwritten signature in blue ink that reads 'Rebecca Reid'. The signature is written in a cursive, flowing style.

Rebecca Reid, Coroner  
Laramie County, Wyoming

## MISSION & VISION STATEMENT

*To provide professional medicolegal death investigation by determining cause and manner of death, identifying decedents, notifying next-of-kin, and protecting decedent's property.*

*To be the leader in providing compassionate & efficient service to the people we serve in accomplishing our mission statement*

## DESCRIPTION, PURPOSE, AND FUNCTION OF THE LARAMIE COUNTY CORONER'S OFFICE

The Office of the Laramie County Coroner was established with jurisdiction coextensive with the boundaries of Laramie County, Wyoming.

It shall be the duty of the county coroner to determine the cause of death of any person reported to them as having been killed by violence; has suddenly died under such circumstances as to afford reasonable grounds to suspect or infer that death has been caused or occasioned by the act of another by criminal means; has committed suicide; and to determine the cause of all deaths as to which applicable state law makes it the duty of the coroner to sign certificates of death.

As the community continues to grow, so does the role of the Laramie County Office of the Coroner. The office has three distinctive divisions that work well together in an effort to provide support to the other divisions as well as to the public we are called upon to assist. Due to the nature of this most sensitive business, our goal is to provide compassionate service to those that we serve.

An obligation rests with each staff member to render honest, efficient, courteous and discrete service on behalf of the office.

As an overview of the office, a call is received reporting a death. An investigator is dispatched to the location and conducts an investigation into the circumstances surrounding the death. If the case falls under our jurisdiction, the decedent is transported to our office where an autopsy or external examination is conducted to determine the cause and manner of death. The investigator generates a written report, which is provided to the Forensic Pathologist prior to the autopsy/examination. If an autopsy is performed, an autopsy report is generated. The decedent is then released to a local funeral home. A Death Certificate is generated.

## WYOMING STATE STATUTES

### CHAPTER 6

Standards dealing with the Investigation of Coroner's Cases

#### Section 1: Definitions.

W.S. 7-4-104 is appended to these standards as Appendix A and adopted and incorporated herein.

#### Section 2: Conduct.

Coroners shall act in accordance with all relevant state and federal law. In addition, in dealing with the deceased, the family of the deceased, and the general public, the Coroners shall conduct themselves in a manner consistent with the highest standards of professionalism, compassion, and respect.

#### Section 3: General.

- (a) The Coroner shall work jointly with all law enforcement agencies having jurisdiction in a death scene investigation.
- (b) The Coroner has jurisdiction over and shall take custody of the body.
- (c) The Coroner shall assume responsibility for the property of the deceased.
- (d) Evidence is the responsibility of law enforcement and/or the Coroner.
- (e) The Coroner shall protect the chain of custody for any evidence in their custody.
- (f) The Coroner shall provide for transportation, security, and preservation of the deceased until released to the next of kin or their designee.
- (g) The Coroner shall pronounce death, and record the date, time, and location.
- (h) The Coroner shall provide for the notification of next of kin.
- (i) The Coroner shall provide the office staff and investigators:
  - (i) Safe and adequate equipment to perform any duties of the office; and
  - (ii) Adequate and appropriate safety and personal protective equipment suitable for the circumstances of the investigation.

#### **Section 4. Investigations.**

(a) The Coroner shall identify the deceased and determine the Manner and Cause of death as accurately as possible.

(b) In determining the Manner and Cause of death, the investigation shall include:

- (i) Scene Investigation;
- (ii) Toxicology sample on the deceased;
- (iii) Inventory of property, evidence, and medications;
- (iv) Photographs;
- (v) External Exam; and
- (vi) DNA sample.

(c) The Coroner shall issue a written report for all death investigations. The written reports may include but are not limited to, data from measuring devices, diagrams, evidence and body labeling, interviews, psychological and social histories, medical histories and consultation with physicians, autopsy, fingerprints, radiology, odontology, or DNA profiles or any other method necessary to determine the cause and manner of death.

(d) Investigations requiring a forensic autopsy of the deceased shall be conducted by a Forensic Pathologist who has been certified in that specialty by a nationally recognized certification board.

(e) All investigations will be completed in a reasonable time. The term 'reasonable time' is defined as that time period necessary to complete and collect data and information from toxicology, autopsy, or other investigation procedures, to determine with medical certainty a manner and cause of death.

#### **Section 5. Records.**

The Coroner shall maintain all public records in accordance with W.S. 9-2-405 through 9-2-413.

## STAFF

The staff of the Laramie County Coroner's Office consisted of the following



**Coroner: Rebecca Reid**

Rebecca was born in Tucson, Arizona and moved to Florida when she was three years old. Rebecca moved to Cheyenne, WY with her military family in 2013. Rebecca is proud to call Cheyenne her home. She has extensive field experience and educational qualifications that have served the countless communities she has been a part of extensively.

Prior to moving to Cheyenne, Rebecca served as death investigator with the District 14 Medical Examiner's Office in Panama City, Florida for seven years. She served as Deputy Coroner for Laramie County Coroner's Office from December 20, 2013 before being promoted to and serving as Chief Deputy Coroner since October 1, 2014. During the past seven years she has embraced the responsibility that comes with guiding families through the most difficult time in their lives; the loss of their loved ones. Rebecca's promise is to continue serving Laramie County and each decedent and family member with dignity, compassion and respect.



**Chief Deputy Coroner: Char Madden**

Char was born and raised in Cheyenne, Wyoming and graduated from Central High School. She has always had a passion to help people, which lead her to a career in law enforcement. Char started her law enforcement career when she was 21 years old working at the Laramie County Detention Center as a deputy sheriff and was later promoted to Sergeant. Char continued to work at the detention center until 2009, but stayed with the sheriff's office as a reserve deputy. In 2012 Char took a position with the Pine Bluffs Police Department as a patrol officer and during this tenure started teaching D.A.R.E. to 6<sup>th</sup> graders. In 2015 Char returned to the Laramie County Sheriff's Office working as a patrol deputy and specialized as an FTO (Field Training Officer), mounted patrol, and D.A.R.E Officer.

She transferred to the Laramie County Coroner's Office in January 2019. Char also has been to numerous schools and training to include investigations, cold case homicide investigations, crimes against children, blood splatter analysis training, and crime scene photography and processing. She continues teaching D.A.R.E for Pine Bluffs Police Department and Mounted Patrol for Wyoming State Parks.





**Deputy Coroner: Theresa Patterson**

Theresa was born in Laramie, Wyoming and moved several times to different states including Littleton, Colorado and Sioux Falls, South Dakota. Theresa graduated from Roosevelt High School in Sioux Falls, SD in 1998. She then moved to Cheyenne, Wyoming in 2002. Cheyenne is now her home with her husband, children and grandson.

Prior to moving to Cheyenne, Theresa worked for a local funeral home and enjoyed taking care of decedents and their families. She served as a Sheriff's Department dispatcher and a Central Control Operator in the Laramie County Jail for several years and has built a good understanding of law enforcement. She is invested in our community and wants to help the families in our county after loss by taking care of their loved one.



**Executive Assistant: Amber Dancliff**

Amber was born in Saint Joseph, Missouri and is from a small town of 950 people Oregon, MO is situated in the Northwest corner. She went to a K thru 12 school, where she played basketball and volleyball and graduated in a class size of 35. She moved to Cheyenne, Wyoming in 1998, and is married with two children.

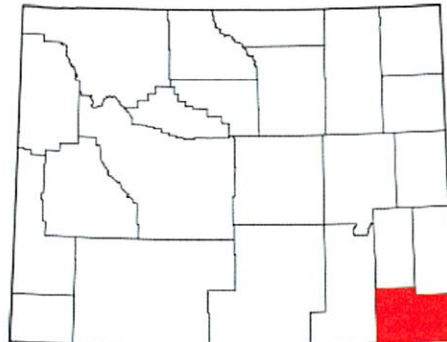
Amber began working for Laramie County Coroner's Office in January of 2019 once the newly elected coroner Rebecca Reid took office. She is well versed in the process of the Laramie County Coroner's Office and is very passionate about what she does.

## SIZE AND POPULATION OF LARAMIE COUNTY

*The geographic area serviced by the Laramie County Coroner's Office includes all of Laramie County, as well as incorporated towns of Pine Bluffs, Burns, Albin, Carpenter, Hillsdale, and the City of Cheyenne.*

Laramie County is 2,688 square miles located in the SE corner of Wyoming and shares a border with Nebraska to the east and Colorado to the south. It is at the crossroads of two major interstate highways and two major railroads. Residents enjoy a stable, growing economy, a high-quality of life, excellent educational system and a low tax structure.

As of July 1, 2018 the United States Census Bureau reported Laramie County's population as 98,976, which makes Laramie County the largest populated county in Wyoming. Cheyenne is the county seat and state capital for Wyoming.



## CAUSE AND MANNER OF DEATH

**The Cause of Death** is the official determination of the disease or injury and the sequence of events responsible for the occurrence which leads to the individual's death.

**The Manner of Death** is the description used to classify the conditions that caused a death and the circumstances by which they occur. Manner of death is determined largely by means of the investigation. In Wyoming, there are five (5) manners of death, listed below.

**NATURAL:** Death caused by disease process.

**SUICIDE:** Death as a result of a purposeful action to end one's own life.

**ACCIDENT:** Death other than natural where there is no evidence of intent.

**HOMICIDE:** Death resulting from injuries intentionally inflicted by another person.

**UNDETERMINED:** Manner assigned when there is insufficient evidence, or conflicting/ equivocal information (especially about intent), to assign a specific manner.

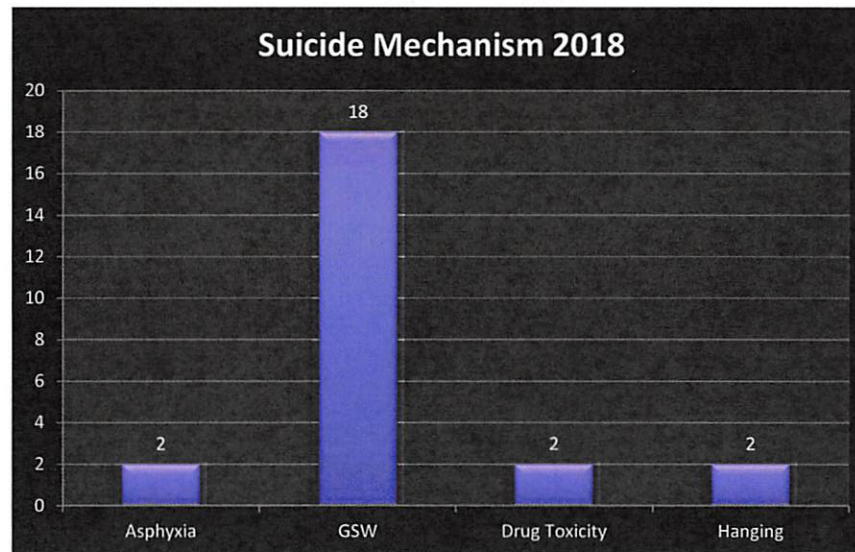
## STATISTICS

The Laramie County Coroner's Office investigated 352 deaths during 2019. All 352 cases were completed with an investigation. The number of deceased transported to the morgue is 211. Of the total deaths, 256 were classified as "natural" deaths with 43 accidental deaths, 24 suicide deaths, 6 homicides, 1 undetermined manners of death, and 22 assist outside agencies. Out of the total cases 8 were county funded burials, all of which were unclaimed. There were 7 eye bank donations and 12 organ/tissue donors were reported in 2019.

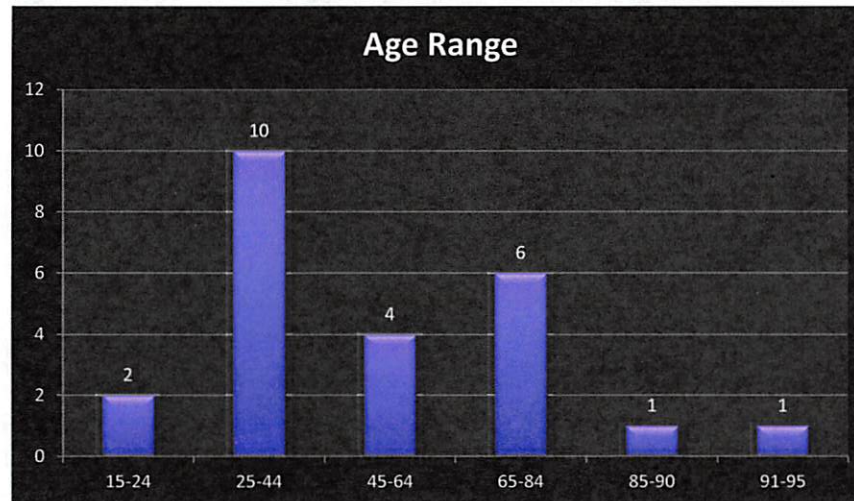
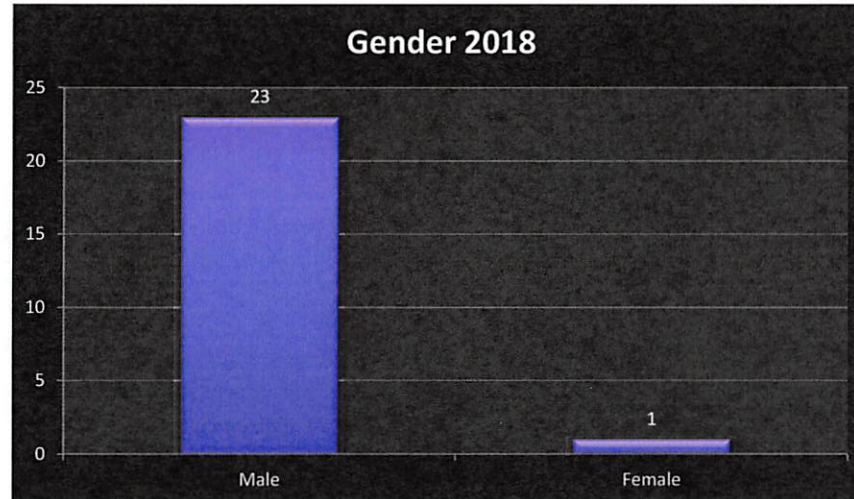


## SUICIDES

Suicide is death caused by intentional, self-inflicted injuries. In Laramie County during 2019 there were 24 suicides compared to 29 in 2018.

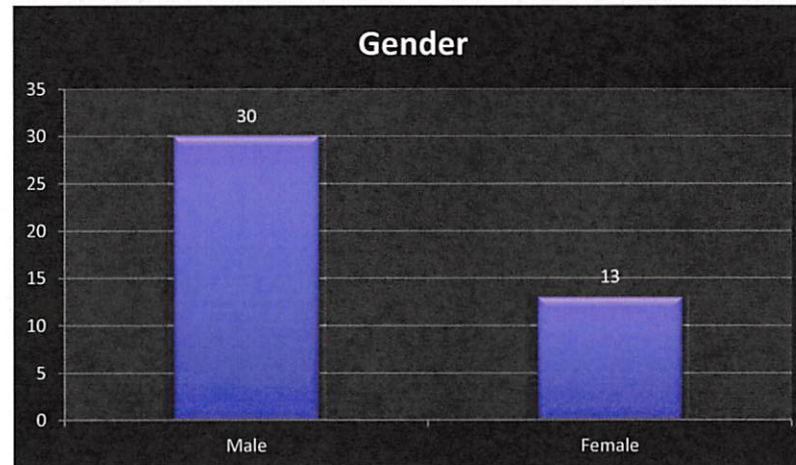
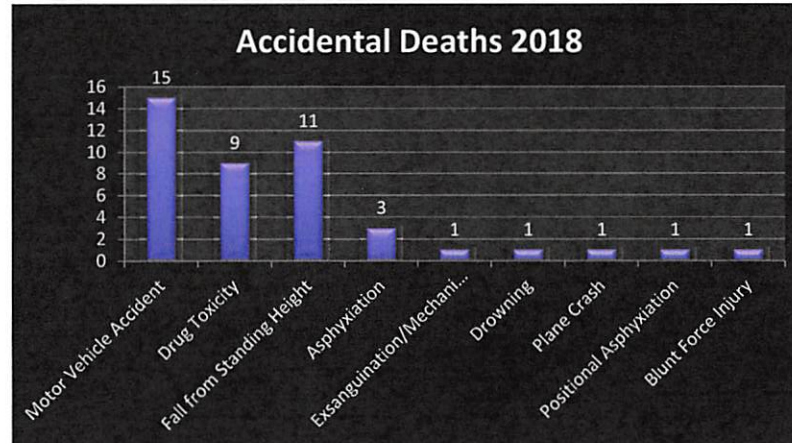


### SUICIDES (Continued)



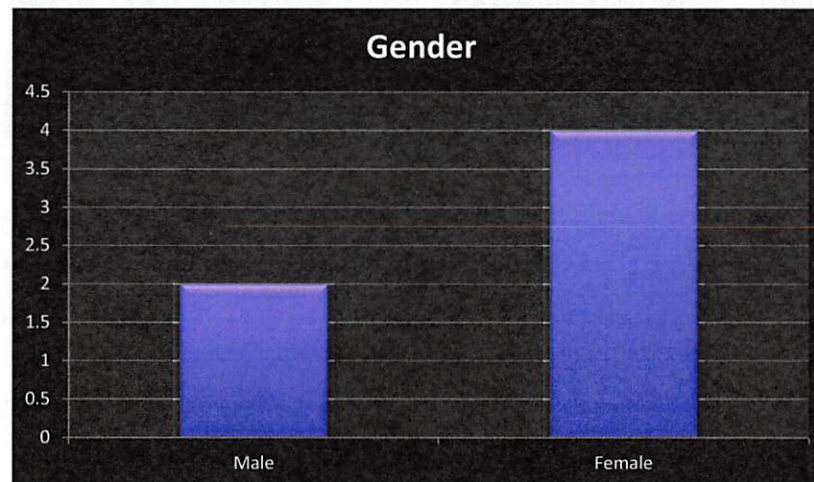
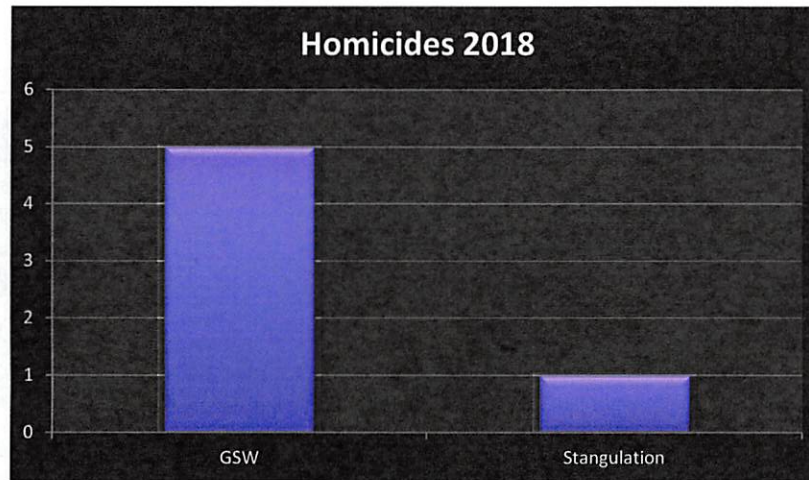
## ACCIDENTAL DEATHS

Accidental deaths are those deaths that are other than natural where there is no evidence of intent; i.e. an unintentional event or chain of events. This includes most motor vehicle crashes, falls, drowning, accidental drug overdoses, fire related deaths, accidental gunshot wounds, etc. During 2019, 43 deaths were classified as accidental.



## HOMICIDE

Homicide is death resulting from injuries intentionally inflicted by another person. In 2019 there were 6 homicides.



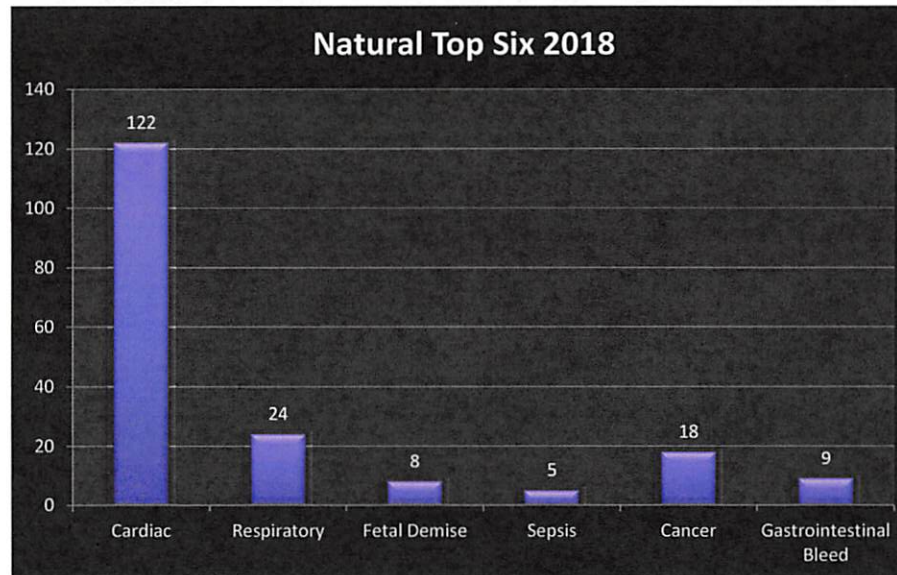
## NATURAL DEATHS

Out of the 256 Natural Deaths the top six are listed. There was 1 undetermined death for 2019.

The cardiac category includes all cardiac events such as Myocardial Infarction, Sudden Cardiac Death, and Atherosclerotic Cardiovascular Diseases, Congestive Heart Failure etc.

The respiratory category would include all respiratory events such as COPD, Emphysema, etc.

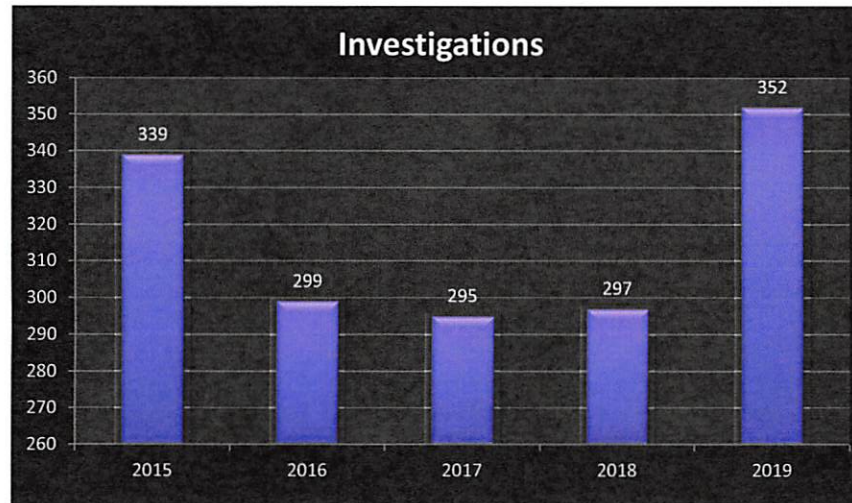
Fetal Demise is a clinical term for stillbirth used to describe the death of a baby in the uterus. The term usually applies to losses at or after the 20th week of gestation.





## INVESTIGATIONS

Total investigations completed by the Laramie County Coroner's Office in 2019 totaled 352 cases. Out of the 352 cases, 211 cases had a scene investigation conducted by the Laramie County Coroner's Office. These cases included human vs non-human remains and cases which are reported to our office after the fact or backwards cases.



## **AUTOPSY**

The Laramie County Coroner's office ordered 86 full autopsies and no partial autopsies were conducted. An autopsy is just one of the many tools the coroner's office depends on to help determine the manner and/or cause of death. All 86 autopsies included an external exam conducted by a forensic pathologist. 15 of those autopsies were of decedents who died at the hospital.

Not all deaths are autopsied. Required autopsies by state statute are those who are babies or children, all homicides, prisoner, trustee, inmate or patient of any county or state corrections facility or state hospital, suspicious deaths (to include anyone with trauma), and anyone who has not seen a doctor or does not have a primary care physician to advise why the deceased died.


## **TOXICOLOGY**

86 autopsy cases had toxicology captured and tested while 125 cases had toxicology captured and saved for one year, then destroyed.

## **BODY EXAMS**

All bodies transported to the Laramie County Coroner's Office have a body exam completed by an investigator. The investigator will take photographs, collect blood samples, finger prints, a DNA card, and inventory clothing and personal property. In 2019 a body exam was completed on 125 cases by an investigator at the Laramie County Coroner's Office.

## YEAR –TO-DATE SUMMARY REPORT 2019

 Laramie County Coroner's Office Year-to-Date Summary Report End Date: 12/31/2019													
Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Suicide	1	2	0	3	2	1	4	2	0	3	3	3	24
Accident	6	2	4	8	2	3	2	2	3	5	3	3	43
Natural	22	24	24	22	19	21	19	10	25	14	20	36	256
Homicide	0	0	0	0	1	0	0	0	2	2	1	0	6
PENDING	0	0	0	0	0	0	0	0	0	0	0	0	0
Undetermined	0	0	0	0	0	0	1	0	0	0	0	0	1
Assist out side agency*	2	1	0	1	1	2	1	5	2	2	2	3	22
Non-Human	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>31</b>	<b>29</b>	<b>28</b>	<b>34</b>	<b>25</b>	<b>27</b>	<b>27</b>	<b>19</b>	<b>32</b>	<b>26</b>	<b>29</b>	<b>45</b>	<b>352</b>
Backward Cases**	0	0	0	1	1	0	0	0	1	0	0	0	3
County Funded Burials	0	0	4	1	1	0	0	0	1	0	1	0	8
Donor	2	1	0	0	1	3	2	0	1	1	0	1	12
Eye Bank	1	0	0	0	0	1	1	0	1	2	0	1	7
Autopsy	9	5	9	11	5	7	9	4	7	7	8	5	86
Exhumations	0	0	0	0	0	0	0	0	0	0	0	0	0
Unclaimed Bodies	0	0	4	1	1	0	0	0	1	0	1	0	8
Abandoned Bodies	0	0	0	1	1	0	0	0	0	0	0	0	2
Unidentified Bodies	0	0	0	0	0	0	0	0	0	0	0	0	0

\* Assist outside agency: The Coroner may be called to assist another county or State in making notification to the the legal next of kin.

\*\*Backward Cases: Coroner cases that were not reported to the coroner at the time of death. By the time the notification of death is reported to the coroner, the final disposition has already been determined and the body has either been cremated or buried, A paper investigation is then completed by the coroner in order to rule a cause and manner of death for completion of the death certificate.

Toxicology: Specimens are drawn on all cases for toxicology purposes.

External Examinations: Performed on all cases



**Laramie County Coroner's Office  
Year-to-Date Summary Report  
End Date: 12/31/2018**

<u>Category</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Suicide	2	1	6	2	1	2	4	3	1	5	0	2	29
Accident	3	1	4	1	7	2	1	6	5	5	1	3	39
Natural	18	25	17	25	19	10	18	19	16	17	10	19	213
Homicide	0	0	0	1	1	0	0	0	0	0	0	1	3
PENDING	0	0	0	0	0	0	0	0	0	0	0	0	0
Undetermined	0	0	0	0	0	0	0	0	1	1	0	0	2
Assist out side agency*	3	1	1	2	2	1	0	0	0	1	0	0	11
Non-Human	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>26</b>	<b>28</b>	<b>28</b>	<b>31</b>	<b>30</b>	<b>15</b>	<b>23</b>	<b>28</b>	<b>23</b>	<b>29</b>	<b>11</b>	<b>25</b>	<b>297</b>
<b>Backward Cases**</b>	0	0	0	1	0	0	0	0	0	0	0	0	1
County Funded Burials	2	3	0	0	1	1	3	4	1	3	1	2	21
Donor	0	0	1	1	2	0	0	1	3	1	0	0	9
Eye Bank	2	0	1	1	2	0	0	2	3	1	0	0	12
Autopsy	8	2	9	6	7	3	2	10	6	12	1	4	70
Exhumations	0	0	0	0	0	0	0	0	0	0	0	0	0
Unclaimed Bodies	0	0	0	0	0	0	0	0	0	0	0	2	2
Unidentified Bodies	0	0	0	0	0	0	0	0	0	0	0	0	0

\* **Assist outside agency:** The Coroner may be called to assist another county or State in making notification to the the legal next of kin.

\*\***Backward Cases:** Coroner cases that were not reported to the coroner at the time of death. By the time the notification of death is reported to the coroner, the final disposition has already been determined and the body has either been cremated or buried, A paper investigation is then completed by the coroner in order to rule a cause and manner of death for completion of the death certificate.

**Toxicology:** Specimens are drawn on all cases for toxicology purposes.

**External Examinations:** Performed on all cases

# **Policy and Procedure Manual**

**Laramie County Office of the Coroner  
3964 Archer parkway  
Cheyenne, WY**

The Office of the Laramie County Coroner was established with jurisdiction coextensive with the boundaries of Laramie County, Wyoming.

It shall be the duty of the county coroner to determine the cause of death of any person reported to them as having been killed by violence; has suddenly died under such circumstances as to afford reasonable grounds to suspect or infer that death has been caused or occasioned by the act of another by criminal means; has committed suicide; and to determine the cause of all deaths as to which applicable state law makes it the duty of the coroner to sign certificates of death.

As the community continues to grow, so does the role of the Laramie County Office of the Coroner. The office has three distinctive divisions that work well together in an effort to provide support to the other divisions as well as to the public we are called upon to assist. Due to the nature of this most sensitive business, our goal is to provide compassionate service to those that we serve.

An obligation rests with each staff member to render honest, efficient, courteous and discrete service on behalf of the office.

As an overview of the office, a call is received reporting a death. An investigator is dispatched to the location and conducts an investigation into the circumstances surrounding the death. If the case falls under our jurisdiction, the decedent is transported to our office where an autopsy or external examination is conducted to determine the cause and manner of death. The investigator generates a written report, which is provided to the medical examiner prior to the autopsy/examination. If an autopsy is performed, an autopsy report is generated. The decedent is then released to a local funeral home. A Death Certificate is generated.

# **Mission Statement**

To provide professional medicolegal death investigation by:

- Determining cause and manner of death
- Identifying decedents
- Notifying next-of-kin
- Protecting decedent's property

# **Vision Statement**

To be the leader in providing compassionate & efficient service to the people we serve in accomplishing our mission statement

# WYOMING STATUTES, TITLE 7, CHAPTER 4 COUNTY CORONERS

## ARTICLE 1 IN GENERAL

### **7-4-101. Election; oath; bond.**

A coroner shall be elected in each county for a term of four (4) years. He shall take the oath prescribed by the constitution of the state and give bond to the state of Wyoming, in the penal sum of one thousand dollars (\$1,000.00), with sufficient sureties, to be approved by the board of county commissioners, conditioned that he will faithfully perform all duties required by law.

### **7-4-102 Deputy coroners.**

The county coroner may appoint deputy coroners, who shall serve in the absence or inability of the coroner and who shall receive compensation as the board of county commissioners determines by resolution.

### **7-4-103. Certification requirements; penalty; expenses.**

(a) After January 5, 1987, no person shall continue in office as county coroner or deputy coroner unless he has been certified under W.S. 9-1-634 as having completed:

- (i) Not later than one (1) year after assuming office, a basic coroner course;
- (ii) Continuing education requirements promulgated by the board of coroner standards pursuant to W.S. 7-4- 211(c)(iii).

(b) Any person who knowingly fails to comply with subsection (a) of this section and continues in office is guilty of a misdemeanor punishable by a fine of twenty-five dollars (\$25.00) for each day of noncompliance.

(c) Each coroner or deputy coroner attending approved classes to receive the certification required by subsection (a) of this section shall receive his present salary or per diem in the same manner and amount as state employees, whichever is greater, and shall be reimbursed for his actual travel and other necessary expenses reasonably incurred in obtaining the required training. The expenses shall be paid by the county in which the coroner or deputy coroner is serving.

(d) After July 1, 2001, no person shall serve as deputy coroner or as an employee of a county coroner who does not meet the employment standards adopted by the board of coroner standards pursuant to W.S. 7-4-211(c)(v).



**7-4-104. Definitions.**

(a) As used in this chapter:

(i) "Coroner's case" means a case involving a death which was not anticipated and which may involve any of the following conditions:

(A) Violent or criminal action;

(B) Apparent suicide;

(C) Accident;

(D) Apparent drug or chemical overdose or toxicity;

(E) The deceased was unattended by a physician or other licensed health care provider;

(F) Apparent child abuse causes;

(G) The deceased was a prisoner, trustee, inmate or patient of any county or state corrections facility or state hospital, whether or not the death is unanticipated;

(H) If the cause is unknown, or cannot be certified by a physician,

(J) A public health hazard is presented; or

(K) The identity of the victim is unknown or the body is unclaimed.

(ii) "Coroner's office" means all personnel appointed and elected to the office of coroner, including the county coroner, deputies and assistants;

(iii) "County coroner" means the elected or appointed officer of the county whose task is to investigate the cause of death in a coroner's case.

(iv) "Anticipated death" means the death of an individual who has been diagnosed by a physician acting within the scope of his license as being afflicted with an illness or disease reasonably likely to result in death, and there is no cause to believe the death occurred for any reasons other than those associated with the illness or disease;

(v) "Unattended" means the deceased had not been under the care of a physician or other health care provider acting within the scope of his license within sixty (60) days immediately prior to the date of death.

**7-4-105.**

**Confidentiality of reports, photos and recordings; exceptions; penalties.**

(a) After viewing the body and completing his investigation, the coroner shall draw up and sign his verdict on the death under consideration. The coroner shall also make a written docket giving an accurate description of the deceased person, his name if it can be determined, cause and manner of death, including relevant toxicological factors, age of decedent, date and time of death and the description of money and other property found with the body. The verdict and written docket are public records and may be viewed or obtained by request to the coroner, pursuant to W.S. 16-4-202.

(b) Except as provided in subsections (c), (d), (e), (g) and (o) of this section a toxicology report, a photograph, video recording or audio recording made at the scene of the death or

made in the course of a postmortem examination or autopsy made or caused by a coroner shall be confidential and are not public records.

(c) A surviving spouse, surviving parent, an adult child, personal representative, legal representative, or a legal guardian may:

(i) View and copy a toxicology report, a photograph or video recording made at the scene of the death or made in the course of a postmortem examination or autopsy made by or caused by a coroner; and

(ii) Listen to and copy an audio recording made at the scene of the death or made in the course of a postmortem examination or autopsy made by or caused by a coroner.

(d) Upon making a written request, a law enforcement entity of the state of Wyoming or United States government, a

district attorney, the United States attorney for the district of Wyoming, a county, state or federal public health agency, a board licensing health care professionals under title 33 of the Wyoming statutes, the division responsible for administering the Wyoming Workers' Compensation Act, the state occupational epidemiologist, the department and the division responsible for administering the Wyoming Occupational Health and Safety Act, the office of the inspector of mines, insurance companies with legitimate interest in the death, all parties in civil litigation proceedings with legitimate interest in the death or a treating physician, while in performance of his official duty may:

(i) View and copy a toxicology report, photograph or video recording made at the scene of the death or made in the course of a postmortem examination or autopsy made by or caused by a coroner; and

(ii) Listen to and copy an audio recording made at the scene of the death or made in the course of a postmortem examination or autopsy made by or caused by a coroner.

(e) Unless otherwise required in the performance of official duties, the identity of the deceased shall remain

confidential in any record obtained under subsection (d) of this section.

(f) The coroner having custody of a toxicology report, a photograph, a video recording or an audio recording made at

any scene of the death or made in the course of a postmortem examination or autopsy may allow the use for case consultation with an appropriate expert. The coroner may also allow the use of a toxicology report, a photograph, a video recording or an audio recording made at the scene of the death or made in the course of a postmortem examination or autopsy by legitimate scientific research organizations or for training purposes provided the identity of the decedent is not published or otherwise made public.

(g) A court upon showing of good cause, may issue an order authorizing a person to:

(i) View or copy a toxicology report, photograph or video recording made at the scene of the death or made in

the course of a postmortem examination or autopsy made or caused by a coroner; and

(ii) Listen to and copy an audio recording made at the scene of the death or made in the course of a

postmortem examination or autopsy made or caused by a coroner.

(h) In determining good cause under subsection (g) of this section, the court shall consider:

(i) Whether the disclosure is necessary for the public evaluation of governmental performance;

- (ii) The seriousness of the intrusion into the family's privacy;
- (iii) Whether the disclosure of the toxicology report, photograph, video recording or audio recording is by the least intrusive means available; and
- (iv) The availability of similar information in other public records regardless of form.
- (j) A surviving spouse shall be given reasonable notice and a copy of any petition filed with the court under subsection (g) of this section and reasonable opportunity to be present and be heard on the matter. If there is no surviving spouse, the notice of the petition being filed and the opportunity to be heard shall be given to the deceased's parents and if the deceased has no living parent, the notice of the petition being filed and the opportunity to be heard shall be given to the adult children of the deceased or legal guardian, personal representative or legal representative of the children of the deceased.
- (k) A coroner or coroner's designee that knowingly violates this section shall be guilty of a misdemeanor punishable by imprisonment for not more than six (6) months, a fine of not more than one thousand dollars (\$1,000.00), or both.
- (m) A person who knowingly or purposefully uses the information in a manner other than the specified purpose for which it was released or violates a court order issued under subsection (g) of this section is guilty of a misdemeanor punishable by imprisonment for not more than six (6) months, a fine of not more than one thousand dollars (\$1,000.00), or both.
- (n) In all cases, the viewing, copying, listening to, or other handling of a toxicology report, photograph, video recording, or audio recording made at a scene of the death or made in the course of a postmortem examination or autopsy made or caused by a coroner shall be under the direct supervision of the coroner, or the coroner's designee, who is the custodian of the record.
  
- (o) In the event that the coroner, or the coroner's designee, determines that a person's death was caused by an infectious disease, biological toxin or any other cause which may constitute a public health emergency as defined in W.S. 35-4-115(a)(i), the coroner shall release to the state health officer or his designee all information and records required under W.S. 35-4-107. If the state health official or his designee determines upon an examination of the results of the autopsy and the toxicology report that a public health emergency may in fact exist, he shall release the appropriate information to the general public as provided by department of health rules and regulations.

## ARTICLE 2 INQUESTS

### 7-4-201.

#### **Reports of death; investigation; summoning of jurors; fees and costs; inspection of medical records.**

- (a) When any person is found dead and the death appears to have occurred under circumstances indicating the death is a coroner's case, the person who discovers the death shall report it immediately to law enforcement authorities who shall in turn notify the

coroner. A person who knowingly violates this section is guilty of a misdemeanor punishable by imprisonment for not more than six (6) months, a fine of not more than seven hundred fifty dollars (\$750.00), or both.

(b) When the coroner is notified that the dead body of any person has been found within the limits of the county or that the death resulted from injury sustained within the county and he suspects that the death is a coroner's case, he shall conduct an investigation which may include:

(i) An examination of the body and an investigation into the medical history of the case;  
(ii) The appointment of a qualified physician to assist in determining the cause of death;  
(iii) An autopsy if the physician appointed to assist the coroner under this subsection determines an autopsy is

necessary;

(iv) An inquest; or

(v) Any other reasonable procedure which may be necessary to determine the cause of death.

(c) If the coroner determines to hold an inquest he shall summon three (3) citizens of the county to appear before him to

act as jurors at the time and place named. The jurors shall receive the same fee paid jurors in district court as provided in W.S. 1- 11-303 and per diem and travel expenses in the same manner as state employees. The coroner may furnish transportation for the jury and witnesses to and from the place of inquest and for the removal of the dead body.

(d) If a coroner determines the injuries which caused the person's death were received in a county other than that in which the body was found, he shall transfer authority for the investigation and inquest to the coroner for that county.

(e) The expense and costs of conducting the investigation or holding the inquest shall be paid by the county in which the injuries were received. The accounts of the claimants shall be attested by the coroner or acting coroner, and shall be presented in duplicate to the board of county commissioners of the proper county. If the board of county commissioners finds that the inquest was necessary and in accordance with law, and the accounts are correct and just, the accounts shall be paid in warrants properly drawn upon the order of the county commissioners.

(f) Notwithstanding any other provision of law to the contrary, the coroner may inspect medical and psychological data relating to the person-whose death is being investigated if the coroner determines the information is relevant and necessary to the investigation.

#### **7-4-202. Impaneling of bystanders as jurors; oath.**

If any juror fails to appear, the coroner shall immediately summon the proper number from the bystanders and proceed to impanel them. He shall administer the following oath: "You do solemnly swear (or affirm) that you will diligently inquire and truly present if known or determinable, the time and date of death, and by what means and manner the death of (NAME OF DECEASED) was caused, according to your knowledge and the evidence given you, so help you God."

**7-4-203. Issuance of subpoenas; witness fees; enforcement of attendance.**

The coroner may issue subpoenas and compel the attendance of witnesses to testify at the inquest. Witnesses shall be allowed the same fees as in cases before a circuit court, and the coroner shall have the same authority to enforce the attendance of witnesses and to punish for contempt as provided by W.S. 1-21-901 through 1-21-909.

**7-4-204. Oath of witness; recording of testimony; compensation of reporter.**

An oath shall be administered to each witness as follows: "You do solemnly swear (or affirm) that the testimony which you shall give to this inquest concerning the death of the person about whom this inquest is being held, shall be the truth, the whole truth and nothing but the truth, so help you God." The coroner shall insure that all testimony in an inquest shall be recorded. The compensation of the court reporter or of the person transcribing the audio tape shall be as prescribed by the board of county commissioners. Unless specifically requested by the coroner or prosecuting attorney, audio tapes need not be transcribed.

**7-4-205. Return of inquisition by jury.**

After hearing testimony and making necessary inquiries, the jurors shall return to the coroner their signed inquisition stating the name of the person and when, how and by what means, if known, he came to his death.

**7-4-206. Coroner's return to court.**

The coroner shall return to the district court the inquisition, the written evidence and a list of witnesses providing material testimony.

**7-4-207. Disposition of body and effects of deceased.**

(a) When the coroner investigates the death of a person whose body is not claimed by a friend or relative within five (5) days of the date of discovery and whose death does not require further investigation, he shall cause the body to be decently buried. The expense of the burial shall be paid from any property found with the body. If no property is found, the expense of the burial shall be paid by the county in which the investigation occurs.

(b) The coroner shall within a reasonable time after completing the investigation, turn over to the appointed personal representative of the estate of the deceased or, if none, to the clerk of the district court of the county, all money or other property found upon the body of the deceased. Personal items valued at less than fifty dollars (\$50.00) and items necessary for the convenience of the deceased's next of kin may be released to the deceased's next of kin.

**7-4-208. Authority of sheriff to perform duties of coroner.**

If there is no coroner, deputy coroner or in case of their absence, or inability to act, the county sheriff of the same county, the state health officer pursuant to W.S. 35-1-241, or the coroner of another county if there is a joint powers agreement pursuant to W.S. 16-1-

102 through 16-1-108 between the counties authorizing the coroner to so act, is authorized to perform the duties of coroner in relation to dead bodies.

**7-4-209. Postmortem examination; liability limitation.**

(a) When an inquisition is being held, if the coroner or the jury shall deem it requisite, he may summon one (1) or more physicians or surgeons, to make an autopsy or postmortem examination.

(b) If it is necessary to obtain or preserve evidence of the cause of death, the district attorney may order that a qualified physician perform an autopsy or postmortem examination of the body of any person who appears to have died by unlawful means, by violence, or when the cause of death is unknown.

(c) No person is subject to civil liability solely because he requested or was involved -In the performing of an autopsy that was ordered by a coroner or district attorney.

**7-4-210. Fees and mileage, salary.**

(a) The coroner or deputy coroner of each county within this state shall receive fees and mileage, if any, as set by the board of county commissioners.

(b) The board of county commissioners shall set the salary of the coroner and deputy coroner. A coroner or deputy coroner shall not be prohibited from receiving other fees for their services unrelated to their official duties as coroner or deputy coroner.

**7-4-211. Board of coroner standards.**

(a) There is created a board of coroner standards. The board shall consist of one (1) chairman and six (6) members appointed by and who shall serve at-the pleasure of the governor as follows:

(i) One (1) shall be a physician with a specialty in pathology who is licensed to practice in this state;

(ii) Three (3) shall be duly elected coroners in this state;

(iii) One (1) shall be a funeral director in this state;

(iv) One (1) shall be a duly elected district attorney in this state;

(v) One (1) shall be a peace officer certified under W.S. 9-1-701 through 9-1-707.

(b) The members of the board shall be appointed to terms of four(4)years which are concurrent with the terms of the office of coroner. Board members not otherwise compensated for attending board meetings shall receive travel expenses and per them in the same manner and amount as state employees, and any other reasonable expenses upon board approval. Board members not otherwise compensated shall have their expenses paid from the general fund by appropriation to the office of the attorney general.

(c) The board shall:

(i) Meet at least biannually and at the call of the chairman or of a majority of the membership;

(ii) Promulgate standards dealing with the investigation of coroner's cases;

- (iii) Promulgate educational and training requirements for coroner basic and continuing education requirements and review those requirements annually;
- (iv) Cooperate with the peace officer standards and training commission in developing basic and continuing education courses for coroners;
- (v) Promulgate employment standards for deputy coroners and coroner employees. The standards may include the requirement that deputy coroners and coroner employees provide to the employing coroner fingerprints and other information necessary for a state and national criminal history record background check and release of information as provided in W.S. 7-19-106(k)(ii) and federal P.L. 92-544 and consent to the release of any criminal history information to the employing coroner.
- (d) The peace officer standards and training commission shall cooperate with the board of coroner standards in establishing course requirements and continuing education requirements required by law.
- (e) The board shall contact the district attorney for the county or the attorney general to initiate an action and may serve as complaining party in an action under W.S. 7-4-103 (b) or 18-3-902 to remove any coroner who is not in compliance with W.S. 7-4-103.

**W.S. 9-1-634. Academy to provide coroner training; certification of completion.**

- (a) The director of the Wyoming law enforcement academy shall provide at the academy or other location within the state a basic coroner's course of at least forty (40) hours. The course shall comply with the standards promulgated by the peace officer standards and training commission and the board of coroner standards.
  - (b) The executive director of the peace officer standards and training commission shall issue an appropriate certificate of completion to any coroner or deputy coroner who completes a coroner training course offered by the academy or which the board of coroner standards has certified as meeting board standards.
- Section 2. Ten thousand dollars (\$10,000.00) is appropriated from the general fund to the office of the attorney general for payments to the board of coroners as authorized under W.S. 7-4-211 (b).

Also changed in the 2011 Legislature:

Section 2. W.S. 16-4-203(d)(i) is amended to read:

16-4-203. Right of inspection; grounds for denial; access of news media; order permitting or restricting disclosure; exceptions.

(d) The custodian shall deny the right of inspection of the following records, unless otherwise provided by law:

(i) Medical, psychological and sociological data on individual persons, exclusive of coroners' verdicts and written dockets as provided in W.S.7-4-105(a); (previous wording stated "exclusive of coroner's autopsy reports")

Other above referenced statutes:

W.S. 1-11-303. Amount of fees. (jurors)

W.S. 1-21-901 through 1-21-909. Attendance of witnesses, contempt...

W.S. 7-19-106 (k)(ii). Background checks, criminal history...  
W.S. 9-1-701 through 9-1-707. Peace officer standards and training commission.  
W.S. 16-1-102 through 16-1-108. Wyoming Joint Powers Act  
W.S. 18-3-901 through 18-3-902. Causes for removal from office enumerated, procedure...  
W.S. 35-1-241. Safe disposal of corpses in emergency circumstances.  
Other statutes indexed as referring to coroners or coroner duties:  
W.S. 1-12-102. "Dead man's statute" (testimony)  
W.S. 1-14-104, 105. Fees of physicians in testimony and post-mortem examination. W.S. 6-4-501, 502. Desecration of Graves and Bodies.  
W.S. 14-2-708. Court ordered genetic testing of the deceased.  
W.S. 14-3-207. Reporting deaths in cases of suspected child abuse.  
W.S. 33-16-108. Coroner permission required for embalming in certain cases. W.S. 35-4-601 through 35-4-607. Unclaimed bodies.  
W.S. 35-4-607, Who may have bodies in possession.  
W.S. 35-5-221 through W.S. 35-5-222. Organ and tissue donation  
W.S. 35-19-101 through 35-19-103. Determination of death.  
Complete Wyoming statutes are available for viewing or download at:  
<http://legisweb.state.wy.us/LSOWeb/wyStatutes.aspx>



## **GUIDELINES AND PROTOCOLS**

These guidelines and protocols expand, where necessary, upon Laramie County policies. It pertains to Coroner operations and establishes procedures pertaining to field and in-office investigative activities and reporting of death investigations. All Coroner investigative activities will be governed by this guideline and protocol document. Throughout this guideline, the term Coroner, Deputy or Investigator will be used and refers to the personnel of the "Laramie County Office of the Coroner."

**EXCEPTIONS TO PROTOCOL** Exceptions to the provisions contained within this guideline and protocol document are at the discretion of the Coroner, and will be determined on a case by case basis, after consultation with the Laramie County Attorney.

## **AUTHORITY AND RESPONSIBILITY**

As used in this Operating Guidelines and Protocols, authority to investigate refers to the ability to conduct medicolegal investigative activities without being in violation of law, regulation, or Laramie County policies. Responsibility to investigate refers to a requirement to undertake or ensure the conduct of medicolegal death investigation activities. There are numerous instances in which the Coroner has the authority to investigate, but does not have the responsibility. There can never be responsibility to investigate where authority is lacking.

Wyoming Statutes Title 7, Chapter 4, as it concerns activities and personnel of the Office of the Coroner, governs investigative authority and responsibility of the Coroner.

When the Coroner is notified that a dead body of any person has been found within the limits of the county or that the death resulted from an injury sustained within the county and it is suspected to be a Coroner's Case, he/she shall conduct an investigation. The law provides that a proper inquiry shall be made of any person who dies within the Coroner's jurisdiction and meets criteria set under Wyoming Statute. Reasonable preliminary investigation may be made to determine if an interest exists. This preliminary investigation may or may not require additional investigative activity. **Reference: WS §7-4-201.**

## **RECORD OF INVESTIGATIVE ACTIVITIES**

**DEATH INVESTIGATION REPORT FORM.** The Death Investigation Report form is a five-page document that will be completed on all calls received by Coroner's Office. The form is designed to provide a systematic approach to obtaining and documenting information in a medicolegal death investigation. It is also considered the Coroner's case report for future reference. The form, essentially, is designed to collect and report the following information:

1. Decedent's vital statistics
2. Where decedent died and pronouncement information
3. Location of occurrence, injury or event
4. Decedent's manner of identification
5. Medical intervention actions
6. Post mortem activities (autopsy, funeral home, agency investigation)
7. Recent and past medical history
8. Scene examination
9. Preliminary ruling on cause and manner of death
10. Prescribed medications listing
11. Anatomical reference charts

Upon completion of this form, it becomes the case report of record for the medicolegal death investigation. The report will be issued a sequential number, indicating whether the death certificate will be certified by a physician or the Coroner (HOA or CA).

## **STORAGE OF FILES**

All Coroner files will remain in the Coroner's Office for five (5) years, then catalogued and sent to archives (record center) of Laramie County Government, and are considered permanent (kept forever). Such files will be arranged in numerical order upon closure of the investigation. An automated computer system is also utilized and files will be backed up as completed. Other pertinent information, forms or documentation may be contained within these case files. This may include, but is not be limited to:

1. Death Investigation Report Form
2. Decedent Property Inventory Form
3. Funeral Home Release Form
4. Release of Remains Form
5. Request for Autopsy Consultation
6. Other Coroner notes

7. Autopsy Conclusion Report
8. Completed copy of Certificate of Death
9. Photographic evidence of scene and deceased
10. DNA card
11. Full set of finger prints from deceased
12. Medication log
13. copy of photos

## **GUIDELINES AND PROTOCOLS – SPECIFIC**

### **SECTION I. GENERAL**

Medicolegal death investigations are specific in intent and limited in purpose. These investigations are not always directed toward criminal activity. The primary reason for this investigation is to determine the cause and manner of death. When initiated, the investigation extends to all aspects related to matters at the time of death. Not every aspect of the case need be investigated nor listed in the report.

The preservation of discovered or potential evidence is critical. The Coroner plays a supporting role in this instance to law enforcement and other legal authorities. In many cases social and medical information is uncovered that may be of value to the next-of-kin (NOK).

If the event initiating the chain of circumstances leading to a death occurred in a county other than Laramie County, the Coroner of that county will be contacted and the case will be given to them for jurisdiction. Likewise, the Coroner may be contacted regarding cases where the initiating event occurred in Laramie County, but the death occurred in another jurisdiction. The Coroner will assume jurisdiction in these cases.

#### **Morning Report Protocol**

Employees of the Laramie County Coroner's Office will meet every morning, Monday through Friday, to review all cases and ongoing investigations. Prior to closing each case, each report will be reviewed by other staff for Quality Assurance.

1. Each Investigator will present their caseload and go over the manner of examination that will be conducted. Depending on the case, additional review may be required and will be determined at that time.
2. Each investigator and office administrator will go over schedules and establish an on call schedule. This can be adjusted depending on work load assignments.

3. This will reduce the need to make copies, and increase the communication within the office.

## **SECTION I. DEATH INVESTIGATIONS**

### **GENERAL**

When the Coroner receives information that a death has occurred which may be within the Coroner's investigative responsibility, an investigation and Death Investigation Report will be initiated.

### **ATTENDED DEATHS**

Attended deaths are not generally reported to the Coroner unless they occur under circumstances outlined herein. However, attended deaths that do not technically meet reporting criteria are reported to the Coroner.

When an attended death is reported to the Coroner, the Coroner, Deputy or Investigator receiving the notification will review all facts and circumstances surrounding the death and determine what course of action is necessary. Generally, the Coroner will either release the case from the Coroner's jurisdiction back to the reporting hospital or respond and transport the remains to the morgue and maintain them until it is determined an autopsy will be conducted, or the remains will be released to a funeral home.

In some cases, additional preliminary investigation is necessary to determine investigative responsibility. In these cases, the Coroner is authorized to order a temporary hold on the remains at the hospital. Once additional information regarding the circumstances of death is obtained, a determination of investigative responsibility can be made.

A number of individual medical and nursing facilities mandate reporting of all deaths occurring in their facilities. These deaths include natural medical deaths not normally investigated by the Coroner's Office. Those deaths not outlined in **W.S. §7-4-104** will still be documented. Certain nursing home deaths may also fall into this category.

Expected deaths of patients in Hospice Programs are considered attended deaths. Generally, a registered nurse, acting on behalf of a physician, examines the patient and reports to the physician via telephone or other means. The physician will then make death pronouncement. No investigation is conducted unless circumstances exist which may warrant it and the Coroner's Office is requested to review the circumstances.

### **UNATTENDED DEATHS**

Unattended deaths occur outside of circumstances that can range from natural medical deaths of individuals in their homes to suspicious deaths of individuals occurring outdoors. Unattended deaths include all non-hospice deaths in which an individual is pronounced dead and not transported to a medical facility. The Coroner will respond to the scene of all unattended deaths. In those deaths suspect of homicide or suicide, the Coroner will work in cooperation with the law enforcement agency of jurisdiction, conducting a parallel investigation.

When responding to unattended deaths, it is the Coroner's responsibility to take charge of the body and all evidence near the body that might aid in identification and the determination of cause and manner of death.

Occasionally, deaths that occur in hospitals or nursing home facilities may be treated as unattended deaths, and the Coroner may respond to the scene if circumstances warrant. These requests might be, but are not limited to:

1. As a result of accident
2. Unexplained or unexpected
3. Patient has been in the facility less than 24 hours
4. Medical staff requests Coroner investigation

#### **Undetermined Cause of Death**

It shall be the policy of this office to provide additional review of cases that are listed with cause or manner as UNDETERMINED.

The Laramie County Coroner's Office will provide additional review of all cases that are listed with cause or manner as UNDETERMINED.

1. Each medical examiner will present such cases to the Quality Assurance/Peer Review as soon as possible.
2. One that has been completed, if the case is still listed with cause or manner as UNDETERMINED, the case will be forwarded immediately to either the Coroner or Chief Deputy Coroner for additional review.
3. Upon review by the Coroner or Chief Deputy Coroner, if additional work is required, the case will be returned to the appropriate medical examiner, or if the need for additional investigative work is required, the Coroner or Chief Deputy Coroner will assign the appropriate personnel to accomplish that task.
4. Upon completion of any additional reports or investigations and final review by the Coroner or Chief Deputy Coroner, the case may be reclassified.
5. In the instance that the case is not to be reclassified and all resources have been utilized to remove the cause or manner of UNDETERMINED; the Coroner or Chief Deputy Coroner will indicate on the record of examination sheet (kill sheet) that it has been approved for final disposition

as UNDETERMINED and will be submitted to administration for immediate processing.

### **Suspicious / Homicide Death Investigation**

When an investigator is called to a suspicious death or a homicide death, there is a parallel investigation with law enforcement. The office shall establish scientific identification on all homicides (if possible). While on scene, the investigator will photograph and document the crime scene extensively. Before moving the body, the investigator will bag the hands and feet with paper bags, documenting the time, date on bag, then overall photographs are taken again after bags are in place. Once that is completed the body is then placed in a body bag and sealed with a unique numbered identification red tag.

## **PART II: DEATH INVESTIGATION**

### **General**

All deaths reported to the Laramie County Office of the Coroner will be investigated by the Coroner. The Coroner will determine if the death falls within the investigative responsibility of the Coroner under Wyoming law. This determination will be based on the circumstances of the death and the applicability of Wyoming Statute granting authority to investigate the death. If there is a question regarding jurisdiction of a death, the Laramie County Attorney should be consulted. Deaths that are determined to be within the jurisdiction of the Coroner will be documented, and a Death Investigation Report and investigation will be initiated.

In instances where a death is reported to the Coroner via telephone, from a healthcare facility, and additional investigation is deemed necessary, the Coroner may respond and conduct additional inquiry to determine what other action may be necessary to satisfy the investigative requirements.

Once initiated, a medicolegal death investigation will be actively pursued until all logical and practical leads have been exhausted. The Coroner will respond to and investigate all unattended deaths. When notified, the Coroner will respond to the location of the deceased. It is the goal of the Coroner that once notified the arrival will be within a thirty-minute time frame considering this may not be feasible in all instances.

At minimum, the Coroner will conduct a medicolegal death investigation considering the following factors:

### **Scene Evaluation**

The character and condition of a death scene should be described in detail. Initial observations of the Coroner at the scene should be noted. If the scene is located within a structure, the type of structure should be noted. Differentiation of

private dwellings and commercial spaces should be noted. The number of floors should be noted. Description of the immediate scene should be as detailed as possible.

The weather conditions and any unusual odors should be noted upon arrival. The conditions of entrances should be noted. Ascertain if the building was secured upon arrival of law enforcement or first witness. Describe the relationship of the body to the scene. If the body was found in an interior room of the structure, describe the location of the room within the structure. In some instances, the description of an extended scene may be considered proper.

If the body was moved after discovery, or if any other rooms in the structure were involved in the death of the decedent, it is appropriate to describe these rooms as well. Describe the condition of the scene in regard to evidence of illegal activity. Record presence of alcohol or illicit drugs and paraphernalia, or prescription medications on the scene. Describe anything relating to the physical scene that may, in the Coroner's opinion, have any bearing on the death.

In some instances, emergency personnel may have removed the decedent from the scene prior to the Coroner's arrival. It may be useful for an on-scene investigation to occur in these cases. In these types of cases, the Coroner will respond to the scene. The Coroner should document these scenes as thoroughly as any other death scene. The Coroner should then respond to the location where the deceased was taken to examine the body and determine if the scene evidence is consistent with the illness or injuries sustained by the deceased.

### **Evaluation and Examination of the Deceased**

The first action the Coroner should undertake when arriving on scene is to make physical contact with the deceased and confirm death. At this point, the Coroner will make pronouncement of death, note date and time for investigation purposes. If an exact time of death cannot be determined, the time of pronouncement will be used as the time of death. A detailed description of the physical characteristics of the body itself should be provided. The clothing on the body, as well as its condition, should be noted in detail. Rigor mortis observed at the scene should be described. The amount of rigor encountered in different portions of the body (jaw, arms, and legs) should be noted in detail. Record the amount and positioning of livor mortis observed before disturbing the body.

If any trauma is present, describe wounds, blood, etc. in detail. In cases where remains are decomposing, a thorough description of changes to the body such as blistering, skin slippage, bloating and discoloration should be described. If insect involvement is present, describe the amount and location of all masses. In all cases transported to the morgue, an external exam/partial autopsy will be done if a complete autopsy is not warranted. External exams/partial autopsy include photographs, fingerprints, DNA and toxicology. ***IN ALL INSTANCES, A PHYSICAL EXAMINATION WILL BE CONDUCTED ON THE DECEASED AND***

**DOCUMENTED. IF NECESSARY, A DIAGRAM OF INJURIES, LIVOR MORTIS AND OTHER NOTATIONS SHOULD BE DOCUMENTED.**

**Informant**

The individual who discovered the decedent should be listed on the report. The name, address and telephone number of the informants as well as their relationship to the deceased should be detailed. Any witnesses to the fatal event or other pertinent actions should be interviewed. Written statements may be taken by the Coroner or law enforcement personnel. Other emergency personnel who had contact with the deceased should be interviewed and their information recorded.

**Determine Pre-Terminal Episode History**

Pre-terminal circumstances play a significant role in determining cause and manner of death. Documentation of medical intervention and procurement of ante-mortem information may help in establishing the decedent's condition prior to death.

In order for the investigator to determine terminal episode history, they should:

1. Document when; where, how and by whom decedent was last known to be alive.
2. Document incidents prior to death.
3. Document complaints and symptoms prior to death.
4. Review and document complete EMS records if medical intervention was attempted.

Obtaining information on pre-terminal circumstances and medical history distinguishes medical intervention from trauma. This history and relevant ante mortem information assist the Coroner and, if needed, the pathologist in determining cause and manner of death.

**Document Decedent Medical History**

Establishing the decedents medical history helps focus the investigation. Documenting the signs and symptoms prior to death determines the need for subsequent examinations. The relationship between disease and injury may play a role in determining the cause, manner and circumstances surrounding the death.

Through interviews and review of written records, the investigator should be able to establish:

2. Documented medical history, including medications taken, alcohol and drug use and family medical history from family members or witnesses.
3. Document information from treating physicians and/or hospitals to confirm history of treatments.



#### 4. Document physical characteristics and traits.

##### **Investigator's Observations and Comments**

Observations and comments can be added to the written report at the discretion of the investigator and are designed to record the impressions of the investigation that do not logically fall into one of the afore mentioned categories. The Coroner's opinions concerning the mode of death are appropriately placed in this narrative. Additionally, all concerns of the Coroner concerning appropriateness of care, extraordinary housekeeping concerns, care of property, pets, etc. are contained within a narrative.

**Photographs.** Photographs are an intricate part of the forensic investigation. Photographs will normally be taken of the scene including the body and its surroundings and any evidence in the area. Generally, both the Coroner and the investigating law enforcement agency will obtain photographs in all field cases. A minimum of an identification photograph and an overall "view" photo of the scene will be taken at each death scene that appears natural.

Intermediate photographs will be taken at all scenes to establish overall body position, clothing on the body or in the vicinity, as well as position of the body in relation to surroundings.

Distant photographs will be taken at all scenes to help establish location and environment where the body is found.

In most suspicious deaths, the Coroner will conduct a parallel investigation with the law enforcement agency of jurisdiction. Photographs of injuries or trauma will be taken with scale. Generally, both agencies will take photographs of the scene. In most incidents, the law enforcement crime scene technician will photograph the scene and body for their record. The Coroner may review these photographs at a later time. These photos shall also be made available to a pathologist at the time of autopsy.

##### **Various Office Related Reports**

This office generates a variety of statistical reports in an effort to maintain an accessible means to retrieve information for both fiscal and annual time periods.

1. Administrative Reports are generated monthly and include, but are not limited to: Coroner cases, backwards cases, autopsy cases, donor cases, and outside agency assist cases.
2. Monthly Reports are generated listing a detailed compilation of the number of cases, the various manners of death that occurred, and the unidentified cases.

3. Annual Report with detail containing graphs and quarterly comparison from previous years' caseload, and all the detail listed on the administrative and monthly reports, providing an average of monthly caseload for Laramie County.
4. The Permanent Logbook is maintained and lists the cases in numerical order for each calendar year. This log contains the following information: case type; case number; decedent's name; decedent's age; date of death; investigator who handled the case; type of death; name of mortuary; autopsy performed; or if decedent was a donor.
5. All case reports will be done within a "reasonable" time frame, generally ninety (90) days from the date of incident.

### **Photocopies of Medical Records**

If decedent expired in a hospital or nursing home, the Coroner's case file may include copies of a portion of medical records pertaining to the admission and treatment of the deceased.

### **Medications**

A list should be made of all medications located on a death scene. It may be necessary to search a decedent's location to determine this information. This will be done with law enforcement (if present), medical staff (if present), or assigned designee (will be present), and then signed prior to removal. This is not a search for criminal evidence. All medications will be listed as to type, dosage, issue date and physician. All medication will be stored in a safe in the morgue and then properly disposed of.

If illicit drugs and paraphernalia are present on scene, it is taken by law enforcement for their evidence and disposition.

### **Toxicology and other Laboratory Reports**

These reports contain the results of all tests requested by the Coroner or pathologist. The information contained in these reports generally is set out in the autopsy or external examination report. In all cases, the laboratory results will be considered in determining the cause and manner of death for certification purposes. Toxicology reports will be completed within a time frame of 6 to 8 weeks.

### **Consultant Reports**

When applicable, reports will be obtained from consultants who have been asked to render an opinion concerning a case such as a forensic odontologist or anthropologist.

### **Receiving and Responding: Child Death Calls**

The Laramie County Coroner's Office will have a death investigator available 24 hours a day to respond to calls for service and scene investigation.

When a death notification is received in this office, and investigator will obtain the necessary information to make a determination if the call falls under the jurisdiction of the office.

### **CHILD DEATH CASES**

The investigator assigned to the call must attempt to gather information as to the circumstances of the call prior to leaving for the scene in order to notify the supervisor. The supervisor will determine if notification shall be made to the Coroner.

Child Death protocols apply to all deaths of persons under the age of 18. In non-suspicious deaths, the Coroner has discretion, on a case by case basis, to allow family adequate time with their loved one, while they are present.

A written document (fax) will be forwarded to the Child Protective Services on any child death under the age of 18 years whether deemed a Coroner or Non-Coroner's case.

1. It is policy of this office to complete the necessary information as listed on the Child Death Checklist on the death of a child age 6 and under. This information will be obtained from and shared with other agencies during the Child Death Review Board meeting.
2. The Child Death Checklist will be utilized on the death of a child age 6 and under.
  - a) The entire checklist will be completed on all Sudden Unexplained Deaths, child abuse, neglect or homicide. The appropriate sections will be completed on a natural death or deaths occurring as the result of an accident.
  - b) For all Sudden Unexplained Deaths, the investigator will use a re-enactment doll for investigation. This will be video recorded and still photographed.
3. The Investigator will obtain the necessary information and include this information in his/her written narrative report.
  - a) Once autopsy report is complete, the investigator will follow up with the family, either by phone or in person to go over the official findings.
4. The Investigative staff will contact the appropriate agencies to complete the follow-up investigation.

5. All potential Doctor Sign outs and Non-Coroner Cases for decedents who are under the age of 18 must be reviewed and approved by the on call medical examiner (on call medical examiner will be available 24 hours regarding such cases). The only exception will be cases in which there is a documented history of a terminal illness.
6. The Coroner or the Chief Deputy Coroner must be notified prior to declining jurisdiction of a death of a person under the age of 18 years old. The only exceptions are decedents who have dies as a result of a terminal illness or a fetus when there was not positive toxicology or other concerns that may justify coroner jurisdiction.
7. Memorial Keepsakes are done on all child deaths. Footprints and handprints are printed and cast, and a lock of hair is cut.

### **Baby/Infant Personal Bedding**

Normally all evidence should be impounded by the law enforcement agency who is handling the case, i.e. Abuse/Neglect, General Assignment, Homicide, etc. When the investigator is requested to take possession of potential evidence, it should be impounded appropriately.

1. While investigating the death of a child six years of age or under, based upon the circumstances, the items in the immediate vicinity of the decedent may need to be taken into evidence by the investigator for examination by the Medical Examiner.
2. If the death or incident occurred at a residence or scene where the personal bedding may have a direct correlation to the cause and manner of the death and the law enforcement agency does not take the items into evidence, the investigator shall log the items onto a Property Receipt and transport the items to the office.
3. The items will be packaged properly and then placed inside an evidence locker, which will be secured. This information will be documented in the report narrative.
4. During the autopsy/examination, if the assigned Medical Examiner would like to examine the items, the circulating technician will contact the follow-up investigator or any full time investigator to gain access to the items.
5. After the Medical Examiner has examined the items, contact will again be made with the follow-up investigator or any full time investigator to have the items again placed in the evidence locker.
6. After the completion of the autopsy/examination and the Medical Examiner has deemed that the decedent is ready for release to the funeral home, the personal items are therefore ready for release to the family.

7. The full time investigative staff will make contact with the family and arrange for the items to be returned.
8. If for any reason, the Medical Examiner requests that the personal items remain in evidence, it will be their responsibility to notify the investigative staff and the property custodian.

### **Evidence Recovery by Staff**

Any tangible evidence identified by the Coroner's Office and assessed as important by the law enforcement agency involved with the case, and does not want to take into their custody, can be taken into custody by the Coroner's Office.

The following items are routinely stored at our facility or at the Larimer County Coroner's and are destroyed after 1 year from the date of death. All specimens are collected at the time of autopsy/partial autopsy or external exam:

- Tissue from Autopsy
- Projectiles and Ligatures not impounded by law enforcement agencies
- Miscellaneous items such as medical devices
- Body fluid specimens not submitted to offsite laboratory

Specimens taken by the Coroner's office will be sent to a licensed laboratory via FedEx Express, with expected report turnaround time frame of 6 to 8 weeks.

### **TISSUE**

1. Tissue from autopsy is to be retained for one full year from the date of examination. A computerized list of all tissue retained will be generated at the end of the retention cycle as a record of what was destroyed.
2. It is the responsibility of the pathologist to notify the staff via email of any tissue hold request.
3. At the end of each quarter, notice will be given to all pathologists of impending quarterly destruction of expired tissue previously held by request. The pathologists are to advise the staff, in writing, of any tissue to be retained beyond the destruction date. Each pathologist will have two weeks to respond.
4. The written request for retention of expired tissue must also include a new review date (ie: please hold tissue on case# for review at end of next quarter, for one additional year, etc.)
5. Once written notifications to hold tissue beyond the scheduled destruction date are received, any tissue slated to be retained will continue to be held in a secure area and an inventory log of that tissue will be maintained on the drive.
6. The tissue scheduled to be destroyed will be appropriately packaged in viscera bags and placed into biohazard waste receptacles. One of the rotation mortuaries will be contacted to cremate the tissue. Mortuary personnel will sign a standard release form indicating tissue destruction

pick up. The release form will be attached to the lists of tissue destroyed and then maintained in the histology file until such time as that year is microfilmed.

7. Tissue destruction will take place quarterly.

### LIGATURES, PROJECTILES AND MISCELLANEOUS EVIDENCE

1. Items are to be held for one full years from date of impound. Each pathologist will be advised of the impending destruction.
2. It is the responsibility of each pathologist to notify the staff via email of any evidentiary material requested to be held.
3. At the end of each quarter, notice will be given to all pathologists of impending destruction of expired evidentiary materials previously held by request. The pathologists are to advise the staff, in writing, of any evidentiary materials to be retained beyond the destruction date. Each pathologist will have two weeks to respond.
4. The written request for retention of expired evidentiary materials must also include a new review date (ie: please hold evidentiary materials on case # for review at the end of next quarter, for one additional year. etc.).
5. Once written notifications to hold evidence beyond the scheduled destruction date are received, any evidence slated to be retained will be secured in the evidence locker and noted on the inventory log maintained for that locker.
6. The remaining evidence scheduled to be destroyed will be disposed of in a biohazard container and the list of the destroyed items will be maintained in the file until such time as that year is microfilmed.

### BODY FLUIDS RETAINED IN HOUSE

1. From time to time, a pathologist may elect to store body fluid samples in our facility. This will be the exception rather than the rule. Whenever possible, body fluids are to be sent to the laboratory for testing and/or storage. Currently the offsite laboratory stores body fluid samples for one year from date of submission.
2. Body fluids retained in house will be kept for one full year from date of impound.
3. It is the responsibility of each pathologist to notify the staff via email of any body fluid specimens requested to be held.
4. At the end of each quarter, notice will be given to all pathologists of impending destruction of expired body fluid specimens previously held by request. The pathologists are to advise the staff, in writing, of any body fluid specimens to be retained beyond the destruction date.
5. The written request for retention of body fluid specimens must also include a new review date (ie: please hold body fluid specimens on case # for review at end of next quarter, for one additional year, etc.).

6. Once written notifications for retention of expired body fluid specimens beyond the scheduled destruction date are received, body fluid specimens slated to be retained will be secure in the histology refrigerator and noted on an inventory log maintained in that refrigerator.
7. The remaining body fluid specimens will be disposed of in a biohazard container and the list of the destroyed items will be maintained in the histology file until such time as that year is microfilmed.

### **On-site Storage of Body Fluids and Tissue**

The forensic pathologist assigned to the case usually retains tissue samples from any autopsy performed. In addition, the pathologist can order the on-site storage of body fluids for future toxicology.

1. In accordance with other policies and procedures of the Laramie County Coroner's Office, the pathologist assigned to the case obtains tissue samples from all forensically important organs. These samples are maintained in preservative and in a secure location, at the Laramie County Coroner's Office or the Larimer County Coroner's Office, for a period of one year.
2. In addition, body fluids can also be stored on-site if the pathologist assigned to the case orders such. These stored fluids are maintained and retained as per standard accepted practice.
3. At the end of the time period, such body fluids and tissue are evaluated for their forensic importance and may either be retained or destroyed.
4. Off-site storage of body fluids and tissue is done through a chain of custody method, which transfers all responsibility for the fluid and tissue to the storing facility.

### **BACKWARDS CASES**

1. At times, this office is not immediately notified by hospital personnel that a death has occurred wherein the cause/manner of death falls under our jurisdiction. In these cases, the Death Certificate should be taken to the treating physician who will list a cause of death, requiring the Coroner's Office to be involved. The Investigator will obtain the pertinent medical records and the decedent will be brought to Coroner's office for exam/autopsy and an Investigative report will be generated.
2. If the case warrants, admission blood and x-rays may need to be obtained by the Investigator.
3. The Investigator will contact the reporting mortuary and obtain any pertinent information and also obtain information on viewing, services and burial schedules. If the decedent's scheduled arrangements are in jeopardy of being interrupted, this situation may need to be reviewed by both a supervisor and the Medical Examiner on call.

4. The Investigator will contact the family and advise them that Coroner's office is now involved with the case and the basis for our jurisdiction. At that time, pertinent information needs to be obtained from them about the resulting death, with emphasis on how, when, where and why it occurred. This detailed information will be documented in the Investigative report.
5. If necessary, other persons involved in the death, including law enforcement, may need to be contacted to provide complete information and/or reports.
6. Once the decedent arrives at the Coroner's Office, an examination will be conducted and photographs will be taken in the Forensic Receiving area.

## **PART II HANDLING OF REMAINS**

### **Removal of bodies from death scenes**

The District Attorney and/or law enforcement has the authority to remove bodies from a death scene only after consultation and approval of the Coroner. No removal of bodies from the scene will be accomplished without the approval and in the presence of the Coroner. The sole exception is addressed below.

On occasion the family may request that the body remain until the arrival of a priest or other religious figure. In the absence of- an unforeseen emergency, the Coroner will allow this to happen. In all cases, consideration of reasonable family requests will be paramount.

In all cases, identification tags **WILL** be placed on the body of the decedent or on a secured body bag containing the remains. All cases transported by the Coroner's office will be placed in a body bag. In suspicious deaths, the body bag will be secured and a tag placed through the eyelets of the zipper. The name of the decedent may also be placed on the bag with indelible ink.

In the event the Coroner is not conducting removal of the remains and they are being removed by the funeral home, the Coroner will remain with the deceased until the time the remains are removed. At no time after arrival at the scene will the Coroner leave the remains unattended with family members. Once the Coroner has taken control of the remains, they are the responsibility of this office. When contacting a funeral home for removal, advise them if there are any unusual circumstances involving the remains, large individual, unusual location for recovery, extreme decomposition, etc. This is only a common courtesy to the funeral directors and will help them prepare for removal. Upon preparing to remove remains, as much as is possible, do not have family or other witnesses present.



Fluid draws for toxicological testing will not usually be done on scene, but may be accomplished at the funeral home or at the morgue. If an autopsy is to be conducted, drawing of fluids will be collected and tested by the forensic pathologist. **AT NO TIME WILL FUNERAL HOME PERSONNEL BE REQUESTED TO DRAW FLUIDS FOR TOXICOLOGY OR SEROLOGY TESTING BY THE CORONER.**

Any articles of jewelry, glasses, clothing or other items found on the deceased should remain with them upon removal. If family members are present, they may be turned over to them. Wallets, purses, cash or other such items may be retained by the Coroner in unattended death investigations, if family members are not present, and will be later returned to the next-of-kin of record. A detailed inventory sheet will be completed and signed by the Coroner. All monies will be verified by the investigator in the presence of law enforcement (if present), medical staff (if present), or assigned designee (will be present), then signed prior to securement. **No personal property will be given to any Funeral Home.** This detail will then be provided to the next-of-kin of record when the items are released to them. At no time will property be removed from deceased when it is an active criminal case such as Homicide. Property will not be stored in any county vehicle unless you are in transport from scene to office. In the event that a next-of-kin cannot be immediately located, the property will be transferred to the Clerk of the District Court for safekeeping. If the Clerk's office is closed, then property will be stored in a safe in our facility. When the next-of-kin is located, the Coroner will accompany them to the Clerk's Office where the property will be returned or will arrange a meeting at our facility for the property to be returned.

#### **Emergency removal of bodies from death scenes**

In order to minimize dangers caused by situations such as traffic accidents involving fatalities, and to reduce further damage to a decedent, law enforcement officials are authorized and have the authority to remove remains from harm's way prior to the arrival of the Coroner. This procedure is authorized in dangerous situations as problems can arise while awaiting the Coroner's arrival such as additional traffic hazards, in case of a fire to minimize or prevent further damage to the remains and to keep the remains from the site of morbidity seekers and family who may arrive on a scene, this procedure should be restricted to only those events where foul play is not suspected.

In instances where the remains have been moved prior to the Coroner's arrival, the law enforcement case officer will document the body's position and other pertinent information and provide the Coroner with the details.

#### **Unidentified Remains/ Identifying Remains**

In cases where identity is in question, the Coroner will authorize additional steps to coordinate with law enforcement and establish decedent identification. These steps will be done prior to disposition of the remains to a local cemetery where they will be buried.

- 1) Facially Recognizable – Photo I.D., Next of Kin, longtime friend.
- 2) Fingerprints
- 3) Photographs
- 4) Radiographs
- 5) Dental – Odontologist
- 6) DNA
- 7) Enter unidentified decedent into NAMUS
- 8) Obtain NCIC number and add to NAMUS

## **FACIALLY RECOGNIZABLE**

### **1. Physical viewing.**

A. an Investigator will have one of the following sign an Affidavit of Identification form:

1. At the location by a family member or longtime friend of at least six months (no recent acquaintances).
2. Medical personnel, if they have had direct contact with either the decedent or a family member.

### **2. Photograph.**

- A. A photograph viewed by a family member or longtime friend if in the opinion of the investigator that the deceased person resembles the decedent.  
(Photo ID's or postmortem photograph.)
- B. The postmortem photograph must display the decedent's features and/or profile.
- C. If there are injuries noted to the face/head, the investigator will take additional steps to ensure the quality and appropriateness of the photograph taken.
- D. If a postmortem Polaroid photograph is used, the individual making the identification must sign the photograph with the date and time of identification, along with the Affidavit of Identification.
- E. If a digital camera is used, the Affidavit of Identification will list the photograph number

- F. The signed Polaroid postmortem photograph, a copy of the digital photograph or the ID card that is used to make the identification will be affixed to the signed Affidavit of Identification.

### **Not Facially Recognizable**

1. Distinguishable features (tattoos, scars, birthmarks, deformities or any other unusual attributes).
  - A. If the decedent is identified based on a tattoo, a family member or close friend must sign a photograph of the tattoo and the Affidavit of Identification.
  - B. In all cases, the signed photograph must be affixed to the Affidavit. A Senior Investigator and/or a Forensic Pathologist must approve the identification.

### **Outside Forensic Specialty Services**

In certain cases, that require additional forensic specialty services such as entomology, botany, radiology, anthropology, etc., a Board Certified specialist will be procured at that time. Due to the rarity of need for these consultants, contracts do not exist in writing but are done verbally through the Coroner if the need arises.

### **FINGERPRINT COMPARISON.**

1. A comparison will be made between postmortem fingerprints and an outside agency's antemortem fingerprints by a qualified fingerprint examiner.
2. If this is accomplished at our office, the fingerprint examiner will complete the bottom portion of the fingerprint card by indicating the outside agency's name and the decedent's ID number, the date and time of identification, the examiner's name printed and the examiner's signature. The antemortem fingerprint card will be attached to the signed postmortem fingerprint card. These will then be distributed for filing in the decedent's case file.
3. If only a single print is available or the postmortem prints are decomposed, two fingerprint examiners must authenticate the identification prior to releasing the decedent to a local mortuary or to closing the file.
4. If a copy of the fingerprint cards has been faxed to an outside agency for comparison and a return reply is received indicating that they made the

positive identification, the receiving investigator will attach the facsimile to one original fingerprint card, along with the copies that were sent. These will then be distributed for filing in the decedent's case file.

## **RADIOGRAPHS**

Any radiographs taken by the Coroner's Office can be duplicated and the duplicate can be released to the family or other competent agency at the written request of the family or other competent agency.

1. Under no circumstances should the family or other competent agency be given the original postmortem radiographs. Radiographs taken by the Coroner's Office and stored on-site at the Coroner's Office can be duplicated and the duplicate released to the family or other competent person provided the following conditions have been met:
  - a. The forensic pathologist assigned the case is informed and gives permission.
  - b. The family or other competent agency fill out a request for chain of custody form.
2. Antemortem radiographs in the custody of the Coroner and taken by another agency will be duplicated by the Coroner's Office to assist with identification and at the request of the assigned pathologist to be retained for significant forensic findings.
3. The original antemortem radiographs will not be duplicated for release. The requesting party for such radiographs will be referred to the original agency that took the radiographs. This can be accepted depending on the circumstances and only after consultation with the Coroner or his designee.

## **4. Odontologists**

When there is a need for an Odontologist, the Laramie County Coroner's Office will contract with a Board Certified Forensic Odontologist (ABFO).

- A. When an Odontologist is scheduled to examine dental x-rays for identification, the forensic staff will send an e-mail advising the entire staff (excluding the Coroner and Assistant Coroner) of such.
- B. When the Odontologist has completed an examination, he/she will physically give the x-rays, charting, etc. to a forensic technician who will hand deliver them to the follow-up investigator.
- C. The Odontologist will indicate on their form that a positive identification has been made based upon the comparison.

- D. The follow-up investigator will update all computer information, send out an e-mail notification to the staff to contact the decedent's family. They will then turn the items over to the administrative staff for filing.
- E. In the event that the Odontologist is making the comparisons after forensic staff hours, they will hand deliver the above mentioned items to an investigator.
- F. If all investigators are out of the building at that time, the Odontologists will place the report in the wall file in the investigative work area. It will be the responsibility of the deputy coroner to check his/her wall file for the reports when they return from their calls and to update the computer, send out the e-mail notification to the staff and to contact the decedent's family.

## **DNA**

1. A comparison will be made between the decedent and known first degree relatives. The DNA testing will be conducted at a nationally approved lab/agency and a report will be submitted from the agency that made the identification and stored in the decedent's case file.

In cases where identification is not made, the decedent will remain a John/Jane Doe and the case will be turned over to the County for burial.

Decomposed bodies, mummified bodies, or bodies distorted due to severe injury usually inhibits accurate visual identification. The Investigative and Forensic staff will confer on cases, which are questionable and will jointly accept or reject the accuracy of visual identification. In the event any question arises, the staff should proceed to the next logical form available.

No policy can or will address all issues that may arise. Numerous memorandum and documents have been created on this issue. The goal of this policy is to provide a flow of work and formalize work already being done. Common sense and good judgment must always prevail.

### **Releasing jurisdiction of the body**

Prior to releasing jurisdiction of a body to an authorized receiving agent or a funeral director, it is necessary to determine the person responsible for the certification of the death. Information needed to complete the death certificate includes demographic information and the date, time and location of the death.

When releasing jurisdiction of the remains, the investigator should:

1. Determine who will certify the death certificate.
2. Confirm the date, time and location of death.

3. Collect, when appropriate, fluids or other evidence prior to releasing the body.
4. Release the body to a funeral director or other appropriate receiving agent with a signed release from the legal next of kin.

### **Receiving of Bodies**

After leaving a scene, the investigator will transport the body in a body bag to the Laramie County Coroner's Office. After arriving, the investigator will: log the date and time the decedent is brought into the facility, weigh the decedent, label the body bag with name and weight, and then place the decedent into refrigerated storage.

### **Release of Bodies**

Bodies received in this office will be given a body exam prior to being released to a local funeral home. If there is a Release of Remains form signed by the legal next of kin, the decedent will be released as soon as possible following the autopsy/partial autopsy.

1. On a daily basis, the release forms will be checked, removing any "tentative identification" cases that are to be held until positive identification had been made.
2. The computer will be checked to insure that all necessary information has been entered and the decedent is cleared to be released.
3. Upon completion of examination, all cases that have been previously identified and have a completed Record of Examination will be released to the funeral homes.
4. The releases will be sorted by mortuary and contact will be made with each mortuary, advising them of how many releases are present. Record the date, time and to whom you spoke on the appropriate side of the release form.
5. When the mortuary arrives, remove the information slip from the back of the release. Check the tag for accuracy. Check the decedent to insure that fingerprints have already been obtained. Check the ID on leg and viscera bag.
6. Check the clothing and/or any other items listed on the release form against what is with the decedent.
7. Have the mortuary representative write and sign their name on the release form and turn the information slip over to them.

8. Record the time of release on the sign in/sign out log and enter the data into the computer.

## **PART III NOTIFICATIONS**

### **Next-of-kin**

In all cases, every effort will be made to notify the next-of-kin in person. Only under unusual circumstances will they be notified by telephone or other means. If notification is accomplished by any means other than in-person contact (next-of-kin is out of state or not immediately available), a call will be placed to the Coroner or law enforcement agency of the other jurisdiction, with direction to have the next-of-kin contact this office.

### **Other necessary notifications**

It is customary or required by law or regulation to report certain deaths to specific agencies. Unless otherwise specified, it is the responsibility of the Coroner to report the death to the appropriate agency.

### **Work related deaths and OSHA notification**

All deaths resulting from accidents that are work related will promptly be reported to the Occupational Safety and Health Administration (OSHA). Notification to OSHA will be made during normal business hours. Wyoming Department of Health also requires all work related deaths to be reported to them.

### **District Attorney Notification**

In all cases where the decedent may have died as a result of a crime, the District Attorney will be notified. The Coroner and law enforcement should be prepared to brief the DA's representative on the facts of the case as known. Notification must also be made to the DA as well as the County Attorney on all transfer of jurisdiction cases as well.

### **Child Abuse Cases**

It is the responsibility of the Coroner to promptly notify law enforcement in all cases where child abuse is suspected. The date and time of the notification, as well as the agency involved should be noted in the Death Investigation Report.

### **Social Services**

The State Department of Social Services shall be contacted in all child deaths (less than eighteen years of age) to determine if there had been prior contacts with persons involved.

## **AUTOPSIES**

It is the policy of the Laramie County Office of the Coroner to have full autopsies conducted in the following cases where the Office has jurisdiction. All other cases that are considered coroner cases will receive a body exam by an investigator from the Laramie County Coroner's Office. Partial autopsies are not performed, but head post will be done at the discretion of the Coroner/Forensic Pathologist:

1. All homicides or suspected homicides
2. All sudden, unexplained deaths of infants and children
3. All motor vehicle deaths where:
  - a. The decedent is the victim of a hit and run event
  - b. There are criminal charges or the possibility of criminal charges pending
  - c. The deceased has not been hospitalized or there is inadequate documentation and diagnosis of the injuries to allow certification of the death
4. All deaths related to other vehicles such as aircraft, watercraft, trains, etc. unless the decedent had been hospitalized and there is adequate documentation of the injuries to allow for certification of the death. However, if criminal charges are expected, an autopsy will be performed even if the injuries can be documented. In the event of a mass casualty, the number of deaths may necessitate that not all victims will undergo a complete forensic autopsy.
5. All drowning deaths, unless the deceased was hospitalized and there is sufficient documentation and diagnosis of the injuries to allow certification of the death.
6. Sudden, unexpected deaths of adults, depending on age, medical history and the circumstances of the death.
7. Suicides, unless the decedent had been hospitalized and there is adequate documentation and diagnosis of the injuries to allow for certification of death.
8. Deaths due to, or suspected to be due to medical procedures resulting in unexpected death.
9. All other accidents or traumatic deaths, unless the decedent had been hospitalized and there is adequate documentation and diagnosis of the injuries to allow certification of the death.



10. In instances of deaths where sexual assault is suspected, the Forensic Pathologist will collect the following during autopsy:
  - Control hair samples
  - Pubic area lightly combed (samples taken)
  - Swabbing of body orifices
  - Fingernail scrapings or clippings
  - For bite mark comparisons refer to Board Certified Odontologist
11. In-custody deaths or deaths associated with law enforcement action, including deaths in medical facilities within custody institutions will be evaluated by the Coroner and County Attorney and a decision made in the best interest of the deceased.
12. Unidentified or skeletonized remains.
12. Fire deaths and deaths due to explosions, unless the deceased had been hospitalized and there is adequate documentation and diagnosis of the injuries to allow for certification of the death.
13. Deaths due to chemical, biological or radiological terrorism, unless the sheer number of casualties, in the opinion of the Coroner or investigative agency, precludes complete autopsies on all victims. Consultation with and availability of sufficient pathology staff will be considered.
14. In the opinion of the Coroner, and in consultation with a physician, it is in the best interest of the decedent and the public to perform a post mortem examination.

If the decedent has a highly infectious or contagious disease and the cause and manner of death can be determined without autopsy, the pathologist, in consultation with the Coroner and decedent's physician, can elect not to perform an autopsy if documentation and diagnosis allow for certification of the death.

If the family or personal representative of the decedent has strong objections, religious or otherwise to having an autopsy performed, and the cause and manner of death can be determined without one, the Coroner can elect not to have an autopsy performed after consultation with the physician of the deceased. This is not applicable to homicides or suspected homicides, unless, after consultation with the District Attorney, it is determined that the deceased had been hospitalized and there is adequate documentation and diagnosis of the injuries to allow for certification of the death.

If it is determined an autopsy needs to be performed, radiographs will be taken on cases that require them, and an Autopsy Consultation form will be completed and forwarded so that the procedure can be scheduled. The Coroner or attending Deputy, as well as any law enforcement investigator charged with the case will

attend the autopsy. Photographs will be taken for all autopsy/partial autopsy cases with scale.

In all cases where autopsy is to be performed, the Coroner will remove the remains to the morgue facility and hold them until completion of the examination. Upon completion, the remains will be returned to the morgue facility or may be delivered, upon return to the funeral provider. A Release of Remains form will be completed by the Coroner and will be signed by the mortuary receiving the remains.

#### **Contracting with Licensed Forensic Pathologist:**

Laramie County Coroner's Office does not currently have a licensed Forensic Pathologist on staff. In order to fulfill the State of Wyoming requirements for autopsy, Laramie County transports all cases that require an autopsy to Colorado, where there are Wyoming licensed Forensic Pathologist on staff and are made available 24 hours a day. The facility in Colorado has trained medical assistants/technicians available for every licensed Forensic Pathologist.

In the event of a mass casualty critical incident, the Coroner will contact the Emergency Management Director (EMA) and request that the Governor waive licensing requirements for the State of Wyoming, to accommodate the request for additional Forensic Pathologists, for such time as it takes to complete the investigation and the subsequent follow-up.

In addition to licensing, DMORT will be called upon for additional resources.

#### **Release of Body Fluids and Tissue**

Any body fluids or tissue in the custody of the Coroner's office can be released to the family or other competent agency at the written request of the family or other competent agency.

1. Body fluids and tissue stored on-site at the Coroner's Office can be released to the certified laboratory designated by the family or other competent person provided the following conditions have been met:
  - A. The forensic pathologist assigned the case is informed and gives permission.
  - B. The family or other competent agency presents a written request.
  - C. At the time of release, a chain of custody form is executed.
  
2. Under no circumstances should the family or other competent agency be given ALL the amount of any body fluid or tissue. The Coroner's Office should always retain part of the sample. This rule can be expected by the forensic pathologist assigned to the case.

## **REPORTS**

The pathologist who conducts the autopsy is responsible for the production of the report of their findings at autopsy. The initial findings may be communicated to the Coroner or other investigators upon completion of the examination. Both external reports and autopsy reports will list pertinent diagnosis and an opinion statement specifying the cause of death. The opinion statement in the report may also offer the manner of death, but most likely will defer to the completion of the investigation.

### **FAMILY ASSISTANCE**

The Coroner will provide the family with a timetable of what actions need to be taken so they can arrange for final disposition and provide them information about available community and professional resources that may assist them.

If the decedent did not have prior arrangements and the family has not yet determined their choice of funeral provider, the Coroner will seek input from the family. If the decision has been made and the family has not yet made notification to the provider, the Coroner will call the requested funeral provider and make arrangements for the release of the remains.

If the family cannot make a decision or are not immediately available due to distance, etc, the Coroner may remove the remains from the location of death and store them temporarily in the morgue facilities until arrangements for the release have been made. Upon notification of authorization for release of the remains, the mortuary will contact the Coroner and schedule a time when the remains will be released. The Coroner will meet the mortuary representatives, in person, at the morgue facility and release the remains. A Coroner's Office Release of Remains form will be completed and signed by the Coroner and representative of the mortuary.

The Coroner will make every effort to assist the family in all aspects of the death investigation. When the Coroner is assisting the family, it is important that they:

1. Advise the family as soon as possible that an autopsy is required as outlined in the policies of the Coroner.
2. Inform the family of available support services.
3. Inform the family of appropriate agencies to contact with questions, such as Office of the Coroner, law enforcement, SIDS support groups, etc.
4. Ensure that at all times, the family is not left alone with the deceased.
5. If the Coroner must take control of the remains, the family will be informed, as best as expected about the approximate release timetable.

6. Inform the family of an approximate timetable for the release of reports and conclusions.
7. Inform the family of available reports and any costs associated with their release.

The interaction between the Coroner and the family allows for assistance and direction to appropriate resources. This is done in conjunction with information obtained from the funeral director and other advocates. It is essential that families are given a timetable for events that will be occurring so that necessary arrangements can be made. In addition, the Coroner needs to make them aware of what and when information will be available to them.

#### **PART IV FILES, CASE DOCKETS AND INFORMATION REQUESTS AND RELEASES**

1. Pursuant to Wyoming Statutes W.S. § 7-4-105, and W.S. § 16-4-203, the following policy will be effective immediately:

- A. A written verdict and case docket summary of each case completed by the Coroner's Office will be completed and filed within the case file as part of the official investigation. This Docket will be completed by the Coroner, Deputy Coroner, or office staff as directed by the Coroner.
- B. This Docket will include all information as specified by Wyoming Statute W.S. § 7-4-105 (a), and completed on the official form designated by the Coroner.
- C. Access to this Docket and the information contained therein will be by the procedures specified and allowed by the above noted Statutes. The Coroner may establish additional policies and procedures.

2. Except as provided for in W.S. § 7-4-105 (b), all information, photographs, reports or content of the investigative file are restricted and confidential, as specified by law. Failure to observe this confidentiality, unauthorized or improper access or release of information is a violation of Coroner's policy and can result in disciplinary action as well as civil penalties as specified in W.S. § 7-4-105 (k) or (m).

#### **Policies regarding Dockets:**

1. The public record Docket is filed and available only when each case is completed. A case is considered completed when:
  - A. All investigation and adjudication with the case is complete. Confidentiality of all information on the case may need to be

maintained if other agencies associated with the case have not completed their investigation, or adjudication is in process pursuant to W.S. § 16-4-202 et seq.

- B. The Coroner's investigation is complete and a report submitted defined and established by the Rules by the Board of Coroner's Standards, Chapter 6, Section 4.
  - C. The cause and manner of death has been determined and documented.
2. Limitations or exceptions to the release of case information are determined by the Coroner, in conjunction with other procedures as established in the Guidelines and Policies of this office, or as otherwise provided by law.
  3. Information on the public Docket will be as complete as possible, with no blank items, as all categories are defined by W.S. § 7-4-105 (a). Information that is not known will be noted as such. Decedent's Personal Effects Inventory will be attached describing all property or personal effects found with the decedent.
  4. All medical information and records, including medication inventory, are not included in the Public Docket per Federal law and Wyoming Statute. This includes any other detailed information contained within the investigative report to include the autopsy. Only the specific cause and manner of death are reported.
  5. W.S. § 7-4-105(a) specifies that only "relevant toxicological factors" will be reported on the Public Docket. Only those that are immediate and specific to the cause of death will be reported.
  6. Each copy of the Docket, when requested for release, will be stamped, certified and signed prior to its release. Dockets will not be faxed or e-mailed, and will not be released without a signed request for records.

### **Requests for Information or Documents**

1. All requests from the news media or for news releases will be referred to the Coroner.
2. All requests for releases of information, files, and documents – including a Public Docket will be in writing. The only approved form for requesting information will be provided by the Coroner's Office.

3. W.S. § 7-4-105 provides for what information can be released to which entity or family member, which include:
  - a. Surviving Spouse
  - b. An Adult Child
  - c. Surviving Parent
  - d. Legally Documented Personal Representative
  - e. Legal Representative
  - f. Legal Guardian
  - g. Law Enforcement entity of the State of Wyoming
  - h. A Federal Law Enforcement entity
  - i. A District Attorney
  - j. A U.S. Attorney
  - k. County, State or Federal Public Health entity
  - l. A Board licensing health care professionals under Title 33 of Wyoming State Statutes
  - m. The division responsible for administering the Wyoming Worker's Compensation Act
  - n. State Occupational Epidemiologist
  - o. Office of the Inspector of Mines
  - p. Insurance Companies with legitimate interest in the death
  - q. Treating Physician, while in performance of their official duties
4. A court, upon showing good cause, may issue an order authorizing a person or entity to obtain records
5. A surviving spouse will be given reasonable notice and copy of any petition filed with the court under this statute.
6. The legal entity responsible for the Decedent (Paragraph 3, a-f) will be provided reasonable notice of a request for Public Docket.