

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
\$15,000.00, ON BEHALF OF THE GOVERNING BODY OF
LARAMIE COUNTY, WYOMING

FOR THE PURPOSE OF: REQUESTED FUNDS WILL BE USED TO PURCHASE
THREE FORENSIC CAMERAS 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 \$15,000.00 for consideration of funding the Laramie County
Coroner's Office.

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 15th DAY OF JUNE 2021.

By: _____
Gunnar Malm, Chairman

Date

ATTEST:

Debra Lee, Laramie County Clerk

Date

Received and Approved as to Form only By:

 FOR
Mark Voss, County Attorney

6/7/2021

Date

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	O-BJA-2021-09003
Opportunity Title:	BJA FY 21 Paul Coverdell Forensic Science Improvement Grants Program- Competitive
Opportunity Package ID:	PKG00266994
CFDA Number:	16.742
CFDA Description:	Paul Coverdell Forensic Sciences Improvement Grant Program
Competition ID:	
Competition Title:	
Opening Date:	05/07/2021
Closing Date:	06/24/2021
Agency:	Bureau of Justice Assistance
Contact Information:	National Criminal Justice Reference Service Response Center

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00704827
Application Filing Name:	Laramie County Coroner
UEI:	E9DLJC1HGNQ8
Organization:	LARAMIE COUNTY, WYOMING
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Jun 07, 2021 12:12:35 PM EDT
Form State:	No Errors

FORM ACTIONS:

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Laramie County, Wyoming

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

83-6000111

*** c. UEI:**

E9DLJC1HGNQ8

d. Address:

*** Street1:**

310 W. 19th Street, Suite 300

Street2:

*** City:**

Cheyenne

County/Parish:

Laramie County

*** State:**

WY: Wyoming

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

82001-4449

e. Organizational Unit:

Department Name:

Coroner's Office

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Miss

*** First Name:**

Sandra

Middle Name:

Lynn

*** Last Name:**

Newland

Suffix:

Title:

Grants Manager

Organizational Affiliation:

Laramie County, Wyoming

*** Telephone Number:**

307-633-4201

Fax Number:

*** Email:**

snewland@laramiecounty.com

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.742

CFDA Title:

Paul Coverdell Forensic Sciences Improvement Grant Program

* 12. Funding Opportunity Number:

O-BJA-2021-09003

* Title:

BJA FY 21 Paul Coverdell Forensic Science Improvement Grants Program- Competitive

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

The Laramie County Coroner's Office is seeking assistance in purchasing forensic cameras to aid in the quality and timeliness of forensic services.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="15,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="15,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

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Workspace ID:	WS00704827
Application Filing Name:	Laramie County Coroner
UEI:	E9DLJC1HGNQ8
Organization:	LARAMIE COUNTY, WYOMING
Form Name:	Disclosure of Lobbying Activities (SF-LLL)
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Jun 07, 2021 12:12:57 PM EDT
Form State:	No Errors

FORM ACTIONS:

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2022

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" 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	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: Laramie County * Street 1: 310 W. 19th Street, Suite300 Street 2: _____ * City: Cheyenne State: WY: Wyoming Zip: 82001 Congressional District, if known: WY-01		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: Bureau of Justice Assistance	7. * Federal Program Name/Description: Paul Coverdell Forensic Sciences Improvement Grant Program CFDA Number, if applicable: 16.742	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant: Prefix: Mr. * First Name: Gunnar Middle Name: _____ * Last Name: Malm Suffix: _____ * Street 1: 310 W. 19th Street, Suite 300 Street 2: _____ * City: Cheyenne State: WY: Wyoming Zip: 82001		
b. Individual Performing Services (including address if different from No. 10a) Prefix: Miss * First Name: Sandra Middle Name: Lynn * Last Name: Newland Suffix: _____ * Street 1: 310 W. 19th Street, Suite 140 Street 2: _____ * City: Cheyenne State: WY: Wyoming Zip: 82001		
11. 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 the 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: Completed on submission to Grants.gov * Name: Prefix: Mr. * First Name: Gunnar Middle Name: _____ * Last Name: Malm Suffix: _____ Title: Chairman Telephone No.: 307-633-4260 Date: Completed on submission to Grants.gov		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

Abstract

The Laramie County Coroner's Office is requesting funding to purchase three forensic digital cameras for its operations, in order to reduce backlog and provide the best services to the community. Our office is rural and small and has limited technology to assist with proper forensic investigations. Forensic cameras will help to expedite the process of identifying biological materials, and provide detailed body identification. This equipment will help us to reduce our time on suspicious death investigations. The requested equipment provides real time, on site detection and identification of various evidence types. If funded the cameras can be implemented into our office very quickly. We will monitor the usage of the cameras in relation to meeting the objective of improving the quality and timeliness of forensic services to reduce the number of backlogged cases.

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 four full time positions, coroner, chief deputy coroner, executive assistant, and a full 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. There are Wyoming licensed forensic pathologists on staff who are 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 2021, we had 170 cases with 27 autopsies. In 2020 we had, 416 cases with 69 autopsies and in 2019, we had 352 cases with 86 autopsies. These cases range from natural deaths, accidents, suicides to homicides. We have included these statistics in our other attachments section for review. In 2020, Laramie County had 65 deaths related to COVID-19. We have attached our 2020 Annual Report summarizing the deaths and providing additional information on gender and age breakdown.

Description of the Issue:

The Laramie County Coroner's Office is a smaller department with insufficient resources and technology. We have limited capabilities and equipment to conduct death investigations and often times have to rely on outside sources locally and in Colorado. This is especially true for suspicious death investigations that need a more detailed analysis. Our department currently does not have any forensic camera equipment. We feel that this is an area within our office that is lacking in order to provide clear documentation for court exhibits. Most forensic examiners have to rely on first responder's documentation for injuries and as a result, the information can limit the coroner's ability to record injuries properly and unbiased. Our request for forensic camera's tie into the Report to Congress: Needs Assessment of Forensic Laboratories and Medical Examiner/Coroner Offices to meet the gap in technology and resources for digital evidence.

Our county is not aware of any specific impacts on resources or needs by the State of Wyoming under part one violent crime data. We have pulled the Uniform Crime Reports for 2018-2020. In 2018 Laramie County had 3 homicides, 44 rapes, 510 assaults, 397 burglaries, 2,396 larceny thefts and 277 motor vehicle thefts. In 2019 Laramie County had 6 homicides, 56 rapes, 449 assaults, 296 burglaries, 1,881 larceny thefts and 223 motor vehicle thefts. The UCR

data for 2020 reflects only the Sheriff's Department's data; please recognize that these statistics do not include the City of Cheyenne or smaller jurisdictions located within our county. Other UCR data was not available by the City of Cheyenne or Pine Bluffs Police Department. As a result, the violent crime numbers are drastically lower than what our office encounters on an annual basis. In 2020, Laramie County had 1 homicide, 5 rapes, 281 assaults, 98 burglaries, 281 larceny thefts and 49 motor vehicle thefts. Typically, the cases of violent crime in Laramie County are similar in number each year without large changes or shifts.

Accreditation and Five Certifications:

The Laramie County Coroner's Office recently went through the accreditation process, met all of the requirements, and are current have a 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 Manuel 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:

Having forensic cameras will allow for an expedited process of identifying biological materials. More specifically: bruises, bite marks, needle tracks, gunshot residue, tattoo identification and body identification. This equipment will help cut down on time for suspicious death investigations (homicides, suicides, accidents and baby deaths). The cameras will help to facilitate a more thorough investigation into the cause and manner of a death. It will also aid our office in expanding its resources in the field of forensic science, such as finding biological material on a crime scene, that is unable to be seen by the naked eye. The cameras will be useful for identifying victims of fatalities through certain skin disruptions caused by burns, decompensation and water damage. The requested equipment will allow for a complete chain of custody to include enhancement history. The camera has simple interface for limited training from acquisition to uploading. The equipment has the UltraLite ALS technology specific for forensic scene lighting. This technology provides real time, on-site detection and identification of various evidence types, perfect for coroner office investigations.

The cameras will be instrumental in assisting staff with the location and identification of blood spatter, gunshot residue, bruising, bite marks, needle tracks and tattoo identification on both the skin and clothing of the deceased individual. The camera's would facilitate an efficient process for identifying bodies on scene or in the field versus bringing the deceased or remains back to the morgue for investigation and identification. The images from the camera can be processed quickly and provided to agency partners in a collaborative effort. If funded the Laramie County Coroner's Office would research and purchase the three forensic cameras following Laramie County procurement policies. The Coroner's Office would be able to utilize the cameras quickly on death investigations to improve any backlog on cases.

Capabilities and Competencies:

The Laramie County Coroner's Office is comprised of four full time positions, coroner and chief deputy coroner, a full time deputy and a full time executive 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 at the coroner's office the ability to perform all job duties without the limitation of inadequate technology.

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 to carry 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 is purchased along with backlog case information. 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 or accessories above the requested budget will be the responsibility of the applicant. If funded, our project will be sustainable and will become part of the coroner's office investigation practices. Once our project is complete, we will be able to demonstrate improved investigation 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 for \$15,000, to purchase three forensic cameras. We have received preliminary estimates on the project and have explored several options. With the requested funding, we anticipate a decrease to backlogged cases and a reduction in the time needed to process an investigation. If funded we will demonstrate that in obtaining this equipment our office will see a reduction in the time of forensic analysis and backlogged cases.

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: 6/4/21

Application/Grant Number: O-BJA-2021-109003

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

TCG Technical Recommendation:

BJA Approval:

Bureau of Justice Assistance Grants Program Checklist			
Resource	Concern	Yes or No	Comments
Air Quality	Does the project comply with state air quality standards for all criteria pollutants?	N/A	
	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	
Significance Criteria			
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.			
Geology, Topography, Soils (includes Farmland Protection)	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	
Significance Criteria			
An action would cause a significant impact if soil erosion produced gulying, 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.			

Resource	Concern	Yes or No	Comments
Water Resources (Water Quality, Surface Water, Wetlands, Floodplains, Coastal Barrier Resources, Wild and Scenic Rivers)	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?	N/A	
	During construction activities, would all state, local, and tribal regulations concerning erosion controls, runoff abatement, and vegetation removal be followed?	N/A	
	During construction activities, would proper hazardous spill procedures be in place to minimize impacts of spills on water quality?	N/A	
	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	
Significance Criteria			
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.			
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.			
Resource	Concern	Yes or No	Comments
Natural Environment (Wildlife, Wildlife Habitat, and Vegetation)	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	
Significance Criteria			
<p><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></p> <p><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></p> <p><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></p>			
Resource	Concern	Yes or No	Comments
Endangered Species	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	
Significance Criteria			
<p><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></p>			

Resource	Concern	Yes or No	Comments
Historic Preservation	Is the project site free of any historic structures, archeological concerns, or other cultural resource issues, as determined by consultation with the SHPO?	N/A	Project will not involve historic preservation.
	Would the project avoid affecting any NRHP listed properties, or properties that are eligible for listing?	N/A	
	Would the project occur within an existing facility that is not considered historic, as determined by consultation with the SHPO?	N/A	
	If project activities are determined to impact cultural resources as defined by Section 106, would mitigation steps as outlined in Section 106 be followed?	N/A	
	Would renovation projects exclude historic buildings?	N/A	
Significance Criteria			
<i>An impact would be significant if an effect occurs that may diminish the integrity of, cause a substantial adverse change in the significance of, or directly or indirectly destroy a cultural resource. This effect would equate to an "adverse effect" determination for purposes of Section 106.</i>			
Resource	Concern	Yes or No	Comments
Land Use	Would the project comply with local zoning and development ordinances (apply for rezoning if needed)?	N/A	Project will not impact land use.
	Would the project comply with local comprehensive and development plans?	N/A	
	Would the project obtain necessary building and occupancy permits from local authorities?	N/A	
Significance Criteria			
<i>An impact would be significant if a proposed action conflicts with any Federal, regional, State, or local land use plans. If land use patterns are changed in the immediate project area due to a proposed action, the impact would also be considered significant.</i>			
Resource	Concern	Yes or No	Comments
Human Population (Socioeconomics and Environmental Justice)	Would the project avoid appreciably changing the total population or demographics of the population, housing demand or employment levels, or property values?	N/A	Project will not have an impact on populations.
	Would the project avoid increasing human infrastructure requirements (i.e., new workers need housing and consume additional community resources such as water, electricity, roadways, open space, etc.)?	N/A	

	Would the project avoid displacing existing residents or workers from their homes and communities?	N/A	
	Would the action avoid areas that have a high proportion of minority residents or residents living below the poverty level?	N/A	
	If it does occur in such an area, would the grantee ensure that low-income households are not adversely impacted by the project?	N/A	
	Would environmentally unsafe, unpleasant, or noxious conditions for nearby populations, including release of contaminants into air or water, increased levels of traffic or noise occur only during the period of construction?	N/A	
Significance Criteria			
<p><i>A change of more than 2 percent of the previously projected level of local employment, population, or gross domestic product would be considered a significant impact on socioeconomics. Also, if school populations decrease by more than 2 percent, revenues decrease by more than 2 percent, and if vacancy rate increases by more than 2 percent, that would constitute a significant impact.</i></p> <p><i>A significant impact on environmental justice would occur if a disproportionate amount of minority and/or low-income populations were adversely affected by the project.</i></p>			
Resource	Concern	Yes or No	Comments
Noise	Would project activities avoid noise impacts to sensitive receptors?	N/A	
	If noise levels during construction projects exceed existing background sounds temporarily, would the project insure that they do not exceed applicable noise standards?	N/A	
	Would operation of a newly constructed facility avoid producing noise levels that would disturb people or displace wildlife?	N/A	
Significance Criteria			
<p><i>Sounds levels of 65 dBA are considered annoying to most individuals, while constant or repeated exposure to sounds of 90 dBA or higher can lead to significant impacts. Noise levels are significant if they exceed ambient noise level standards determined by the federal, state, and/or local governments. An impact would be considered significant if there is sustained exposure of sensitive receptors to a DNL of greater than 65 dBA.</i></p>			

Resource	Concern	Yes or No	Comments
Energy	Would the demand on the region's energy supply be negligible (for projects occurring within existing facilities that may require additional energy)?	N/A	Project will have no impact on energy.
	Would the project comply with regulations for electricity and gas provisions?	N/A	
	Would the project avoid the wasteful, inefficient and unnecessary consumption of energy?	N/A	
Significance Criteria			
<i>Significant impacts to energy would occur if a proposed project were to create a substantial increase in the level of demand for energy supplies and/or use energy in a wasteful, inefficient, excessive or unnecessary manner.</i>			
Resource	Concern	Yes or No	Comments
Solid Waste Management	Would any solid (or liquid) waste that is created by the project, including hazardous waste and construction debris, be disposed of properly?	N/A	Project will have no impact on solid waste management.
	Would laboratories maintain safe and adequate storage and disposal procedures for hazardous waste and chemicals?	N/A	Project will have no impact on solid waste management.
Significance Criteria			
<i>An action would cause a significant impact if it would increase the generation of solid or hazardous waste beyond the capacity to safely handle and dispose of that waste.</i>			
Resource	Concern	Yes or No	Comments
Transportation	Would the project avoid generating new traffic over the long-term?	N/A	Project would have no impact on transportation.
	Would the project avoid creating an additional need for parking?	N/A	
	Would the project avoid short- or long-term decreases in the level of service of a roadway?	N/A	
	Would the project ensure unrestrained movement of emergency vehicles?	N/A	
	Would the project avoid conflicts with planned transportation projects or adopted public transportation policies?	N/A	

	Would the project avoid causing noticeable deterioration of local roadway surfaces?	N/A	
Significance Criteria			
<i>A significant impact to transportation would be a traffic increase which is predicted to upset the normal flow of traffic, create the need for major road repair as a result of the action, or generate traffic levels requiring the expansion of existing roadways or facilities.</i>			
Resource	Concern	Yes or No	Comments
State Environmental Policy Act	Would the project occur in states <u>other than</u> Arkansas, California, Connecticut, District of Columbia, Georgia, Guam, Hawaii, Indiana, Maryland, Massachusetts, Minnesota, Montana, Nevada, New Jersey, New York, North Carolina, Puerto Rico, South Dakota, Virginia, Washington, or Wisconsin? If so, the project would not require compliance with a state environmental policy act.	Yes	Project will occur within the State of Wyoming and will not impact the Environmental Policy Act.
Intergovernmental Review and Other Federal Agency Reaction to the Project	Would grantees partnering with other federal agencies, or whose project may affect another federal agency consult and coordinate with that entity and conduct intergovernmental review as necessary?	N/A	
Cumulative Impacts	Would cumulative impacts be less than significant for all resources affected by the project?	N/A	

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

**FY 2021 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

Gunnar Malen

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 2021 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/or 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 2021 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 in the State) 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 2021 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/or 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 2021 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 2021 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/or 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 2021 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 Information" in the Fiscal Year 2021 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/or 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

**FY 2021 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) 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 Information section of the program solicitation for the FY 2021 Coverdell program.

Name of Applicant Agency (including Name of State):

Laramie County, Wyoming

Date: 6/4/21

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. _____	_____

Applicant Disclosure of Pending Applications

The Laramie County Coroner's Office has one pending request for a forensic camera. We submitted a State Homeland Security Program grant application for \$5,000 to request the funding for the purchase of one forensic camera. At the time of this application, we have not heard if we have been awarded. We need four forensic cameras; this application is to request three.

<u>Federal or State Funding Agency</u>	<u>Solicitation Name/Project Name</u>	<u>Name/Phone/Email for Point of Contact at Federal or State Funding Agency</u>
Wyoming Office of Homeland Security-FEMA pass through funds	Forensic Camera	Ashley Paulsrud 307-777-4907 Ashley.paulsrud@wyo.gov

LARAMIE COUNTY TOTALS

Laramie CO SO - 2018

Data Source: UCR Summary

CLASSIFICATION OFFENSES	2 OFFENSES REPORTED OR UNKNOWN	3 UNFOUNDED *	4 NUMBER OF ACTUAL OFFENSES	5 TOTAL OFFENSES CLEARED (includes col.6)	6 NUMBER OF CLEARANCES UNDER 18
1. Criminal Homicide					
a. Murder and Nonnegligent Homicide					
b. Manslaughter by Negligence					
2. Forcible Rape Total	1		1		
a. Rape by Force	1		1		
b. Attempts to commit Forcible Rape					
3. Robbery Total	1		1		
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon	1		1		
d. Strong-Arm (Hands, Fists, Feet, Etc.)					
4. Aggravated Assault Total	5		5	5	
a. Firearm	3		3	3	
b. Knife or Cutting Instrument				1	
c. Other Dangerous Weapon	1		1		
d. Hands, Fists, Feet, Etc. - Aggravated injury	1		1	1	
5. Burglary Total	18		18		
a. Forcible Entry	11		11		
b. Unlawful Entry - No Force	6		6		
c. Attempted Forcible Entry	1		1		
6. Larceny - Theft Total	68		68	5	
7. Motor Vehicle Theft Total	7		7	1	1
a. Autos	7		7	1	1
b. Trucks and Buses					
c. Other Vehicles					
Subtotal Part I Offenses	100		100	11	1
4e. Other Assaults - Simple, Not Aggravated	57	2	55	25	1
Grand Total (incl. Simple Assault)	157	2	155	36	2
8. Arson					
9. Human Trafficking - Commercial Sex Act					
10. Human Trafficking - Involuntary Servitude					

Cheyenne PD - 2018

Data Source: UCR Summary

CLASSIFICATION OFFENSES	2 OFFENSES REPORTED OR UNKNOWN	3 UNFOUNDED *	4 NUMBER OF ACTUAL OFFENSES	5 TOTAL OFFENSES CLEARED (includes col.6)	6 NUMBER OF CLEARANCES UNDER 18
1. Criminal Homicide	2		2	2	
a. Murder and Nonnegligent Homicide	2		2	2	
b. Manslaughter by Negligence					
2. Forcible Rape Total	33	3	30	1	
a. Rape by Force	31	2	29	1	
b. Attempts to commit Forcible Rape	2	1	1		
3. Robbery Total	23		23	8	1
a. Firearm	9		9	4	
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon	4		4	1	1
d. Strong-Arm (Hands, Fists, Feet, Etc.)	10		10	3	
4. Aggravated Assault Total	153	1	152	66	5
a. Firearm	27		27	9	2
b. Knife or Cutting Instrument	40		40	21	
c. Other Dangerous Weapon	34	1	33	15	2
d. Hands, Fists, Feet, Etc. - Aggravated injury	52		52	21	1
5. Burglary Total	281	1	280	38	
a. Forcible Entry	127		127	20	
b. Unlawful Entry - No Force	145	1	144	16	
c. Attempted Forcible Entry	9		9	2	
6. Larceny - Theft Total	2,065	2	2,063	52	
7. Motor Vehicle Theft Total	217	1	216	12	1
a. Autos	168	1	167	10	1
b. Trucks and Buses	8		8	1	
c. Other Vehicles	41		41	1	
Subtotal Part I Offenses	2,774	8	2,766	179	7
4e. Other Assaults - Simple, Not Aggravated	724	6	718	208	8
Grand Total (incl. Simple Assault)	3,498	14	3,484	387	15
8. Arson	10		10	2	
9. Human Trafficking - Commercial Sex Act					
10. Human Trafficking - Involuntary Servitude					

Pine Bluffs PD - 2018

Data Source: UCR Summary

CLASSIFICATION OFFENSES	2 OFFENSES REPORTED OR UNKNOWN	3 UNFOUNDED *	4 NUMBER OF ACTUAL OFFENSES	5 TOTAL OFFENSES CLEARED (includes col.6)	6 NUMBER OF CLEARANCES UNDER 18
1. Criminal Homicide					
a. Murder and Nonnegligent Homicide					
b. Manslaughter by Negligence					
2. Forcible Rape Total					
a. Rape by Force					
b. Attempts to commit Forcible Rape					
3. Robbery Total					
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong-Arm (Hands, Fists, Feet, Etc.)					
4. Aggravated Assault Total	1		1	1	
a. Firearm	1		1		
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Hands, Fists, Feet, Etc. - Aggravated injury				1	
5. Burglary Total	5		5		
a. Forcible Entry	1		1		
b. Unlawful Entry - No Force	1		1		
c. Attempted Forcible Entry	3		3		
6. Larceny - Theft Total	11		11		
7. Motor Vehicle Theft Total	1		1		
a. Autos	1		1		
b. Trucks and Buses					
c. Other Vehicles					
Subtotal Part I Offenses	18		18	1	
4e. Other Assaults - Simple, Not Aggravated	1		1		
Grand Total (incl. Simple Assault)	19		19	1	
8. Arson					
9. Human Trafficking - Commercial Sex Act					
10. Human Trafficking - Involuntary Servitude					

LARAMIE COUNTY TOTALS

Cheyenne PD - 2019

Data Source: UCR Summary

CLASSIFICATION OFFENSES	2 OFFENSES REPORTED OR UNKNOWN	3 UNFOUNDED *	4 NUMBER OF ACTUAL OFFENSES	5 TOTAL OFFENSES CLEARED (includes col.6)	6 NUMBER OF CLEARANCES UNDER 18
1. Criminal Homicide	5		5	3	
a. Murder and Non-negligent Homicide	5		5	3	
b. Manslaughter by Negligence					
2. Forcible Rape Total	44	1	43	2	
a. Rape by Force	41	1	40	2	
b. Attempts to commit Forcible Rape	3		3		
3. Robbery Total	27		27	8	
a. Firearm	10		10	2	
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon	7		7	2	
d. Strong-Arm (Hands, Fists, Feet, Etc.)	10		10	4	
4. Aggravated Assault Total	145		145	65	
a. Firearm	31		31	13	
b. Knife or Cutting Instrument	33		33	12	
c. Other Dangerous Weapon	42		42	22	
d. Hands, Fists, Feet, Etc. - Aggravated injury	39		39	18	
5. Burglary Total	211		211	9	
a. Forcible Entry	95		95	5	
b. Unlawful Entry - No Force	102		102	4	
c. Attempted Forcible Entry	14		14		
6. Larceny - Theft Total	1,613		1,613	53	2
7. Motor Vehicle Theft Total	176	1	175	11	
a. Autos	153	1	152	9	
b. Trucks and Buses	10		10	1	
c. Other Vehicles	13		13	1	
Subtotal Part I Offenses	2,221	2	2,219	151	2
4e. Other Assaults - Simple, Not Aggravated	745	7	738	254	8
Grand Total (incl. Simple Assault)	2,966	9	2,957	405	10
8. Arson					
9. Human Trafficking - Commercial Sex Act					
10. Human Trafficking - Involuntary Servitude					

Pine Bluffs PD - 2019

Data Source: UCR Summary

CLASSIFICATION OFFENSES	2 OFFENSES REPORTED OR UNKNOWN	3 UNFOUNDED *	4 NUMBER OF ACTUAL OFFENSES	5 TOTAL OFFENSES CLEARED (includes col.6)	6 NUMBER OF CLEARANCES UNDER 18
1. Criminal Homicide					
a. Murder and Non-negligent Homicide					
b. Manslaughter by Negligence					
2. Forcible Rape Total	1		1		
a. Rape by Force	1		1		
b. Attempts to commit Forcible Rape					
3. Robbery Total	1		1		
a. Firearm	1		1		
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong-Arm (Hands, Fists, Feet, Etc.)					
4. Aggravated Assault Total					
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Hands, Fists, Feet, Etc. - Aggravated injury					
5. Burglary Total	2		2	1	
a. Forcible Entry	2		2	1	
b. Unlawful Entry - No Force					
c. Attempted Forcible Entry					
6. Larceny - Theft Total	3		3		
7. Motor Vehicle Theft Total					
a. Autos					
b. Trucks and Buses					
c. Other Vehicles					
Subtotal Part I Offenses	7		7	1	
4e. Other Assaults - Simple, Not Aggravated					
Grand Total (incl. Simple Assault)	7		7	1	
8. Arson					
9. Human Trafficking - Commercial Sex Act					
10. Human Trafficking - Involuntary Servitude					



Laramie County Coroner's Office
Year-to-Date Summary Report
End Date: 04/30/2021

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Suicide	0	2	3	2									7
Accident	4	3	6	3									16
Natural	46	34	22	22									124
Homicide	0	1	1	0									2
PENDING	0	0	2	4									6
Undetermined	0	0	0	0									0
Assist out side agency*	4	3	7	0									14
Non-Human	0	0	0	1									1
TOTALS	54	43	41	32	0	0	0	0	0	0	0	0	170
Backward Cases**	0	0	0	0									0
County Funded Burials	2	2	0	0									4
Donor	0	0	1	0									1
Eye Bank	0	0	0	0									0
Autopsy	4	7	12	4									27
Exhumations	0	0	0	0									0
Unclaimed Bodies	2	2	0	0									4
Abandoned Bodies	0	0	0	0									0
Unidentified Bodies	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.

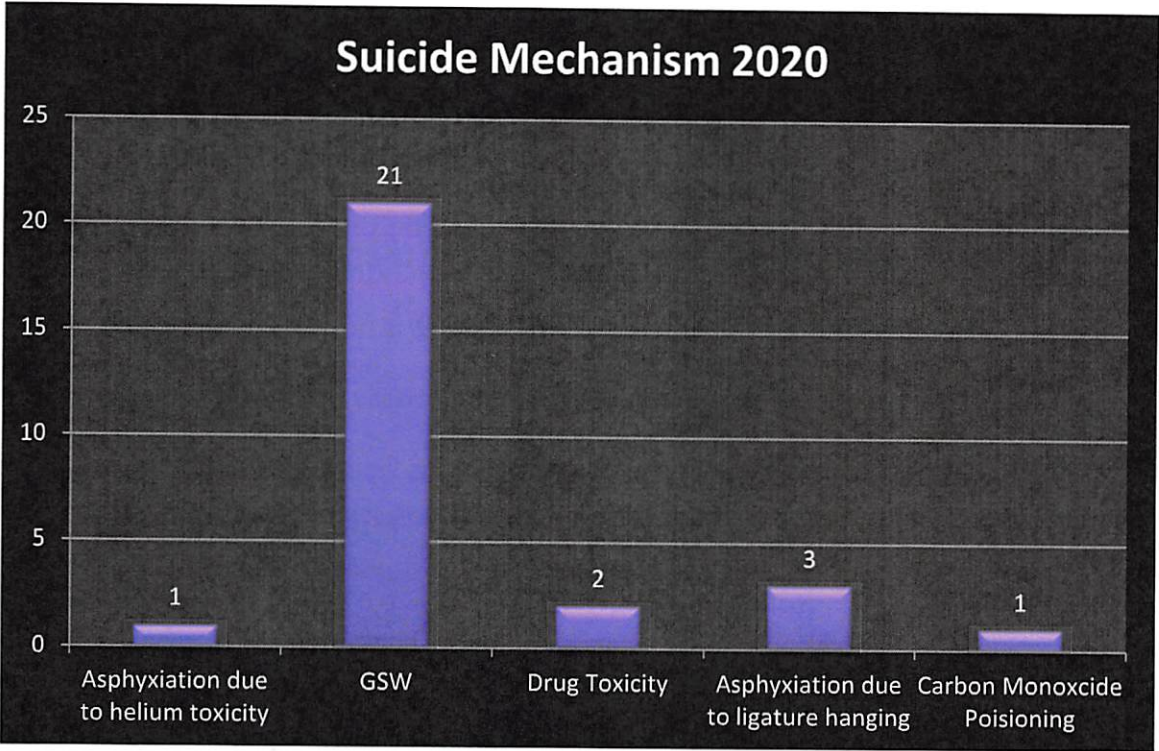
**Backward Cases: Coroner cases that were not reported to the coroner at the time of death. By the time the notification of death is reported to the coroner, the final disposition has already been determined and the body has either been cremated or buried, A paper investigation is then completed by the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

SUICIDES

Suicide is death caused by intentional, self-inflicted injuries. In Laramie County during 2020 there were 28 suicides compared to 24 in 2019.





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 2020 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".

Rebecca Reid, Coroner
Laramie County, Wyoming



2020 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>

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 6th 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 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.

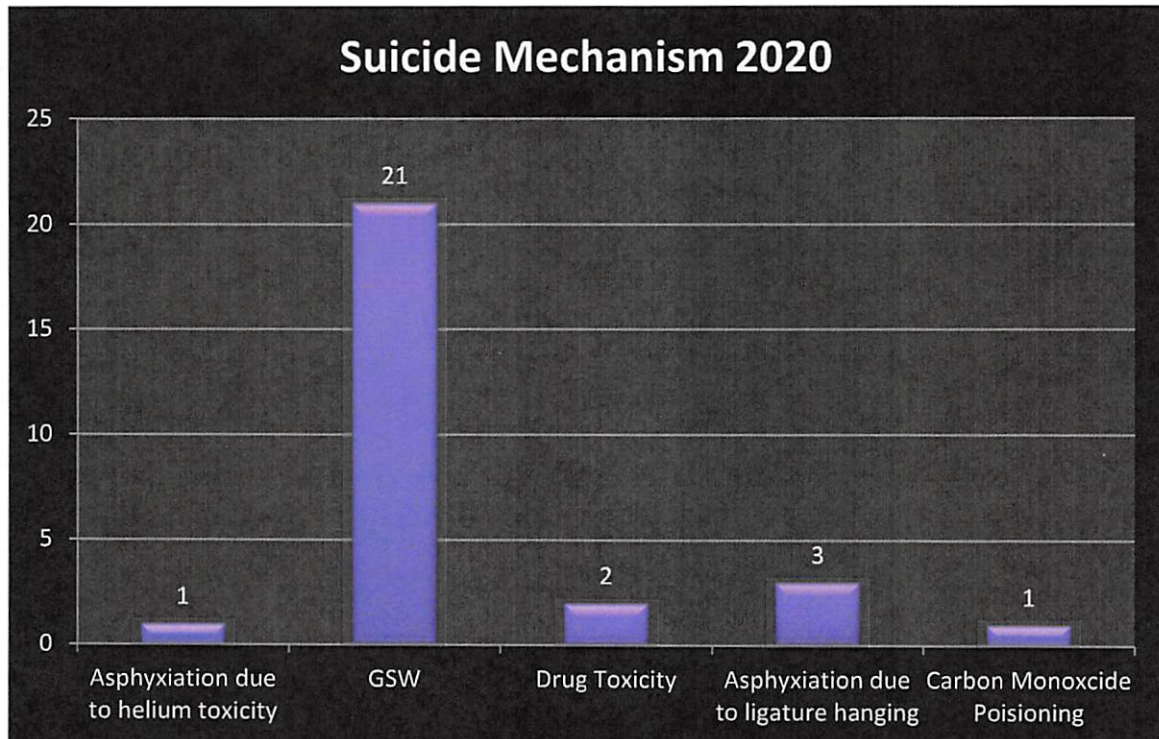
UNDETERMINED: Manner assigned when there is insufficient evidence, or conflicting/ equivocal information (especially about intent), to assign a specific manner.

STATISTICS

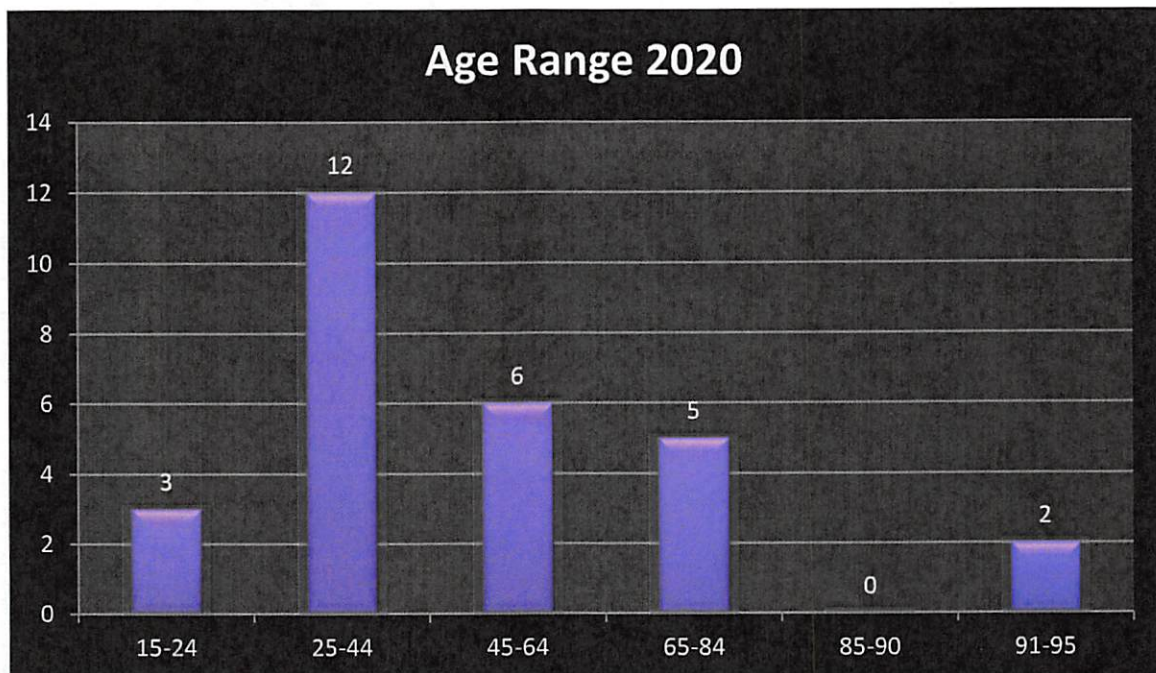
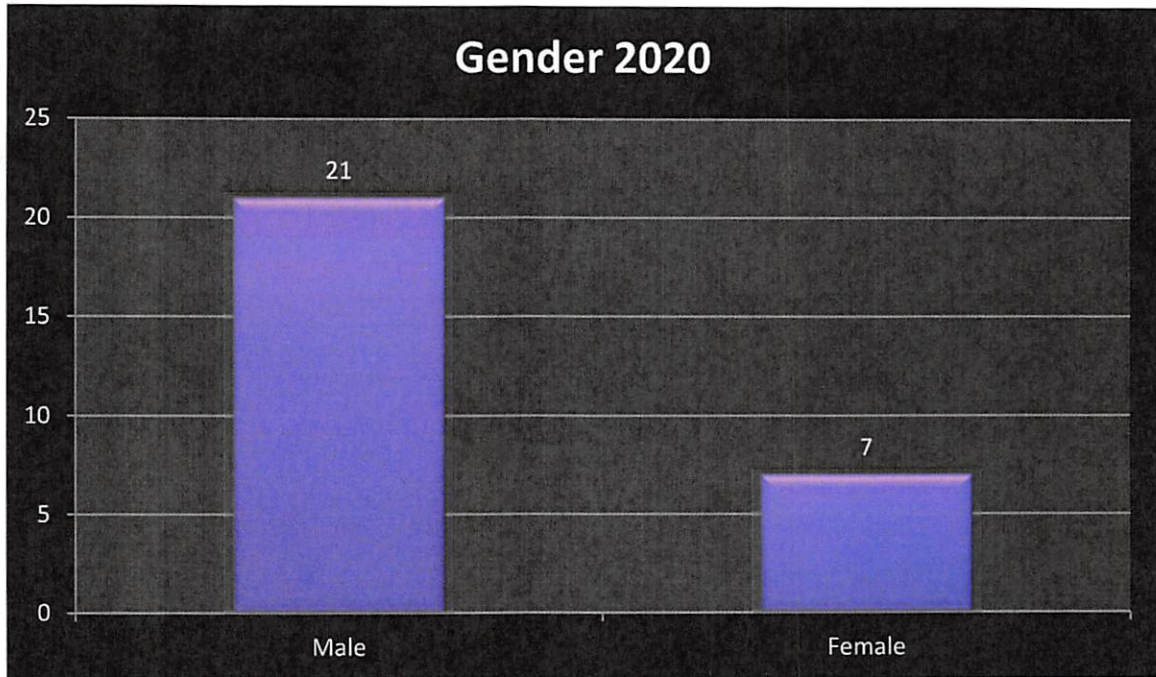
The Laramie County Coroner's Office investigated 416 deaths during 2020. All 416 cases were completed with an investigation. The number of deceased transported to the morgue is 315. Of the 416 deaths, 324 were classified as "natural" deaths, 38 accidental deaths, 28 suicide deaths, 2 homicide deaths, 2 undetermined manners of death, and 20 assist outside agencies. Out of the total cases 13 were county funded burials, all of which were unclaimed, and 2 cases were non-human remains. There were 6 eye bank donations and 6 organ/tissue donors reported in 2020.

SUICIDES

Suicide is death caused by intentional, self-inflicted injuries. In Laramie County during 2020 there were 28 suicides compared to 24 in 2019.

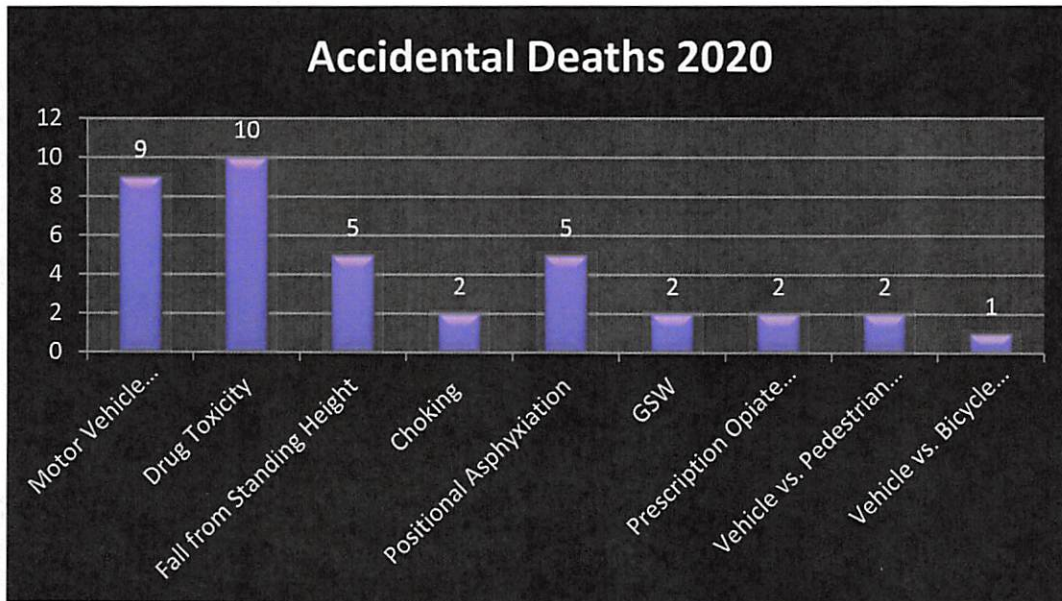


SUICIDES (Continued)



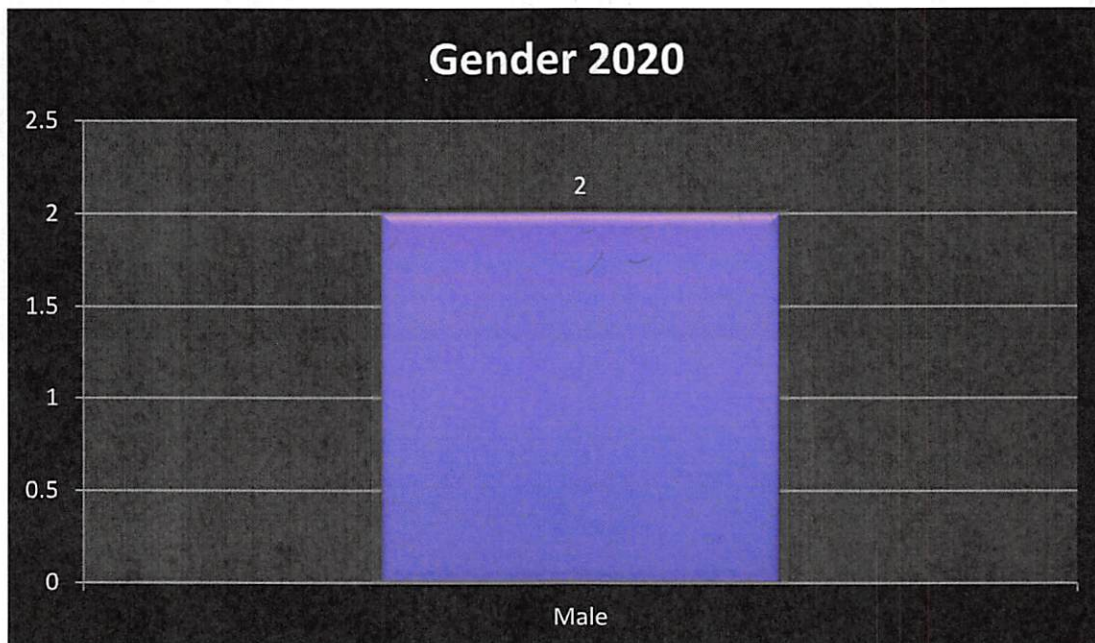
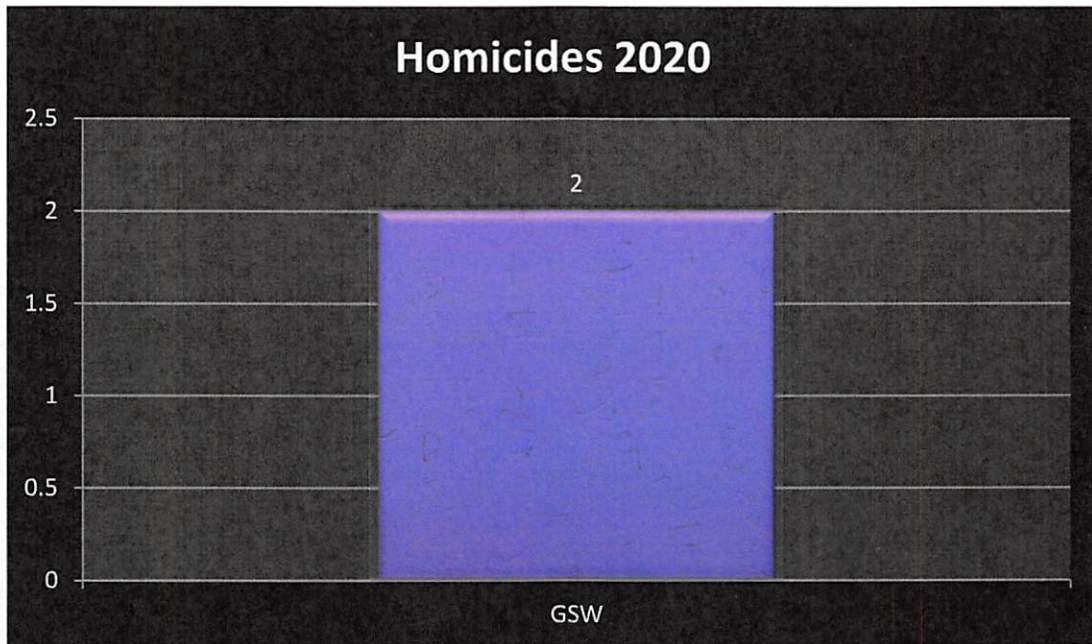
ACCIDENTAL DEATHS

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 2020, 38 deaths were classified as accidental.



HOMICIDE

Homicide is death resulting from injuries intentionally inflicted by another person. In 2020 there were 2 homicides.



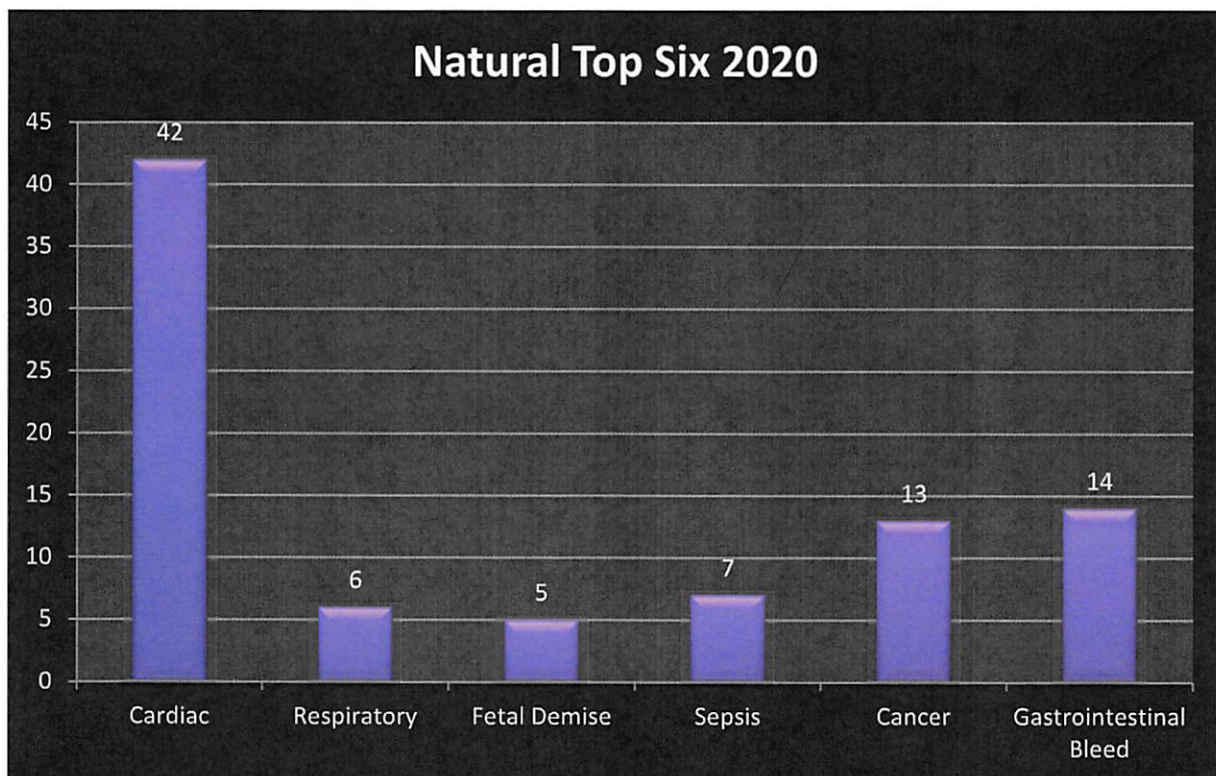
NATURAL DEATHS

Out of the 324 Natural Deaths the top six are listed. There were 2 undetermined deaths for 2020.

The cardiac category includes all cardiac events such as Myocardial Infarction, Sudden Cardiac Death, Atherosclerotic Cardiovascular Disease, 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.



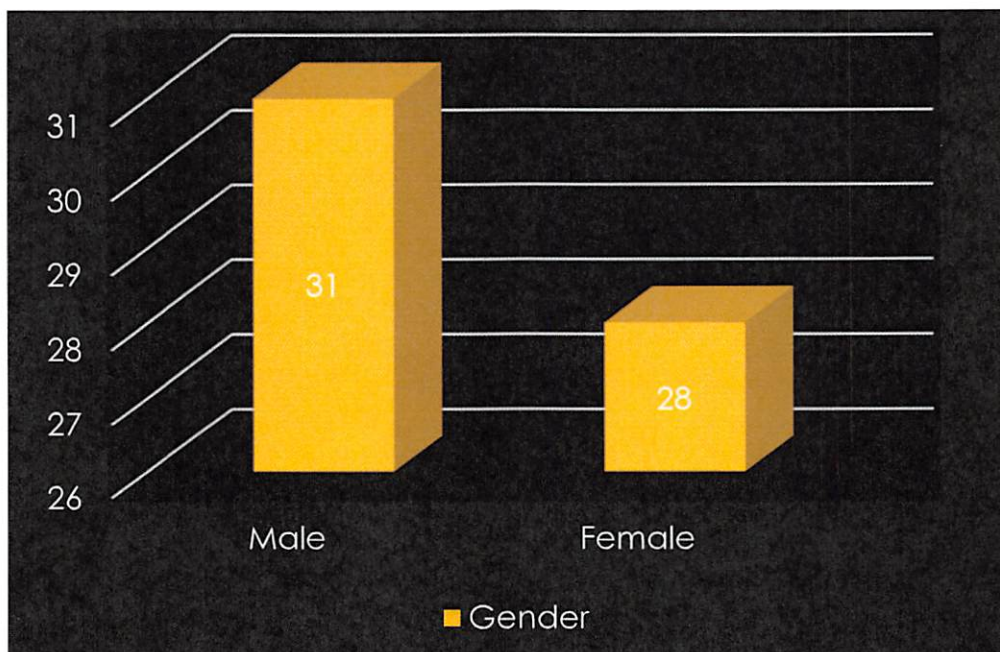
COVID-19

All deaths in Laramie County with a positive or suspected positive COVID-19 result were reported to the Laramie County Coroner's Office and transported to the Laramie County Coroner's Office facility and held for 2 to 4 days until released to a funeral home of the family's choice.

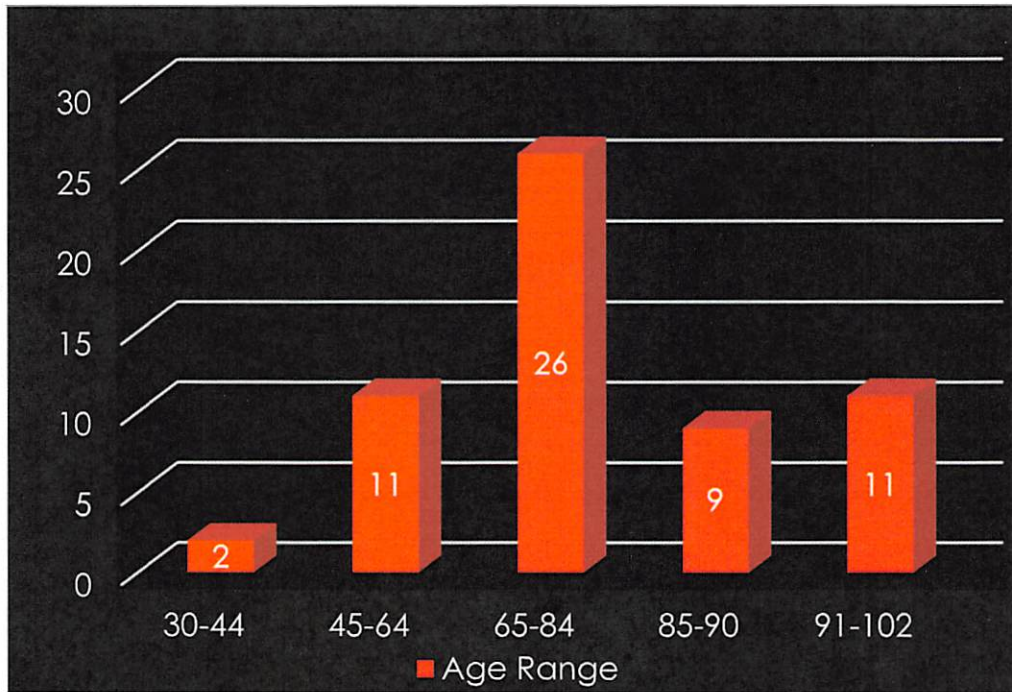
Out of the 416 cases in 2020, 72 were deaths with a positive COVID-19 result. 72 cases were transported from a facility (COVID-19 unit) or residence in Laramie County. Out of the 72 cases, 7 were non-Laramie County residents who died in Laramie County due to COVID-19 while 65 were Laramie County residents.

Out of the 65 cases, 7 were home deaths. All but 3 cases had contributing factors related to their death. 6 cases out of the 65 cases transported to the Laramie County Coroner's Office did not have COVID-19 listed on the death certificate as cause of death.

Laramie County Residents COVID-19 Deaths by Gender

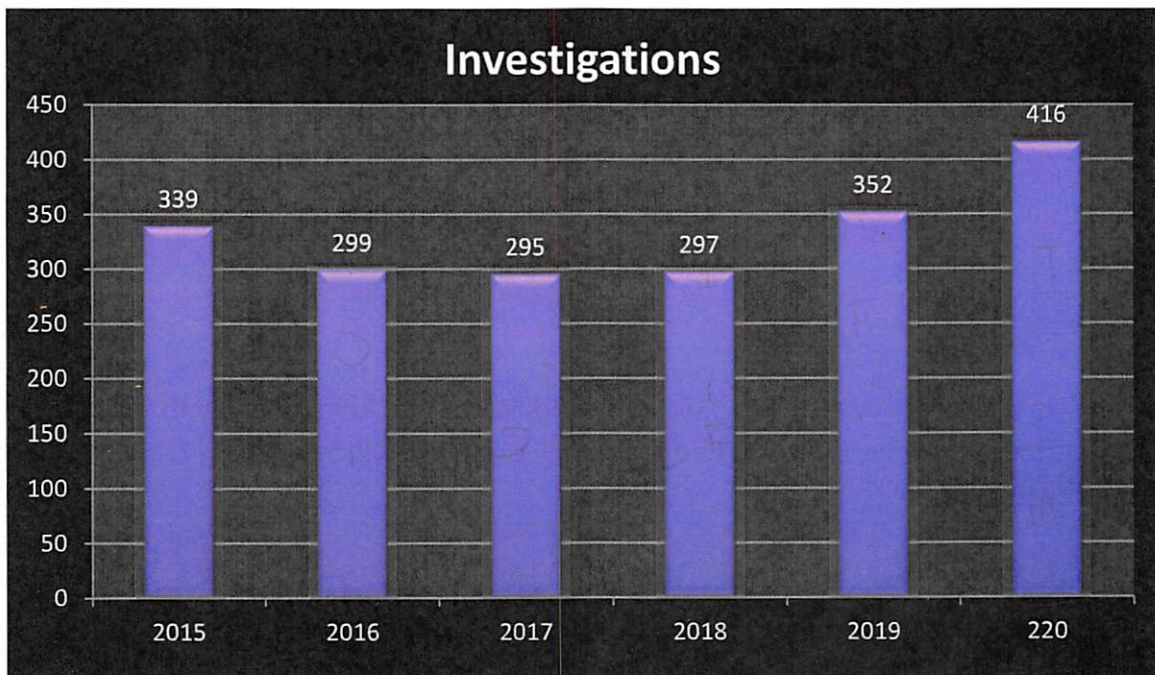


Laramie County Residents COVID-19 Deaths Age



INVESTIGATIONS

Total investigations completed by the Laramie County Coroner's Office in 2020 totaled 416 cases. Out of the 416 cases, 314 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. The Laramie County Coroner's Office declined jurisdiction on 102 cases, as they did not meet the requirements for a coroner's case.



AUTOPSY

The Laramie County Coroner's office ordered 69 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 69 autopsies included an external exam conducted by a forensic pathologist. 8 of those autopsied were 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

242 cases had toxicology captured. 69 out of the 242 cases had full autopsy with toxicology captured and tested, while 173 cases had toxicology captured, which will be retained 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 2020 a body exam was completed on 173 cases by an investigator at the Laramie County Coroner's Office.

YEAR –TO-DATE SUMMARY REPORT 2020

<div style="display: flex; align-items: center; justify-content: center;">  <div style="text-align: center;"> Laramie County Coroner's Office Year-to-Date Summary Report End Date: 12/31/2020 </div> </div>													
Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Suicide	1	1	1	0	5	6	2	0	5	3	1	3	28
Accident	3	0	5	4	5	1	3	4	1	3	6	3	38
Natural	24	17	17	21	20	20	23	30	19	35	46	52	324
Homicide	0	0	0	0	2	0	0	0	0	0	0	0	2
PENDING	0	0	0	0	0	0	0	0	0	0	0	0	0
Undetermined	0	0	0	1	0	0	0	0	0	1	0	0	2
Assist out side agency*	1	0	1	3	2	2	1	1	2	3	2	2	20
Non-Human	0	0	0	0	0	2	0	0	0	0	0	0	2
TOTALS	29	18	24	29	34	31	29	35	27	45	55	60	416
Backward Cases**	0	1	0	0	0	0	1	0	0	0	0	0	2
County Funded Burials	3	1	1	1	0	2	2	1	0	0	0	2	13
Donor	0	1	0	0	0	0	2	2	1	0	0	0	6
Eye Bank	0	1	0	0	0	0	2	0	1	1	1	0	6
Autopsy	6	2	5	6	10	4	4	6	6	5	9	6	69
Exhumations	0	0	0	1	0	0	0	0	0	0	0	0	1
Unclaimed Bodies	3	1	1	1	0	2	2	1	0	0	0	2	13
Abandoned Bodies	0	0	0	0	0	0	0	0	0	0	0	0	0
Unidentified Bodies	0	0	0	1	0	0	0	0	0	0	0	0	1
<p>* Assist outside agency: The Coroner may be called to assist another county or State in making notification to the the legal next of kin.</p> <p>**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.</p> <p>Toxicology: Specimens are drawn on all cases for toxicology purposes.</p> <p>External Examinations: Performed on all cases</p>													

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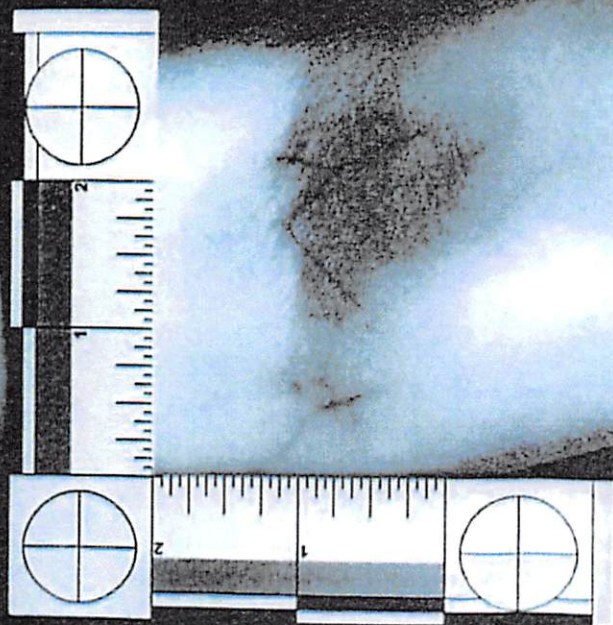


PHOTO BY JULIO SOSA | X-T1 IR CAMERA AND XF18-55MM LENS AT 1/180 SEC AT F22, ISO200
PHOTO TAKEN WITH 87C IR FILTER, #15 YELLOW FILTER, AND QUANTUM QFLASH T5DR

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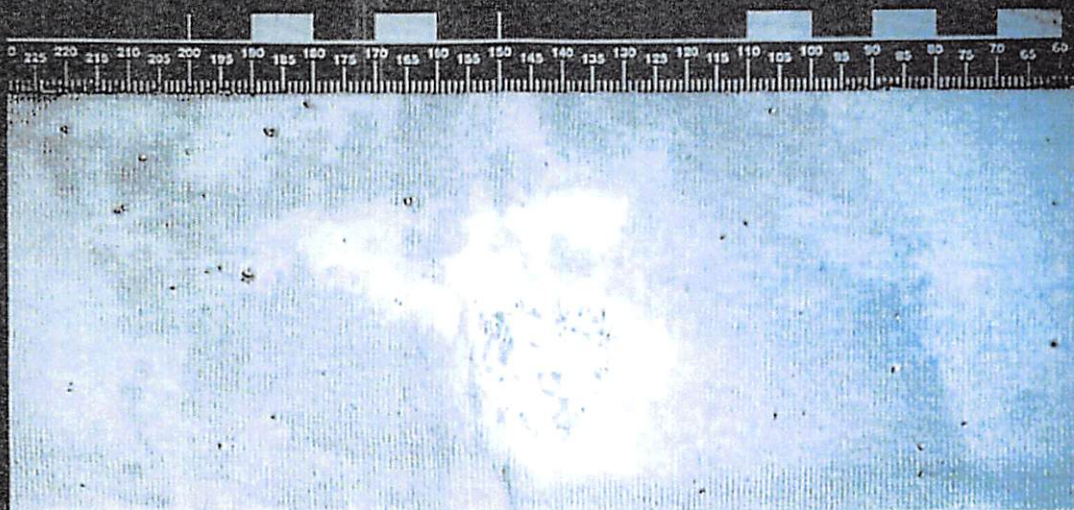


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GUNSHOT RESIDUE

**CAPTURES FINE GSR PATTERNS UNACHIEVABLE WITH TRADITIONAL PHOTOGRAPHY
DETECTABLE ON DARK CLOTHES/COLORFUL BACKGROUNDS**

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ART FRAUD AND BURNED DOCUMENT USES

FACILITATES INK APPLICATION SEPARATION ON FORGED CHECKS AND BANK NOTES

ENHANCES PRINTED TEXT IMPRESSIONS ON NOTEPADS LEFT FROM WRITING ON PRIOR PAGE

TATTOO IDENTIFICATION

PERMITS IDENTIFICATION OF TATTOOS WITH ADD-ON ARTWORK

FACILITATES DETECTION OF DIFFERENT INK APPLICATIONS TO REVEAL ORIGINAL DESIGN

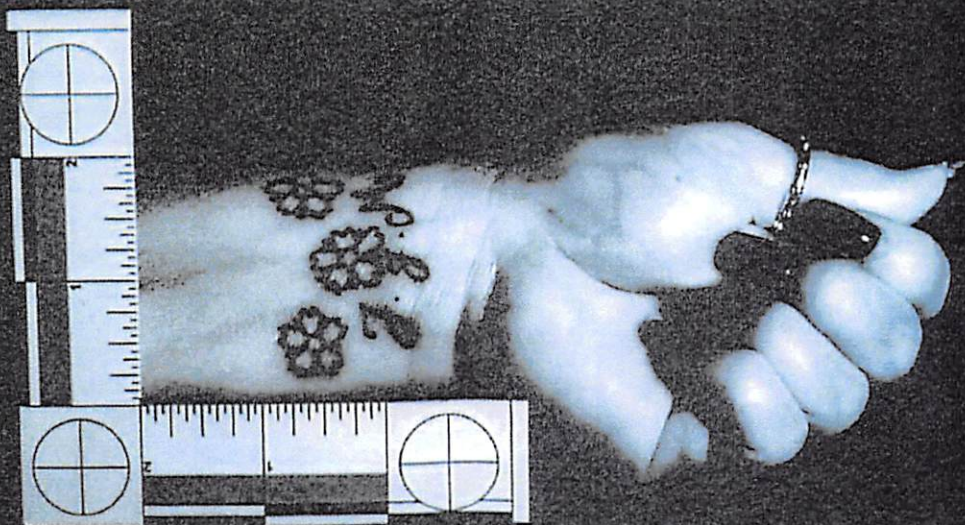


PHOTO BY JULIO SOSA | X-T1 IR CAMERA AND XF18-55MM LENS AT 1/180 SEC AT F22, ISO400

BODY IDENTIFICATION

IDEAL FOR USE IN MEDICAL EXAMINER'S DEPARTMENT

USEFUL IN IDENTIFYING VICTIMS

*FACILITATES SEEING THROUGH CERTAIN SKIN DISRUPTIONS
CAUSED BY BURNS, DECOMPOSITION AND WATER DAMAGE*



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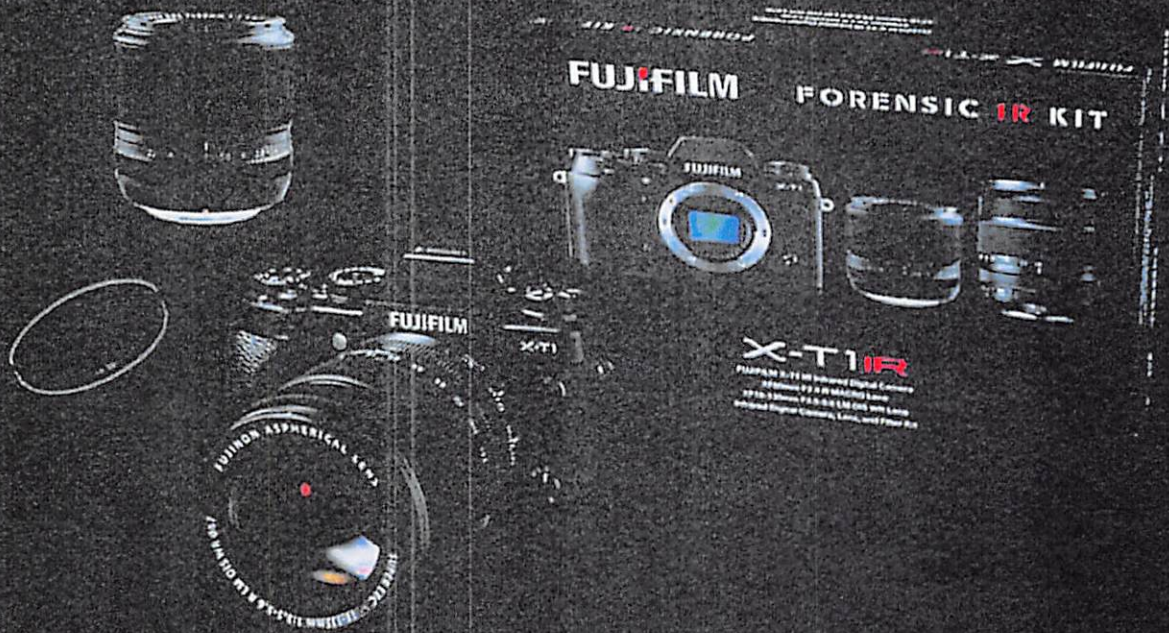
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OF FIELD WORK.

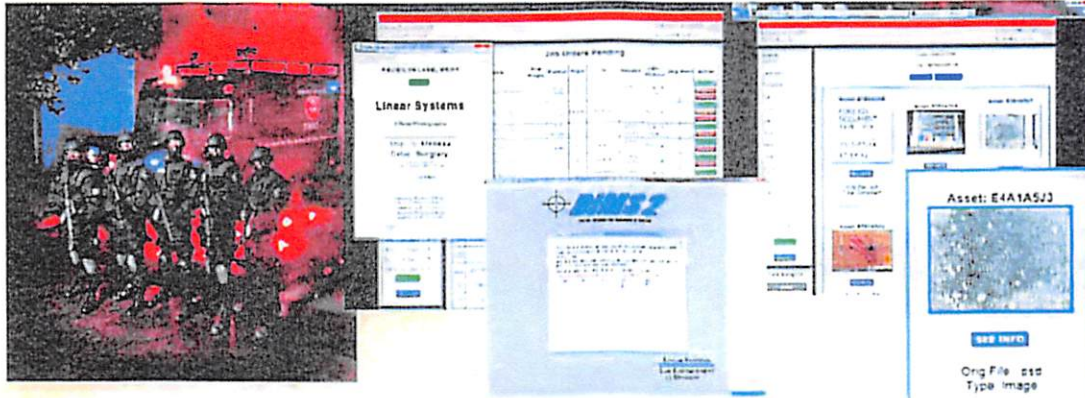
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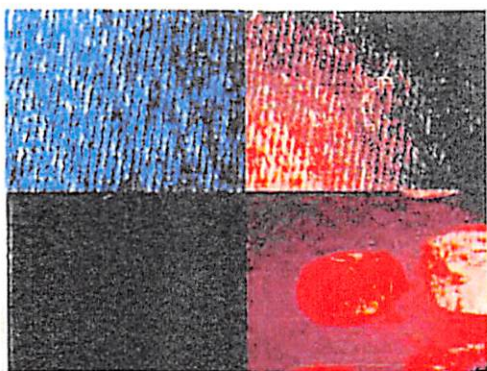
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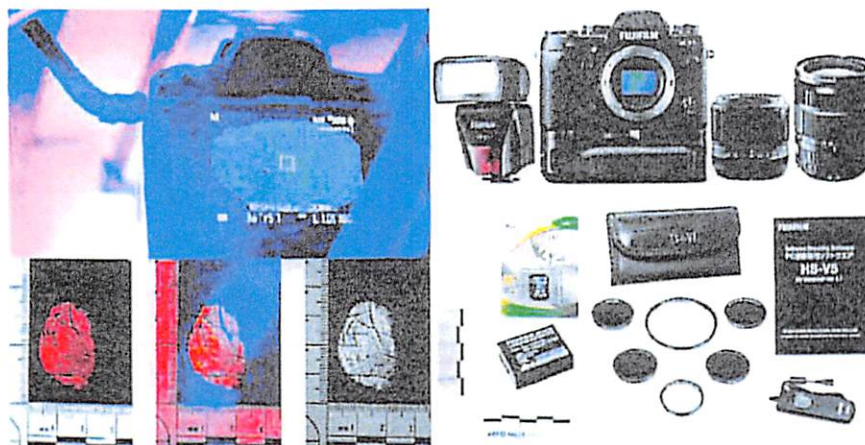
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International Association of Coroners & Medical Examiners

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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,

A handwritten signature in black ink, reading "John Fudenberg".

John Fudenberg, Accreditation Manager
IAC&ME

:nc



International Association of Coroners & Medical Examiners

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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

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

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 & 1st 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



Licensee Name	Wilkerson IV, James A. MD
Office Address and Phone	1600 Prospect Park Way, Suite 101 Fort Collins, CO 80525 (970) 498-6161
License Number	7924A
Date Licensed	06-05-2008
Reactivation Date	
License Status	Expires 06/30/2020; Active Board Certified
Board Certification	
Specialty	Pathology
Sub-Specialty	Pathology - Forensic
Disciplinary Actions	<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: alphabetical disciplinary action list.pdf</p>
Disciplinary Summary	
Data last updated 05-11-2019	

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

Please address all correspondence to:

Office of The American Board of Pathology

Mailing address:

P.O. Box 25915
Tampa, Florida 33622-5915
Tel: 813/286-2444
FAX: 813/289-3779

Express address:

One Urban Centre, Suite 690
4830 West Kennedy Boulevard
Tampa, Florida 33609-1571

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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

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EXECUTIVE VICE PRESIDENT



The American Board of Pathology

Please address all communications to:

Office of The American Board of Pathology

Mailing address:

**P.O. Box 25915
Tampa, Florida 33622-5915
Tel: 813/286-3444
FAX: 813/289-5279**

Express Mail Address:

**Lincoln Center
3401 West Kennedy Boulevard
Tampa, Florida 33609-3447**

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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

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 died 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 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.

Rebecca J. "Becki" Reid

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

Work Experience

Laramie County Coroner Office, Cheyenne, WY
Coroner

Jan. 2019-present

Laramie County Coroner's Office, Cheyenne, WY
Chief Deputy Coroner

Dec. 2013 - present

- = 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
Death Investigator / Forensic Pathology Assistant

2009- Nov. 2013

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**1988-2004****Hostess, Waitress, Manager**

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

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

Bay High School, Panama City, Fl. United States	1997-2001
Major: General Studies for High School Diploma	
Gulf Coast State College	Spring 2002/Fall 2002
Basic English and Reading Skills II	
Gulf Coast State College	2002
Crime Scene Digital Photography	
Gulf Coast Community College, Panama City, Fl. United States	2004-2005
Criminal Justice Training Academy	
Major: Law Enforcement Officer	
School of Medicine St. Louis, Missouri	January 27-31, 2003
Medicolegal Death Investigative training course 40 Hours	
Florida Department of Law Enforcement	September 23, 2004
FCIC/NCIC Certification 5 Hours	
Department of Juvenile Justice	June 10, 2005
Par Certification 120 Hours	
Introduction to the Incident Command System ICS-100	March 3, 2008
ICS for Single Resources and Initial Action Incidents ICS-200	March 4, 2008
National Incident Management System (NIMS), an Introduction	March 11, 2008
Mass Fatality Incident Response 20 Hours	March 13, 2014
American Board of Medicolegal Death Investigators	2014
640 Hours	
School of Medicine St. Louis, Missouri	January 5-9, 2015
Medicolegal Death Investigative training course 40 Hours	
American Board of Medicolegal Death Investigators	January 9, 2015
#2280 Certified ABMDI	
University of North Dakota School of Medicine	February 18, 2015
January 2019	

Death Investigation Basics (7.75 Hours)

University of North Dakota School of Medicine Death Investigation Cultural Competency (2.25 Hours)	March 25, 2015
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University of North Dakota School of Medicine Death Investigation Mental Health First Aid (3.25 hours)	April 7, 2015
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Managing Emotions Under Pressure (6 hours)	April 28, 2016
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University of North Dakota School of Medicine Death Investigation Advanced Topics Course (5.0 hours)	August 27, 2016
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Texas A&M/ FEMA Senior Officials Workshop For All- Hazards Preparedness (6 hours)	February 21, 2017
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Identifying, Investigating, and Prosecuting Domestic Violence Strangulation Cases (9 hours)	August 22, 2017
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University of North Dakota School of Medicine Death Investigation Terminology & Diseases Course (6.5 hours)	March 23, 2019
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University of North Dakota School of Medicine Forensic Pathology Course (18 hours)	August 17, 2019
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Professional Organizations

**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

**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
305-527-8535**

**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

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

EDUCATION

- | | | |
|------|--|----------------|
| 2012 | Eastern Wyoming College | Torrington, WY |
| | <i>17 Credit Hours</i> | |
| | ■ Criminal Justice/General Studies | |
| 2012 | Wyoming Law Enforcement Academy | Douglas, WY |
| | <i>Wyoming Certified Peace Officer</i> | |
| | ■ Peace Officer Basic | |
| 2001 | Wyoming Law Enforcement Academy | Douglas, WY |
| | <i>Wyoming Certified Detention Officer</i> | |
| | ■ Detention Officer Basic | |

PROFESSIONAL EXPERIENCE

- 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 Court 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

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

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

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

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

Education

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

Employment

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