

JUNEAU COUNTY CORONER'S OFFICE

Duties of a Juneau County Coroner

DESCRIPTION:

Under the direction of the Executive Board, directs and administers the operations and personnel of the Coroners Office in providing death investigations, cremation authorizations, and disinterment permits for the County. The Coroner shall perform the duties required under the law including those outline in Wis. Stats. Chapter 979, 59.34, 30.67 (6) and the Wisconsin Administrative Code. The Coroner's office is available 24 hours per day seven days per week.

Administration

- **Accounting**
 - Accounts Payable
 - Accounts Receivable
 - Payroll
- **Committees**
 - Mass Fatality Plan
 - Suicide Coalition
 - Child Death Review Team
 - AODA Team
 - Patriot 15 Volk Field
- **Personnel**
 - Hiring
 - Training
 - Evaluation
 - Maintaining Personnel records
 - Scheduling
- **Community Education**
 - Suicide Presentation
 - Vehicle Safety
 - Boating Safety
 - Drug & Alcohol Abuse
- **Case Management**
- **Policy and Procedure**
 - Develop Policy and Procedure Manual
 - Develop Quality Measurements for Department
- **Administrative Reports**
- **Organ & Tissue Donation Program Implantation**
- **Liaison with Sheriff's office, Local Municipalities, Funeral Homes, Organ Donation organizations, School Districts, Health Department, Emergency Services, Volk Field**

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Death Investigation

- Determining if reported death is within legal jurisdiction of Juneau County
- Reporting to the scene of death when notified
- Investigating the death scene, independent of other departments or agencies
- Determining and establishing scene safety for all investigative personnel
- Making a positive identification of the deceased
- Pronouncing death
- Determining approximate date and time of death
- Photographing scene and body
- Observing and recording the environmental condition surrounding the body and its relation to other objects
- Examining the body for injury, wounds, trauma, etc.
- Properly collecting and processing evidence relevant to the scene and body
- Identifying, preserving, and transporting evidence
- Interviewing and obtaining statements from persons involved in or witness to the incident
- Taking possession of personal effects as deemed necessary
- Preserving the chain of evidence recovered from the scene
- Locating and notifying next of kin
- Assisting the family if at the scene
- Obtaining, securing, and sending biological samples to toxicologist, as necessary
- Ordering of and/or attending autopsies and diagnostic testing to assist in determination and documentation of cause and manner of death
- Contacting a funeral home for removal of body
- Preparing the body for transportation and/or release to the funeral home
- Removing the decedent from the scene in a respected manner
- Insuring the scene is secured before leaving the scene
- Receiving/Documenting burial-removal-transit permits from funeral homes
- Obtaining medical records and other historical facts of the decedent to form a social and medical history
- Evaluating the decedent's medical history
- Determining and documenting cause and manner of death
- Certifying and completing the death certificate
- Documenting historical and chronological facts and findings in an unbiased report
- Consultation and rendering of objective investigative information to local law enforcement and legal authorities
- Properly securing and storing documents and evidence, including weapons and pharmaceuticals

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Follow-Up Investigation

- Recording of all investigative reports and summation of same
- Coordinating all investigative agencies involved
- Acting as the central depository for all records relative to a death investigation
- Working with and interacting with law enforcement agencies, funeral homes, ambulance personnel, medical examiners and other forensic experts, nursing homes, medical personnel, etc.
- Releasing personal effects to next of kin
- Filling out mandatory reports for a variety of departments and agencies, including: DOT, DHS, DOC, DCI, WCA, Vital Records, insurance companies, etc.
- Writing a clear, concise, and accurate report, finalizing the death investigation
- Distributing reports to family or other interested persons

Special/Other Duties

- Obtaining subpoenas from district court for records, when applicable
- Providing testimony in court or at depositions
- Notifying the proper agencies when only remains are discovered
- Using forensic experts in the field of pathology, odontology, genetics, etc
- Occasionally procuring organ donations
- Issuing cremation permits after viewing body and making inquiry as to cause and manner of death
- Issuing disinterment permits
- Continuing education pertaining to the medicolegal investigation of death and office administration
- Keeping abreast of all new statutes, information, and policies appropriate to the office
- Routinely corresponding with county, state, and government officials
- Copying and sending reports to families, law enforcement, state agencies, insurance companies, attorneys, or other interested parties
- Corresponding or meeting with next of kin or other significant individuals
- Assisting other county coroners and medical examiners