

Death Investigation:

A Guide for the Scene Investigator



Every Scene.
Every Time.



Curriculum Guide

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A Guide for the Scene Investigator

Curriculum Guide

Developed and Approved by the
National Medicolegal Review Panel and the
Technical Working Group for Death Investigation

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1. Scene Tools and Equipment	
1.1 Identify tools and equipment required at every scene	
1.2 Demonstrate the use of all scene tools and equipment	
2. Additional Tools and Equipment	
2.1 Identify additional investigative tools and equipment	
2.2 Demonstrate the use of additional investigative tools and equipment	
Section B: Arriving at the Scene	
1. Introduce and Identify Self and Role	
1.1 Document pre-scene activities	
1.2 Identify lead scene investigator and present identification	
1.3 Determine scene safety prior to entry	
1.4 Explain investigator’s (your) role in the investigation	
1.5 Document essential officials at the scene	
1.6 Identify essential officials that have entered the scene	
1.7 Identify first official responder who arrived at the scene	
1.8 Identify any artifacts or contamination introduced to the death scene	

2. Exercise Scene Safety

- 2.1 Identify incident command location (assembly/staging area)
- 2.2 Assess physical boundaries
- 2.3 Secure vehicle
- 2.4 Use personal protective safety devices
- 2.5 Arrange for security or removal of animals
- 2.6 Obtain authorization to enter scene from appropriate official(s)
- 2.7 Protect the integrity of the scene and evidence

3. Confirm or Pronounce Death

- 3.1 Locate and view the body
- 3.2 Check for pulse, respiration, and reflexes, as appropriate
- 3.3 Document individual making official pronouncement of death
- 3.4 Ensure death is pronounced, if required

4. Participate in Scene Briefing (with attending agency representatives)

- 4.1 Locate staging area
- 4.2 Establish and document scene location
- 4.3 Obtain preliminary investigative details (from lead investigator)
- 4.4 Obtain initial incident accounts.

5. Conduct Scene “Walk Through”

- 5.1 Reassess and/or adjust scene boundaries
- 5.2 Establish/maintain a path of entry and exit
- 5.3 Identify physical, transient, and fragile/perishable evidence
- 5.4 Photograph transient and fragile/perishable evidence
- 5.5 Document transient and fragile/perishable evidence
- 5.6 Locate and view decedent

6. Establish Chain of Custody

- 6.1 Document location of scene
- 6.2 Document date and time of arrival at scene
- 6.3 Determine evidence custodian(s)
- 6.4 Determine evidence collection priority
- 6.5 Collect, label, and secure evidence
- 6.6 Document collection and disposition of evidence
- 6.7 Develop personnel lists (as appropriate)

7. Follow Laws (related to the collection of evidence)

- 7.1 Determine the need for a search warrant
- 7.2 Identify local, State, Federal, and international laws
- 7.3 Identify medical examiner/coroner statutes and/or office procedures

Section C: Documenting and Evaluating the Scene

1. Photograph the Scene

- 1.1 Remove nonessential personnel from scene
- 1.2 Obtain overall (wide-angle) view of scene
- 1.3 Photograph specific areas of scene
- 1.4 Photograph from various angles, including aerial (as required)
- 1.5 Obtain photographs with scale/rule
- 1.6 Label photographs

2. Develop Descriptive Documentation of the Scene

- 2.1 Diagram and describe items of evidence (as required)
- 2.2 Describe and document scene evidence
- 2.3 Describe scene environmental conditions

3. Establish Probable Location of Injury or Illness

- 3.1 Document location of death
- 3.2 Determine location(s) from which decedent was transported
- 3.3 Determine how body was transported to/from discovery location
- 3.4 Identify and record discrepancies (if any)
- 3.5 Inspect body/scene for consistency/inconsistency of evidence
- 3.6 Obtain dispatch (e.g., police, ambulance) information and/or records
- 3.7 Conduct interviews (as needed)

4. Collect, Inventory, and Safeguard Property and Evidence

- 4.1 Identify personal property and evidence
- 4.2 Select proper evidence containers
- 4.3 Collect and label evidence
- 4.4 Inventory personal property and evidence
- 4.5 Secure personal property and evidence

5. Interview Witness(es) at the Scene

- 5.1 Collect available witness(es)' identifying data
- 5.2 Establish witness' relationship/association to decedent
- 5.3 Ascertain witness' knowledge of the death
- 5.4 Obtain witness statement
- 5.5 Note discrepancies (from field notes taken during scene briefing)
- 5.6 Document and retain witnesses' statements

Section D: Documenting and Evaluating the Body

1. Photograph the Body

- 1.1 Photograph body and immediate scene
- 1.2 Photograph decedent's face
- 1.3 Photographs after removal of objects/items that obstruct view
- 1.4 Photograph decedent with and without measurements
- 1.5 Photograph the surface beneath the body

2. Conduct External Body Examination (preliminary)

- 2.1 Document decedent's position with and without measurements
- 2.2 Document decedent's physical characteristics
- 2.3 Document presence or absence of clothing and personal effects
- 2.4 Document presence or absence of relevant items/objects
- 2.5 Document presence or absence of identifying characteristics
- 2.6 Document presence or absence of injury/illness
- 2.7 Document presence of treatment or resuscitative efforts
- 2.8 Determine (based on findings) need for specialists

3. Preserve Evidence (on body)

- 3.1 Photograph evidence located on the body
- 3.2 Document (before transporting) blood/body fluid on the body
- 3.3 Place/secure decedent's hands, feet (other areas of body) in paper bags
- 3.4 Collect fragile trace evidence after securing proper authorization
- 3.5 Arrange for transport of evidence
- 3.6 Ensure (for analysis) proper collection of blood and body fluids

4. Establish Decedent Identification

- 4.1 Perform direct visual or photographic identification of decedent
- 4.2 Use circumstantial methods for identification of decedent
- 4.3 Use scientific methods for identification of decedent

5. Document Post Mortem Changes

- 5.1 Document livor mortis
- 5.2 Document rigor mortis
- 5.3 Document degree of decomposition
- 5.4 Document insect and animal activity
- 5.5 Record scene temperature
- 5.6 Describe body temperature [algor mortis]

6. Participate in Scene Debriefing

- 6.1 Determine post-scene investigative responsibilities
- 6.2 Determine/identify the need for a specialist
- 6.3 Communicate with the pathologist
- 6.4 Share investigative data
- 6.5 Communicate special requests to appropriate agencies

7. Determine Notification Procedures (next of kin)

- 7.1 Identify person and agency who will locate next of kin
- 7.2 Identify person(s) responsible to notify next of kin
- 7.3 Document the notification of next of kin
- 7.4 Report notification status

8. Ensure Security of Remains

- 8.1 Ensure protection of body
- 8.2 Document any removal of therapeutic and resuscitative equipment
- 8.3 Inventory and secure decedent property
- 8.4 Recover body fluid samples
- 8.5 Place identification on body and body bag
- 8.6 Ensure/supervise placement of body into bag
- 8.7 Ensure/supervise removal of body from scene
- 8.8 Ensure secure transportation (for body)

Section E: Establishing and Recording Decedent Profile Information

1. Document the Discovery History

- 1.1 Establish and document who discovered the body
- 1.2 Document the circumstances surrounding the discovery

2. Determine Terminal Episode History

- 2.1 Document when decedent was last known to be alive
- 2.2 Document incidents prior to death
- 2.3 Document complaints (signs/symptoms) prior to death
- 2.4 Obtain and/or review EMS records
- 2.5 Obtain and/or review medical records
- 2.6 Obtain relevant ante mortem specimens

3. Document Decedent Medical History

- 3.1 Document medical history from family members and witnesses
- 3.2 Document information from treating physicians and/or hospitals
- 3.3 Document physical characteristics and traits

4. Document Decedent Mental Health History

- 4.1 Document decedent's mental health history
- 4.2 Document history of suicidal ideation, threats, gestures, and/or attempts
- 4.3 Document treatment by mental health professionals
- 4.4 Document family (biological or adoptive) mental health history

5. Document Decedent Social History

- 5.1 Document marital/domestic history
- 5.2 Document family history
- 5.3 Document sexual history
- 5.4 Document employment history
- 5.5 Document financial history
- 5.6 Document daily routines, habits, and activities
- 5.7 Document relationships, friends, and associates
- 5.8 Document religious, ethnic, cultural or, institutional information
- 5.9 Document educational history
- 5.10 Document criminal history

Section F: Completing the Scene Investigation

1. Maintain Jurisdiction Over the Body

- 1.1 Arrange for, and document, secure transportation of the body
- 1.2 Coordinate and document procedures to be performed

2. Release Jurisdiction of the Body

- 2.1 Ensure the collection of body fluids and other evidence
- 2.2 Determine who will sign death certificate
- 2.3 Reconfirm the date, time, and location of death
- 2.4 Determine how certifier will list the cause and manner of death
- 2.5 Reconcile all death certificate information
- 2.6 Release body to a funeral director or other authorized receiving agent

3. Perform Exit Procedures

- 3.1 Identify, inventory, and remove all evidence collected at scene
- 3.2 Remove all departmental equipment and materials from scene
- 3.3 Report and document any infectious/dangerous materials or conditions

4. Assist the Family

- 4.1 Inform family of available support services
- 4.2 Inform family of appropriate agencies
- 4.3 Ensure family is not left alone with body
- 4.4 Advise family of potential scene hazards
- 4.5 Inform family of body release timetable
- 4.6 Inform family of information release timetable.
- 4.7 Inform family of available documents.

Appendix A Performance Assessment Forms

- B1 Introduce and Identify Self and Role
- B2 Exercise Scene Safety
- B3 Confirm or Pronounce Death
- B4 Participate in Scene Briefing
- B5 Conduct Scene “Walk Through”
- B6 Establish Chain of Custody
- B7 Follow Laws (Related to the Collection of Evidence)
- C1 Photograph Scene
- C2 Develop Descriptive Documentation of the Scene
- C3 Establish Probable Location of Injury or Illness
- C4 Collect, Inventory, and Safeguard Property and Evidence
- C5 Interview Witness(es) at the Scene
- D1 Photograph the Body
- D2 Conduct External Body Examination (Preliminary)
- D3 Preserve Evidence (on Body)
- D4 Establish Decedent Identification
- D5 Document Post Mortem Changes
- D6 Participate in Scene Debriefing
- D7 Determine Notification Procedures (Next of Kin)
- D8 Ensure Security of Remains
- E1 Document the Discovery History
- E2 Determine Terminal Episode History
- E3 Document Decedent Medical History
- E4 Document Decedent Mental Health History
- E5 Document Decedent Social History
- F1 Maintain Jurisdiction Over the Body
- F2 Release Jurisdiction of the Body
- F3 Perform Exit Procedures
- F4 Assist the Family

Preface

This curriculum guide was prepared with the idea of improving teaching and evaluation techniques in medicolegal death investigator education and training programs. It provides instructional outlines and references designed to assist the instructor in the medicolegal education program. Covering only the topics delineated in the publication *Death Investigation: A Guide for the Scene Investigator*, this guide is not intended to be an exhaustive treatment of the various professions represented within this multidisciplinary job title, *Death Investigator*. It should be sufficiently comprehensive, however, to assist **subject matter experts** in designing instructional plans for teaching the national guidelines. In addition, the various performance objectives and criterion statements written for each task provide a consistent means of establishing evaluation standards for program completers.

The curriculum guide is representative of the occupational job duty categories which list major activities and tasks performed by an entry level death investigator. The curriculum guide contains a resource list and criteria statements which indicate the minimum standards of performance accepted as evidence of competence in completion of the task by participants in the field of death investigation. This is a performance-based curriculum guide which helps the instructor develop a teaching style wherein students learn by doing. It is based on task analysis and reflects the skills, knowledge, and attitudes that employers expect incumbent investigators to possess.

It is the intent of all those involved in the development of this guide that it be used to provide relevant training or retraining for employment in the rapidly expanding field of medicolegal death investigation.

Introduction

The fact that an instructor is well qualified in his/her trade or occupation provides no assurance that he or she will be successful in attempting to teach the occupation to others. However valuable, occupational experience alone does not make one an instructor. In order to teach it is first necessary to identify the expected outcomes of each training experience. Often subject matter experts fail as instructors because they neglect skills they consider “common sense” to the performance of the job. In other words, the skills

that, over time, become habit never appear on the lesson plans as knowledge to be mastered and applied in the field. This failure manifests itself in student confusion, frustration, and, ultimately, poor job performance. This curriculum guide is designed to enable the subject matter expert to develop instructional plans that emphasize the essential basics of death scene investigation.

To succeed in the instruction of others, the teacher must organize and plan each lesson using sound instructional methodologies and realistic performance-based outcomes. This curriculum guide has been prepared to assist those wishing to teach introductory death investigation following the publication *Death Investigation: A Guide for the Scene Investigator* as released by the National Institute of Justice in February 1998. This guide deals with the tasks each death investigator must learn to perform and apply if he or she is to have success in the field of medicolegal death investigation. The 159 performance tasks in this guide are confined to those areas covered in the *Death Investigation* handbook.

How This Guide Was Developed

The methodology selected for this occupational research required collection of data from a sample of current subject matter experts, practitioners from the field who perform daily within the occupation being investigated. This “criterion” was used to identify members of the various multidisciplinary groups that provided the data for this research. The Technical Working Group for Death Investigation, consisting of the National Medicolegal Review Panel and the Technical Working Group for Death Investigation Executive Board, was formed for the purpose of developing national guidelines for conducting death investigations.

National Medicolegal Review Panel

NMRP members represent an independent multidisciplinary group of both international and national organizations whose constituents are responsible for investigating death and its outcomes. Each member of NMRP was selected by the Director based on nominations made by various associations. The rationale for their involvement was two-fold: (a) they represent the diversity of the profession nationally, and (b) their members are the key stakeholders in the outcomes of this research. Each organization has a role in conducting death investigations and in implementing the guidelines.

Technical Working Group for Death Investigation Executive Board

Representatives from each region of the United States (i.e., Northeast, Southeast, Midwest, Southwest, West) were selected to maintain consistency within regions. These representatives made up the TWGDI executive board. Each member had specific knowledge regarding the investigation of death and had participated in the training of new investigators.

Research Method

The DACUM method was used for conducting both the occupational and task analysis necessary to determine the essential elements of the death investigator's job. The resulting task list, or job profile chart, was used to construct each lesson outline contained in this curriculum guide. Both the NMRP and the TWGDI followed the DACUM premises that:

1. Expert workers are better able to describe/define their jobs than anyone else.
2. Any job can be effectively and sufficiently described in terms of the tasks that successful workers in that occupation perform.
3. All tasks have direct implications for the knowledge and attitudes that workers must have in order to perform the tasks correctly.

The TWGDI executive board made up the development committee and the NMRP made up the validation or administrative committee. Both committees over the course of 18 months were carefully guided by a facilitator through each of the following steps:

1. Orient committee members to the development (DACUM) process
2. Review job or occupational area under investigation (sections, see Fig. 1)
3. Identify the general areas of responsibility (duties, see Fig. 1)
4. Identify the specific tasks (see Fig. 1) performed in each duty area
5. Review and refine task and duty statements
6. Sequence task and duty statements
7. Identification of entry-level criteria
8. Identification of training objectives for each task

The tasks that were verified as essential became the research base for developing each *task sheet* contained within this guide. The information resulting from the task analysis and performance objective development is presented in each task sheet. The information on the task sheets can be incorporated into modules, learning guides, lesson plans, or other types of instructional materials for student and instructor use.

The development process used is particularly well suited for formal educational institutions as well as job-specific training program developers that are planning to implement competency-based education or training programs, since the first step in the development of any competency-based training program is the identification and verification of performance tasks upon which the instructional program is based. The 159 performance tasks identified and delineated in this guide will assist the training program developer as well as the instructors plan consistent “real world” training programs. The addition of the performance objectives and performance assessment forms will enable the learner to acquire the much needed hands-on skills during the training period.

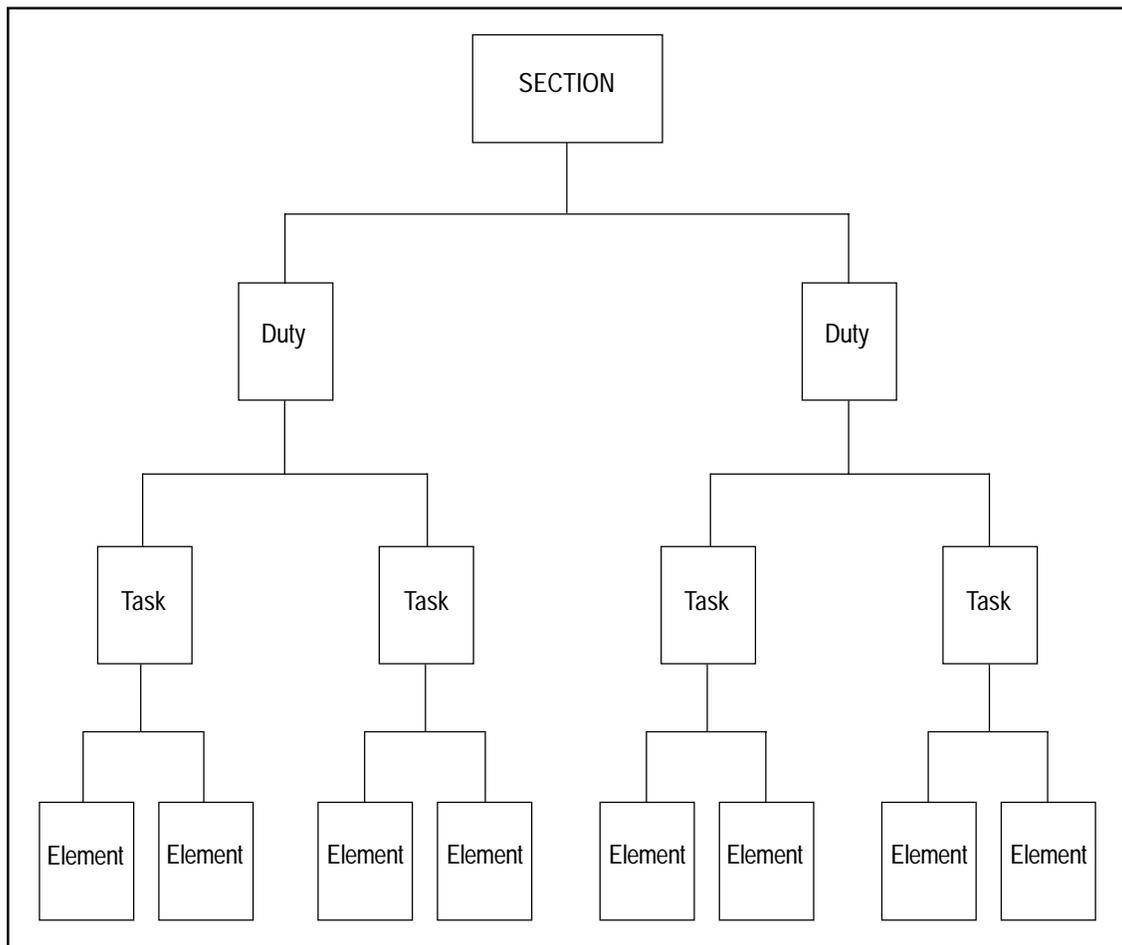


Fig. 1 - Graphical representation of the curriculum guide's structure.

How to Use This Guide

Although each jurisdiction may be considered “different,” it is the developers’ contention that sound death scene investigation begins with consistent behavior at each death scene, regardless of geographic location. This curriculum guide is divided into six sections, containing 31 duty areas, and 159 performance tasks, each with a set of steps/elements that, when completed, enable the learner to succeed at the task. Each task is considered essential to the death investigator job title.

The organization or individual planning to train or retrain death investigators should review the publication *Death Investigation: A Guide for Scene Investigators* before attempting to use this curriculum guide. In fact it is strongly recommended that each student enrolled in any death investigator basic course should receive a copy of that publication. Once the trainer has a clear understanding of the death investigation guide he or she can begin using the task sheets presented in this curriculum guide. Additional materials and support personnel (subject matter experts) may be required to successfully conduct death investigator training following this guide.

The curriculum guide is divided into sections, duties, tasks, and elements. There are six sections, 31 duty areas, 159 tasks, and over 500 elements. The users of this guide should be well versed in the skill required to investigate death. Because of the multidisciplinary approach that must be taken when selecting instructors for training death investigation, this guide is designed to allow for multi-instructor flexibility. There are three types of forms or *sheets* of paper within this guide:

1. The Section Sheets
2. The Duty Sheets
3. The Task Sheets

For quick reference, a Sheet ID Bar (Fig. 2) is located at the top of each sheet. This is used to locate specific section, duty, and task sheets within the guide.

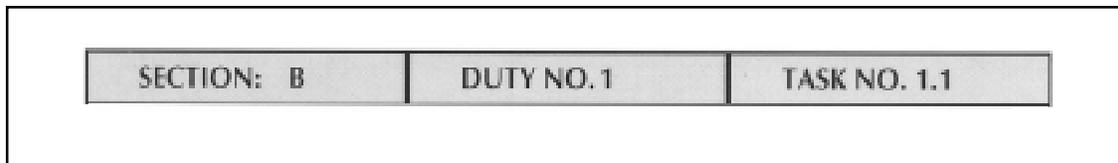


Fig. 2 - Graphical representation of Sheet ID Bar.

The Section Sheets

The *section sheets* are used at the beginning of each section and contain specific information regarding the instructional content of the section, the duties. Each duty area covered within that section is listed along with the section's terminal performance objective. Instructors use section sheets to quickly identify or review training topics "at a glance." Below (Fig. 3) is a graphical representation of a sample section sheet.

SECTION: B	DUTY: ALL	
SECTION: B	Arriving at the Scene	F
DUTIES:		
1.	Introduce and Identify Self and Role	
2.	Exercise Scene Safety	
3.	Confirm or Postmortem Death	F
4.	Participate in Scene Briefing (with attending agency representatives)	
5.	Conduct Scene "Walk Through"	
6.	Establish Chain of Custody	
7.	Follow Laws (related to the collection of evidence)	
TERMINAL PERFORMANCE OBJECTIVE:		
At the conclusion of this training, the investigator will be able to demonstrate scene arrival techniques in a professional, legal, and competent manner as modeled by the instructor(s).		
F		

Section Title

Duty Areas within this section

Terminal Performance Objective

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Fig. 3 - Graphical representation of a Section Sheet.

The Duty Sheets

The *duty sheets* are used at the beginning of each duty area and contain specific information regarding the instructional content of that duty area, the tasks. Each task covered within that duty area is listed along with the performance criteria for the duty. In addition to the tasks, tools, equipment, and resources are listed to assist in preparing the instructor for training each task. As with section sheets, instructors use duty sheets to quickly identify or review the training tasks “at a glance.” Task statements are much more specific than duty areas, and in some cases, actually become the titles of individual training classes. Below (Fig. 4) is a graphical representation of a sample duty sheet.

SECTION: 0	DUTY: 1	TASKS: ALL
SECTION: 0 Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
TASKS: 1.1 Document pre-scene activities. 1.2 Identify lead scene investigator and present identification. 1.3 Determine scene safety prior to entry. 1.4 Explain investigator's (your) role in the investigation. 1.5 Document essential officials at the scene. 1.6 Identify essential officials that have entered the scene. 1.7 Identify first official responder who arrived at the scene. 1.8 Identify any artifacts or contamination introduced to the death scene.		
CRITERIA: Competence in the task will be recognized when all steps are completed and documented in the case file.		
TOOLS AND EQUIPMENT: Scene forms Writing implements Investigative notebook Official identification Supplemental report forms (witness statements, narrative report form, etc.)	RESOURCES: Investigative report forms Business cards	

F — Listing of all Tasks covered within this duty area.

F — Criterion statement: Identifies the minimum level of performance for all tasks within this duty area.

F — Suggested training resources.

F — Suggested tools and equipment necessary for training these tasks.

Fig. 4 - Graphical representation of a Duty Sheet.

The Task Sheets

The *task sheets* are designed to allow subject matter experts to construct specific lesson plans for actual use during classroom instruction. Each task sheet contains the specific steps and/or elements required to perform the task. In addition to the steps/elements is an interim performance objective. This objective is written specifically for the performance of the task being trained using this task sheet. Both instructors and students may use task sheets; instructors use them to write lesson plans, and students use them to prepare for both classroom and performance instruction. Finally, there is a section for planning notes. This allows the skilled instructor to simply “teach” directly from the task sheets, with the occasional “note” to remind them of specific details related to the task at hand. Below (Fig. 5) is a graphical representation of a sample task sheet.

SECTION: B	DUTY NO. 1	TASK NO. 1.1
SECTION: B Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
TASK: 1.1 Document pre-scene activities		
STEPS/ELEMENTS:		
1.1.1 document date of call		
1.1.2 document time of call		
1.1.3 document contact person (and title) and agency (include phone number)		
1.1.4 document time of arrival at scene		
1.1.5 document date of arrival at scene		
INTERIM PERFORMANCE OBJECTIVE:		
Given a death scene call, the investigator will document the date and time of notification (person/title/agency) and scene arrival, and person(s)/title(s)/agency present at the scene in the case file. All data entered will be complete, accurate and verifiable using outside agency records (e.g., law enforcement/EMS records).		
PLANNING NOTES:		

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F — Listing of all performance steps/elements required for the completion of this task.

F — Interim performance objective provides a sample scenario to evaluate student performance of each step/element, and ultimately the task.

Fig. 5 - Graphical representation of a Task Sheet.

The Investigator Performance Assessment Forms (checklists)

The *investigator performance assessment forms* or simply the performance checklists are designed for consistent evaluation of students at the conclusion of each duty area. Each of the 29 duty areas has a checklist associated with it, each containing the related task statements. After the student has performed the task, the instructor simply indicates the level of performance by checking one of the boxes to the right of the task statement. This allows for both lab and on-the-job-training (OJT) and evaluation of skills. Students receiving a less than acceptable rating can continue to attempt the performance of the task until they achieve a check in one of the grayed boxes (good or excellent).

The checklists provide both student and instructor with consistent documentation relative to the achievement of specific training goals. Below is a sample of a performance checklist.

INVESTIGATOR PERFORMANCE ASSESSMENT FORM
Introduce and Identify Self and Role

Directions: Indicate the level of the investigator's accomplishment (using an X in the appropriate box under LEVEL OF PERFORMANCE heading). If, because of special circumstances, a performance component was not applicable, or impossible to evaluate, place an X in the N/A box.

Name _____
Date _____
Performance Trainer _____

LEVEL OF PERFORMANCE:
D Good Excellent

The Investigator:

1. documented date and time of call, person (and title) and agency (including phone number), and date and time of your arrival at scene.	<input type="checkbox"/>						
2. identified lead investigator at scene, presented identification.	<input type="checkbox"/>						
3. determined the scene safety by asking (and/or) appropriate officials if the scene is safe.	<input type="checkbox"/>						
4. explained your role in the investigation.	<input type="checkbox"/>						
5. identified essential officials that have entered the scene.	<input type="checkbox"/>						
6. documented essential officials at scene.	<input type="checkbox"/>						
7. identified first official responder to the scene.	<input type="checkbox"/>						
8. identified any artifacts or contamination introduced to the death scene.	<input type="checkbox"/>						

Comments: _____

Annotations: Each student receives a personal checklist to track achievement. Performance tasks. Performance rating scale. Comments section for trainers to document both positive observations as well as identify areas that may need improvement.

Fig. 6 - Graphical representation of an Investigator Performance Assessment Form or Performance Checklist.

Lesson Plans

As a part of the train-the-trainer continuation grant, task specific lesson plans will be developed and pilot-tested for implementation on a national level. These lesson plans will be designed for use by both traditional educational institutions seeking to upgrade their curriculums and state/locally sponsored training seminars seeking to upgrade active scene investigators. In addition, these plans will be practical enough for self-study in conjunction with the *Death Investigation: A Guide for the Scene Investigator* CD Rom.

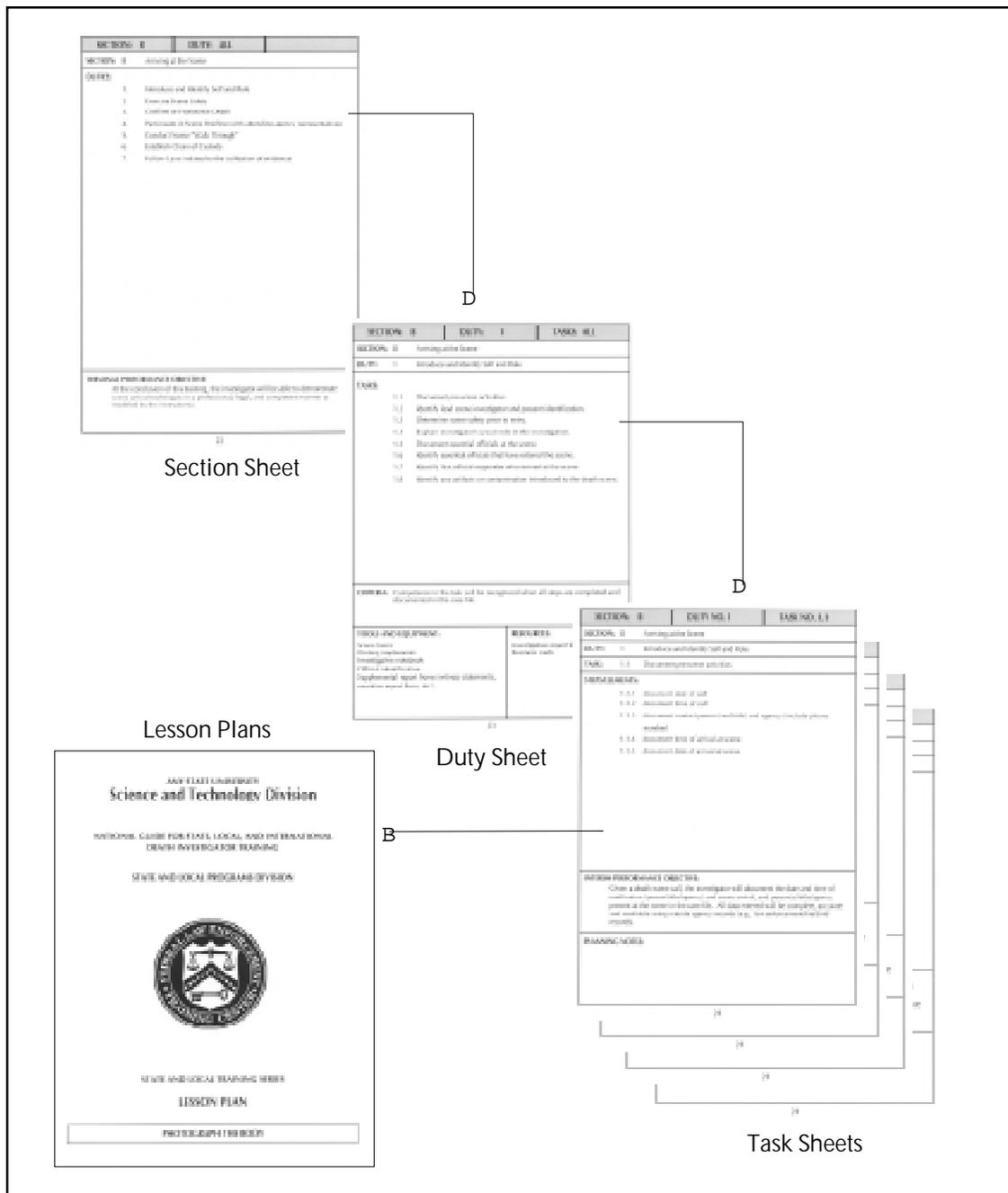


Fig. 7 - Graphical representation the curriculum guide's structure and flow.

Tasklist

Section A: Investigative Tools and Equipment List

1. Scene Tools and Equipment

- 1.1 Identify tools and equipment required at every scene.
- 1.2 Demonstrate the use of all scene tools and equipment.

2. Additional Tools and Equipment

- 2.1 Identify additional investigative tools and equipment.
- 2.2 Demonstrate the use of additional investigative tools and equipment.

Section B: Arriving at the Scene

1. Introduce and Identify Self and Role

- 1.1 Document pre-scene activities.
- 1.2 Identify lead scene investigator and present identification.
- 1.3 Determine scene safety prior to entry.
- 1.4 Explain investigator's (your) role in the investigation.
- 1.5 Document essential officials at the scene.
- 1.6 Identify essential officials that have entered the scene.
- 1.7 Identify first official responder who arrived at the scene.
- 1.8 Identify any artifacts or contamination introduced to the death scene.

2. Exercise Scene Safety

- 2.1 Identify incident command location (assembly/staging area).
- 2.2 Assess physical boundaries.
- 2.3 Secure vehicle.
- 2.4 Use personal protective safety devices.
- 2.5 Arrange for security or removal of animals.
- 2.6 Obtain authorization to enter scene from appropriate official(s).
- 2.7 Protect the integrity of the scene and evidence.

3. Confirm or Pronounce Death

- 3.1 Locate and view the body.
- 3.2 Check for pulse, respiration, and reflexes, as appropriate.
- 3.3 Document individual making official pronouncement of death.
- 3.4 Ensure death is pronounced, if required.

4. Participate in Scene Briefing (with attending agency representatives)

- 4.1 Locate staging area.
- 4.2 Establish and document scene location.
- 4.3 Obtain preliminary investigative details (from lead investigator).
- 4.4 Obtain initial incident accounts.

5. Conduct Scene “Walk Through”

- 5.1 Reassess and/or adjust scene boundaries.
- 5.2 Establish/maintain a path of entry and exit.
- 5.3 Identify physical, transient, and fragile/perishable evidence.
- 5.4 Photograph transient and fragile/perishable evidence.
- 5.5 Document transient and fragile/perishable evidence.
- 5.6 Locate and view decedent.

6. Establish Chain of Custody

- 6.1 Document location of scene.
- 6.2 Document date and time of arrival at scene.
- 6.3 Determine evidence custodian(s).
- 6.4 Determine evidence collection priority.
- 6.5 Collect, label, and secure evidence.
- 6.6 Document collection and disposition of evidence.
- 6.7 Develop personnel lists (as appropriate).

7. Follow Laws (related to the collection of evidence)

- 7.1 Determine the need for a search warrant.
- 7.2 Identify local, State, Federal, and international laws.
- 7.3 Identify medical examiner/coroner statutes and/or office procedures.

Section C: Documenting and Evaluating the Scene

1. Photograph the Scene

- 1.1 Remove nonessential personnel from scene.
- 1.2 Obtain overall (wide-angle) view of scene.
- 1.3 Photograph specific areas of scene.
- 1.4 Photograph from various angles, including aerial (as required).
- 1.5 Obtain photographs with scale/rule.
- 1.6 Label photographs.

2. Develop Descriptive Documentation of the Scene

- 2.1 Diagram and describe items of evidence (as required).
- 2.2 Describe and document scene evidence.
- 2.3 Describe scene environmental conditions.

3. Establish Probable Location of Injury or Illness

- 3.1 Document location of death.
- 3.2 Determine location(s) from which decedent was transported.
- 3.3 Determine how body was transported to/from discovery location.
- 3.4 Identify and record discrepancies (if any).
- 3.5 Inspect body/scene for consistency/inconsistency of evidence.
- 3.6 Obtain dispatch (e.g., police, ambulance) information and/or records.
- 3.7 Conduct interviews (as needed).

4. Collect, Inventory, and Safeguard Property and Evidence

- 4.1 Identify personal property and evidence.
- 4.2 Select proper evidence containers.
- 4.3 Collect and label evidence.
- 4.4 Inventory personal property and evidence.
- 4.5 Secure personal property and evidence.

5. Interview Witness(es) at the Scene

- 5.1 Collect available witness(es)' identifying data.
- 5.2 Establish witness' relationship/association to decedent.
- 5.3 Ascertain witness' knowledge of the death.
- 5.4 Obtain witness statement.
- 5.5 Note discrepancies (from field notes taken during scene briefing).
- 5.6 Document and retain witnesses' statements.

Section D: Documenting and Evaluating the Body

1. Photograph the Body

- 1.1 Photograph body and immediate scene.
- 1.2 Photograph decedent's face.
- 1.3 Photographs after removal of objects/items that obstruct view.
- 1.4 Photograph decedent with and without measurements.
- 1.5 Photograph the surface beneath the body.

2. Conduct External Body Examination (preliminary)

- 2.1 Document decedent's position with and without measurements.
- 2.2 Document decedent's physical characteristics.
- 2.3 Document presence or absence of clothing and personal effects.
- 2.4 Document presence or absence of relevant items/objects.
- 2.5 Document presence or absence of identifying characteristics.
- 2.6 Document presence or absence of injury/illness.
- 2.7 Document presence of treatment or resuscitative efforts.
- 2.8 Determine (based on findings) need for specialists.

3. Preserve Evidence (on body)

- 3.1 Photograph evidence located on the body.
- 3.2 Document (before transporting) blood/body fluid on the body.
- 3.3 Place/secure decedent's hands, feet (other areas of body) in paper bags.
- 3.4 Collect fragile trace evidence after securing proper authorization.
- 3.5 Arrange for transport of evidence.
- 3.6 Ensure (for analysis) proper collection of blood and body fluids.

4. Establish Decedent Identification

- 4.1 Perform direct visual or photographic identification of decedent.
- 4.2 Use circumstantial methods for identification of decedent.
- 4.3 Use scientific methods for identification of decedent.

5. Document Post Mortem Changes

- 5.1 Document livor mortis.
- 5.2 Document rigor mortis.
- 5.3 Document degree of decomposition.
- 5.4 Document insect and animal activity.
- 5.5 Record scene temperature.
- 5.6 Describe body temperature [algor mortis].

6. Participate in Scene Debriefing

- 6.1 Determine post-scene investigative responsibilities.
- 6.2 Determine/identify the need for a specialist.
- 6.3 Communicate with the pathologist.
- 6.4 Share investigative data.
- 6.5 Communicate special requests to appropriate agencies.

7. Determine Notification Procedures (next of kin)

- 7.1 Identify person and agency who will locate next of kin.
- 7.2 Identify person(s) responsible to notify next of kin.
- 7.3 Document the notification of next of kin.
- 7.4 Report notification status.

8. Ensure Security of Remains

- 8.1 Ensure protection of body.
- 8.2 Document any removal of therapeutic and resuscitative equipment.
- 8.3 Inventory and secure decedent property.
- 8.4 Recover body fluid samples.
- 8.5 Place identification on body and body bag.
- 8.6 Ensure/supervise placement of body into bag.
- 8.7 Ensure/supervise removal of body from scene.
- 8.8 Ensure secure transportation (for body).

Section E: Establishing and Recording Decedent Profile Information

1. Document the Discovery History

- 1.1 Establish and document who discovered the body.
- 1.2 Document the circumstances surrounding the discovery.

2. Determine Terminal Episode History

- 2.1 Document when decedent was last known to be alive.
- 2.2 Document incidents prior to death.
- 2.3 Document complaints (signs/symptoms) prior to death.
- 2.4 Obtain and/or review EMS records.
- 2.5 Obtain and/or review medical records.
- 2.6 Obtain relevant ante mortem specimens.

3. Document Decedent Medical History

- 3.1 Document medical history from family members and witnesses.
- 3.2 Document information from treating physicians and/or hospitals.
- 3.3 Document physical characteristics and traits.

4. Document Decedent Mental Health History

- 4.1 Document decedent's mental health history.
- 4.2 Document history of suicidal ideation, threats, gestures, and/or attempts.
- 4.3 Document treatment by mental health professionals.
- 4.4 Document family (biological or adoptive) mental health history.

5. Document Decedent Social History

- 5.1 Document marital/domestic history.
- 5.2 Document family history.
- 5.3 Document sexual history.
- 5.4 Document employment history.
- 5.5 Document financial history.
- 5.6 Document daily routines, habits, and activities.
- 5.7 Document relationships, friends, and associates.
- 5.8 Document religious, ethnic, cultural, or institutional information.
- 5.9 Document educational history
- 5.10 Document criminal history.

Section F: Completing the Scene Investigation**1. Maintain Jurisdiction Over the Body**

- 1.1 Arrange for, and document, secure transportation of the body.
- 1.2 Coordinate and document procedures to be performed.

2. Release Jurisdiction of the Body

- 2.1 Ensure the collection of body fluids and other evidence.
- 2.2 Determine who will sign death certificate.
- 2.3 Reconfirm the date, time, and location of death.
- 2.4 Determine how certifier will list the cause and manner of death.
- 2.5 Reconcile (with authorized receiving agent) all death certificate information.
- 2.6 Release body to a funeral director or other authorized receiving agent.

3. Perform Exit Procedures

- 3.1 Identify, inventory, and remove all evidence collected at scene.
- 3.2 Remove all departmental equipment and materials from scene.
- 3.3 Report and document any infectious/dangerous materials or conditions.

4. Assist the Family

- 4.1 Inform family of available support services.
- 4.2 Inform family of appropriate agencies (to contact with questions).
- 4.3 Ensure family is not left alone with body (if circumstances warrant).
- 4.4 Advise family of potential scene hazards.
- 4.5 Inform family of body release timetable (approximate).
- 4.6 Inform family of information release timetable.
- 4.7 Inform family of available documents.

SECTION A: Investigation Tools and Equipment

SECTION A: Investigation Tools and Equipment

SECTION: A	DUTY: ALL	
SECTION: A Investigative Tools and Equipment		
<p>DUTIES:</p> <ol style="list-style-type: none">1. Scene Tools and Equipment2. Additional Tools and Equipment		
<p>TERMINAL PERFORMANCE OBJECTIVE:</p> <p>At the conclusion of this training, the investigator will be able to identify the tools and equipment necessary for conducting a complete scene investigation.</p>		

SECTION: A	DUTY NO. 1	TASKS: ALL
SECTION: A Investigative Tools and Equipment		
DUTY: 1 Scene Tools and Equipment		
<p>TASKS:</p> <ul style="list-style-type: none"> 1.1 Identify tools and equipment required at every scene. 1.2 Demonstrate the use of all scene tools and equipment. 		
<p>CRITERIA: Competence in the task will be recognized when all tools and equipment are used properly as specified by the manufacturer.</p>		
<p>TOOLS AND EQUIPMENT: Specific tools and equipment as necessary</p>	<p>RESOURCES: Manufacturer's Specifications Performance Checklists</p>	

SECTION: A	DUTY NO. 1	TASK NO. 1.1
SECTION: A	Investigative Tools and Equipment	
DUTY: 1	Scene Tools and Equipment	
TASK: 1.1	Identify tools and equipment required at every scene	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.1.1 Universal Precautions equipment 1.1.2 notebook/scene forms/report forms & writing implements 1.1.3 clean white linen sheet/body bag/bag seals 1.1.4 communications equipment (e.g., cell phone, pager, radio, phone list of important numbers/local maps) 1.1.5 official identification/business cards 1.1.6 body ID tags (toe tags) 1.1.7 camera equipment (e.g., 35mm/instant/video) 1.1.8 measurement instruments 1.1.9 evidence collection/protection supplies (bags/envelopes/evidence seal) 1.1.10 specimen collection supplies (syringes/needles/tubes/containers) 1.1.11 disposable (paper) jumpsuit, hair covers, face shield, etc. 1.1.12 magnifying glass 1.1.13 environmental gear (foul-weather gear, flashlight, umbrella) 1.1.14 first-aid kit 1.1.15 plastic trash bags 1.1.16 reflective vest 1.1.17 tape recorder 1.1.18 watch 		
<p>PLANNING NOTES:</p>		

SECTION: A	DUTY NO. 1	TASK NO. 1.1
SECTION: A Investigative Tools and Equipment		
DUTY: 1 Scene Tools and Equipment		
TASK: 1.1 Identify tools and equipment required at every scene		
<p>STEPS/ELEMENTS:</p> <p>Cont.</p> <p>1.1.19 thermometer</p> <p>1.1.20 medical equipment (scissors, forceps, tweezers, exposure suit, scalpel handle, blades, disposable syringe, large gauge needles, cotton-tipped swabs, etc.)</p> <p>1.1.21 tape and rubber bands</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a list of investigative tools and equipment the investigator will identify all required scene tools and equipment according to the death investigation guide.</p>		
<p>PLANNING NOTES:</p>		

SECTION: A	DUTY NO. 2	TASK NO. 1.2
SECTION: A	Investigative Tools and Equipment	
DUTY: 1	Scene Tools and Equipment	
TASK: 1.2	Demonstrate the use of all scene tools and equipment	
<p>STEPS/ELEMENTS:</p> <p>1.2.1 demonstrate the use of all tools and equipment listed in task 1.1 of this curriculum guide</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given specific scene tools and equipment the investigator will demonstrate the proper use of each in compliance with both manufacturer's specifications and death investigation guide reference(s).</p>		
<p>PLANNING NOTES:</p>		

SECTION: A		DUTY NO. 2	TASKS: ALL
SECTION: A	Investigative Tools and Equipment		
DUTY: 2	Additional Tools and Equipment		
<p>TASKS:</p> <ul style="list-style-type: none"> 2.1 Identify additional investigative tools and equipment. 2.2 Demonstrate the use of additional investigative tools and equipment. 			
<p>CRITERIA: Competence in the task will be recognized when all tools and equipment are used properly as specified by the manufacturer.</p>			
<p>TOOLS AND EQUIPMENT: Specific tools and equipment as necessary</p>		<p>RESOURCES: Manufacturer's Specifications Performance Checklists</p>	

SECTION: A	DUTY NO. 2	TASK NO. 2.1
SECTION: A	Investigative Tools and Equipment	
DUTY: 2	Additional Tools and Equipment	
TASK: 2.1	Identify additional investigative tools and equipment.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.1.1 trace evidence kit 2.2.2 crime scene tape 2.2.3 latent print kit 2.2.4 gunshot residue analysis kits (SEM/EDS) 2.2.5 photo placards (signage) 2.2.6 portable electric area lighting 2.2.7 barrier sheeting (to shield/protect body from public view) 2.2.8 purification mask 2.2.9 basic handtools (boltcutter, screwdrivers, hammers, shovel, trowel, paintbrushes, etc.) 2.2.10 body bag locks (to secure body inside bag) 2.2.11 video camera (with extra battery) 2.2.12 personal comfort supplies (insect spray, sun screen, hat, etc.) 2.2.13 presumptive blood test kit 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given specific tools and equipment the investigator will demonstrate the proper use of each in compliance with both manufacturer's specifications and death investigation guide reference(s).</p>		
<p>PLANNING NOTES:</p>		

SECTION: A	DUTY NO. 2	TASK NO. 2.2
SECTION: A Investigative Tools and Equipment		
DUTY: 2 Additional Tools and Equipment		
TASK: 2.2 Demonstrate the use of additional investigative tools and equipment.		
<p>STEPS/ELEMENTS:</p> <p>2.2.1 demonstrate the use of all tools and equipment listed in task 2.1 of this curriculum guide</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given specific tools and equipment the investigator will demonstrate the proper use of each in compliance with both manufacturer’s specifications and death investigation guide reference(s).</p>		
<p>PLANNING NOTES:</p>		

SECTION B: Arriving at the Scene

SECTION B: Arriving at the Scene

SECTION: B	DUTY: ALL	
SECTION: B Arriving at the Scene		
<p>DUTIES:</p> <ol style="list-style-type: none">1. Introduce and Identify Self and Role2. Exercise Scene Safety3. Confirm or Pronounce Death4. Participate in Scene Briefing (with attending agency representatives)5. Conduct Scene "Walk Through"6. Establish Chain of Custody7. Follow Laws (related to the collection of evidence)		
<p>TERMINAL PERFORMANCE OBJECTIVE:</p> <p>At the conclusion of this training, the investigator will be able to demonstrate scene arrival techniques in a professional, legal, and competent manner as modeled by the instructor(s).</p>		

SECTION: B	DUTY NO. 1	TASKS: ALL
SECTION: B Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
<p>TASKS:</p> <ul style="list-style-type: none"> 1.1 Document pre-scene activities. 1.2 Identify lead scene investigator and present identification. 1.3 Determine scene safety prior to entry. 1.4 Explain investigator's (your) role in the investigation. 1.5 Document essential officials at the scene. 1.6 Identify essential officials that have entered the scene. 1.7 Identify first official responder who arrived at the scene. 1.8 Identify any artifacts or contamination introduced to the death scene. 		
<p>CRITERIA: Competence in the task will be recognized when all steps are completed and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <p>Scene forms Writing implements Investigative notebook Official identification Supplemental report forms (witness statements, narrative report form, etc.)</p>	<p>RESOURCES:</p> <p>Investigative report forms Business cards</p>	

SECTION: B	DUTY NO. 1	TASK NO. 1.1
SECTION: B Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
TASK: 1.1 Document pre-scene activities		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.1.1 document date of call 1.1.2 document time of call 1.1.3 document contact person (and title) and agency (include phone number) 1.1.4 document time of arrival at scene 1.1.5 document date of arrival at scene 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene call, the investigator will document the date and time of notification (person/title/agency) and scene arrival, and person(s)/title/agency present at the scene in the case file. All data entered will be complete, accurate, and verifiable using outside agency records (e.g., law enforcement/fire/EMS records).</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 1	TASK NO. 1.2
SECTION: B Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
TASK: 1.2 Identify lead investigator and present identification		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.2.1 identify agency representatives (e.g., law enforcement, fire fighters) 1.2.2 present official identification 1.2.3 introduce yourself 1.2.4 record identity of personnel in notebook 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will locate and document the lead investigator (name/agency) in case file, present agency identification, and introduce himself/herself immediately upon arrival.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 1	TASK NO. 1.3
SECTION: B Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
TASK: 1.3 Determine scene safety (prior to entry)		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.3.1 identify safety official in charge at scene (fire/public safety officer, etc.) 1.3.2 gain permission to enter scene (from official) 1.3.3 document any hazards in notebook 1.3.4 enter scene at designated entry point 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will verify scene safety status with appropriate officials. Unsafe scene conditions will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 1	TASK NO. 1.4
SECTION: B Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
TASK: 1.4 Explain investigator's (your) role in the investigation		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.4.1 gather information to determine cause and manner of death 1.4.2 identify the decedent(s) 1.4.3 assist in collection of evidence and interviewing of witnesses (as needed) 1.4.3 assume custody of remains 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with other agency representatives present, the investigator will explain his or her role to the lead investigator during the course of the investigation in a timely fashion.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 1	TASK NO. 1.5
SECTION: B Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
TASK: 1.5 Document essential officials at the scene		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.5.1 identify essential officials (law enforcement, fire, EMS) 1.5.2 confirm identification (e.g., badge number, paramedic unit) 1.5.3 document in report 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with other agency representatives present, the investigator will identify all essential representatives (by agency) at the scene.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 1	TASK NO. 1.6
SECTION: B Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
TASK: 1.6 Identify essential officials that have entered the scene		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.6.1 collect names (title), department service number(s) 1.6.2 confirm agencies 1.6.3 obtain phone numbers 1.6.4 obtain department case number(s) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with other agency representatives present, the investigator will document (name/agency/phone number/case number) all essential agency representatives at the scene. All data entered into the case file will be complete, accurate, and verifiable (i.e., police/fire/EMS reports, medical records).</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 1	TASK NO. 1.7
SECTION: B Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
TASK: 1.7 Identify first official responder		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.7.1 identify lead investigator 1.7.2 verify identification of first official responder 1.7.3 document name/agency/arrival information from first official responder (paramedic, police) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will identify the first official responder to the scene. First responder (name/title/agency) will be recorded in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 1	TASK NO. 1.8
SECTION: B Arriving at the Scene		
DUTY: 1 Introduce and Identify Self and Role		
TASK: 1.8 Identify any artifacts or contamination introduced to the death scene		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.8.1 question and document police as to initial condition of the scene 1.8.2 question and document emergency medical service as to initial condition of the scene 1.8.3 question and document other official(s) as to initial condition of the scene 1.8.4 question and document first responder to scene (may have been friend, neighbor, relative) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will question other agency personnel regarding scene alterations. This information will be recorded in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO.2	TASKS: ALL
SECTION: B Arriving at the Scene		
DUTY: 2 Exercise Scene Safety		
<p>TASKS:</p> <ul style="list-style-type: none"> 2.1 Identify incident command location (assembly/staging area). 2.2 Assess physical boundaries. 2.3 Secure vehicle. 2.4 Use personal protective safety devices. 2.5 Arrange for security or removal of animals. 2.6 Obtain authorization to enter scene from appropriate official(s). 2.7 Protect the integrity of the scene and evidence. <p>NOTE: Due to potential hazards (e.g., crowd control, fire, explosion, collapsing structures, poisonous gases, traffic), the body may have to be removed or isolated before scene investigation can be continued.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file [e.g., including references to any scene safety procedures and actions taken and/or concern(s)].</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Crime scene tape Disposable jumpsuits Paper bags Purification mask Head cover Personal supplies Communication equipment Boots Gloves Shoe covers Scene forms First aid kit Reflective vest Waterless hand wash 		<p>RESOURCES:</p> <ul style="list-style-type: none"> Phone listing OSHA Standards Hazardous materials resource manual Departmental safety manual

SECTION: B	DUTY NO. 2	TASK NO. 2.1
SECTION: B Arriving at the Scene		
DUTY: 2 Exercise Scene Safety		
TASK: 2.1 Identify incident command location (assembly/staging area).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.1.1 identify lead investigator/public safety officer 2.1.2 confirm location of scene entry and exit point 2.1.3 show location to any additional personnel from your office 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with an incident command location, the investigator will locate the incident command site and report-in immediately upon arrival.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 2	TASK NO. 2.2
SECTION: B Arriving at the Scene		
DUTY: 2 Exercise Scene Safety		
TASK: 2.2 Assess physical boundaries.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.2.1 discuss scene boundaries with other agencies 2.2.2 ascertain the appropriate scene perimeter to ensure scene safety and protection of evidence 2.2.3 establish or adjust as necessary <p>NOTE: It is often better to make the scene larger than you may think necessary; you can always make the scene smaller. It is much more difficult to make the scene bigger.</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will assess physical boundaries and recommend adjustments as needed in cooperation with other attending agency representatives.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 2	TASK NO. 2.3
SECTION: B Arriving at the Scene		
DUTY: 2 Exercise Scene Safety		
TASK: 2.3 Secure vehicle.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.3.1 park vehicle safely and out of traffic 2.3.2 note location of other agency vehicles and park behind them to avoid scene contamination 2.3.3 park vehicle in area to avoid traffic congestion 2.3.4 secure/lock vehicle 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will safely park and secure his or her vehicle in an unobstructive manner.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 2	TASK NO. 2.4
SECTION: B Arriving at the Scene		
DUTY: 2 Exercise Scene Safety		
TASK: 2.4 Use personal protective safety devices.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.4.1 check for physical/environmental dangers 2.4.2 check for biohazards 2.4.3 check for personal dangers 2.4.4 dress in appropriate personal protection equipment before entering scene, as necessary 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will check for personal, physical/environmental dangers, and biohazards, and utilize personal protective safety devices (universal precautions).</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 2	TASK NO. 2.5
SECTION: B Arriving at the Scene		
DUTY: 2 Exercise Scene Safety		
TASK: 2.5 Arrange for security or removal of animals.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.5.1 be aware of and exercise caution around all animals/pets at scenes 2.5.2 identify owner (if present) and request containment or removal of animals 2.5.3 contact animal control officer for removal, if necessary <p>NOTE: Do not attempt to conduct physical examination of the body without securing animals/pets.</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene where animals are present, the investigator will arrange for the security or removal of the animals.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 2	TASK NO. 2.6
SECTION: B Arriving at the Scene		
DUTY: 2 Exercise Scene Safety		
TASK: 2.6 Obtain authorization to enter scene from appropriate official(s).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.6.1 check with lead investigator 2.6.2 check with fire marshal, disaster coordinator, or safety director 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with other agency representatives present, the investigator will obtain clearance/authorization to enter the scene. Entry will be approved by appropriate representatives (lead investigator, fire marshal, disaster coordinator).</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 2	TASK NO. 2.7
SECTION: B Arriving at the Scene		
DUTY: 2 Exercise Scene Safety		
TASK: 2.7 Protect the integrity of the scene and evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.7.1 protect from contamination/loss/introduction by people or animals 2.7.2 protect from contamination/loss/introduction by scene responder 2.7.2 protect from exposure to elements (e.g., shield body) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will protect the integrity of the scene and evidence from people, animals, or exposure to environmental elements. Protective measures taken will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 3	TASKS: ALL
SECTION: B Arriving at the Scene		
DUTY: 3 Confirm or Pronounce Death		
<p>TASKS:</p> <ul style="list-style-type: none"> 3.1 Locate and view the body. 3.2 Check for pulse, respiration, and reflexes, as appropriate. 3.3 Document individual making official pronouncement of death. 3.4 Ensure death is pronounced, if required. <p>NOTE (the following information may be jurisdictionally dependent):</p> <p>Found: When body was first found/discovered.</p> <p>Occurred: When incident occurred that resulted in death, e.g., self-evident because of the time of the explosion or aircraft crash.</p> <p>Pronounced: When a health professional (physician, physician's assistant, nurse, emergency medical technician, or other authorized individual) examined the body and established the fact of death.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file [e.g., including references to any scene safety procedures and actions taken and/or concern(s)].</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Crime scene tape Disposable jumpsuits Paper bags Purification mask Head cover Personal supplies Communication equipment Boots/Gloves Waterless hand wash Shoe covers Scene forms First aid kit Reflective vest 		<p>RESOURCES:</p> <ul style="list-style-type: none"> Phone listing OSHA Standards Hazardous materials resource manual Departmental safety manual

SECTION: B	DUTY NO. 3	TASK NO. 3.1
SECTION: B Arriving at the Scene		
DUTY: 3 Confirm or Pronounce Death		
TASK: 3.1 Locate and view the body.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.1.1 confirm location of body with lead investigator 3.1.2 confirm appropriate route to body 3.1.3 approach body carefully without disrupting the scene 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will locate and view the body in a timely fashion.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 3	TASK NO. 3.2
SECTION: B Arriving at the Scene		
DUTY: 3 Confirm or Pronounce Death		
TASK: 3.2 Check for signs of life (as appropriate)		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.2.1 check for pulse, respiration, reflexes 3.2.2 identify rigor mortis, livor mortis 3.2.3 determine presence of decomposition 3.2.4 check body temperature (manual) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a scene with body(ies) present, the investigator will check for signs of life (pulse, respiration, reflexes) as appropriate to confirm death.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 3	TASK NO. 3.3
SECTION: B Arriving at the Scene		
DUTY: 3 Confirm or Pronounce Death		
TASK: 3.3 Document individual making official pronouncement of death.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.3.1 document name, title, and phone number 3.3.2 document agency and department service number (e.g., DM4837) 3.3.3 document date and time of pronouncement/determination 3.3.4 document location of pronouncement/determination <p>NOTE: All information should be documented in the investigator's notebook and recorded in the case file.</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a scene with body(ies) present, the investigator will document in the case file the name/title/agency of pronouncer and date/time/location of pronouncement.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 3	TASK NO. 3.4
SECTION: B Arriving at the Scene		
DUTY: 3 Confirm or Pronounce Death		
TASK: 3.4 Ensure death is pronounced.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.4.1 locate individual legally responsible for pronouncing death 3.4.2 confirm death was/is pronounced 3.4.3 document death pronouncement data in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a scene with body(ies) present, the investigator will ensure death is pronounced and documented in the case file (if required).</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 4	TASKS: ALL
SECTION: B Arriving at the Scene		
DUTY: 4 Participate in Scene Briefing (with attending agency representatives).		
<p>TASKS:</p> <ul style="list-style-type: none"> 4.1 Locate/establish staging area. 4.2 Establish and document scene location. 4.3 Obtain preliminary investigative details (from lead investigator). 4.4 Obtain initial incident accounts. 		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <p>Scene forms First responder reports Emergency medical service, police department, witnesses' statements</p>	<p>RESOURCES:</p> <p>Local maps Crime scene tape Writing implements Investigative notebook</p>	

SECTION: B	DUTY NO. 4	TASK NO. 4.1
SECTION: B Arriving at the Scene		
DUTY: 4 Participate in Scene Briefing (with attending agency representatives).		
TASK: 4.1 Locate/establish staging area.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.1.1 identify entry point to scene (confirm with other agency representatives) 4.1.2 identify incident command post (discuss with other agency representatives) 4.1.3 confirm the location of staging area with other staff members from your agency 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator, in coordination with other agencies, will locate the staging area, command post, and scene entry point in a timely fashion.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 4	TASK NO. 4.2
SECTION: B Arriving at the Scene		
DUTY: 4 Participate in Scene Briefing (with attending agency representatives).		
TASK: 4.2 Establish and document scene location.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.2.1 document address (e.g., street and house number, apartment number) 4.2.2 document location and type (e.g., building name, mile marker, intersections, National Park, mine, nursing home) 4.2.3 document locality (e.g., county, parish, township, borough) 4.2.4 confirm location with other agencies at the scene 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will document the scene location. Documented location will include address, location (building name, mile marker, intersection, National Park, mine, nursing home), locality (county, parish, township), and be consistent with other agency reports.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 4	TASK NO. 4.3
SECTION: B Arriving at the Scene		
DUTY: 4 Participate in Scene Briefing (with attending agency representatives).		
TASK: 4.3 Obtain preliminary investigative details from lead investigator.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.3.1 determine if suspicious/non-suspicious death 4.3.2 determine nature of death (hanging, traffic, gunshot wound, child fatality) 4.3.3 inquire about other investigative concerns (Occupational Safety and Health Administration, social services, consulting labs, etc.) 4.3.4 document in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will consult with lead investigator to obtain preliminary investigative details to define investigative strategies and issues. Investigative issues will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 4	TASK NO. 4.4
SECTION: B Arriving at the Scene		
DUTY: 4 Participate in Scene Briefing (with attending agency representatives).		
TASK: 4.4 Obtain initial incident accounts.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.4.1 discuss initial observations and information (who, what, when, where, why, and how) with first professional witness (e.g., law enforcement, emergency medical service, hospital personnel) 4.4.2 document name/agency of first professional witness(es) (including title and phone number) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will obtain initial incident accounts from the first professional witness at the scene. Documentation in the case file will include incident accounts, name/title/agency of the first professional witness.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 5	TASKS: ALL
SECTION: B Arriving at the Scene		
DUTY: 5 Conduct Scene "Walk Through"		
<p>TASKS:</p> <ul style="list-style-type: none"> 5.1 Reassess and/or adjust scene boundaries. 5.2 Establish/maintain a path of entry and exit. 5.3 Identify physical, transient, and fragile/perishable evidence. 5.4 Photograph transient and fragile/perishable evidence. 5.5 Document transient and fragile/perishable evidence. 5.6 Locate and view decedent. 		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file, including the overall layout of the scene and body evidence relationships and the name(s) of those who conducted the "walk through."</p>		
<p>TOOLS AND EQUIPMENT:</p> <p>Scene forms Photography equipment Writing implements Voice recorder</p> <p>Sketch pad Notebook Flashlight</p>		<p>RESOURCES:</p>

SECTION: B	DUTY NO. 5	TASK NO. 5.1
SECTION: B Arriving at the Scene		
DUTY: 5 Conduct Scene "Walk Through"		
TASK: 5.1 Reassess and/or adjust scene boundaries.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.1.1 discuss with lead investigator 5.1.2 evaluate scene environment (city/country/onlookers/weather, etc.) 5.1.3 move scene tape to appropriate location(s) 5.1.4 note entry and exit points 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will assess physical boundaries and recommend adjustments as needed in cooperation with other attending agency representatives.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 5	TASK NO. 5.2
SECTION: B Arriving at the Scene		
DUTY: 5 Conduct Scene "Walk Through"		
TASK: 5.2 Establish/maintain a path of entry and exit.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.2.1 confirm location with lead investigator 5.2.2 exchange personal identification 5.2.3 confirm access point to scene 5.2.4 approach scene as directed by lead investigator 5.2.5 confirm location of evidence (body, bullets, blood, etc.) 5.2.6 exit scene by designated access site 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will identify and use the established path of scene entry and exit at all times.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 5	TASK NO. 5.3
SECTION: B Arriving at the Scene		
DUTY: 5 Conduct Scene "Walk Through"		
TASK: 5.3 Identify physical, transient, and fragile/perishable evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.3.1 recognize physical, transient, and fragile evidence 5.3.2 identify and protect evidence with marking devices (if not already performed) 5.3.3 discuss with lead investigator the "plan" of processing scene (e.g., order of photos, evidence recovery) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with evidence present, the investigator will identify physical, transient, and fragile/perishable evidence during the initial walk through.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 5	TASK NO. 5.4
SECTION: B Arriving at the Scene		
DUTY: 5 Conduct Scene "Walk Through"		
TASK: 5.4 Photograph transient and fragile/perishable evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.4.1 recognize fragile evidence 5.4.2 photograph evidence at distance (greater than 10 feet) to locate evidence position within the scene 5.4.3 photograph evidence at medium distance (5-10 feet) to identify evidence within the specific scene 5.4.4 obtain "close-up" photographs to locate "specific" evidence at scene 5.4.5 upon completion of all photography, inform lead investigator for evidence removal <p>NOTE: photograph fragile or transient evidence immediately upon discovery.</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, camera, and the presence of fragile/perishable evidence, the investigator will photograph each item of evidence prior to its deterioration.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 5	TASK NO. 5.5
SECTION: B Arriving at the Scene		
DUTY: 5 Conduct Scene "Walk Through"		
TASK: 5.5 Document transient and fragile/perishable evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.5.1 identify fragile evidence 5.5.2 select appropriate scene form (if applicable) 5.5.3 describe evidence in detail (to support photographs) 5.5.4 describe current environmental conditions 5.5.5 inform lead investigator that documentation is complete and object can be removed <p>NOTE: photograph fragile or transient evidence immediately upon discovery.</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, appropriate forms, and the presence of fragile/perishable evidence, the investigator will document each item of evidence prior to its deterioration and collect when appropriate.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 5	TASK NO. 5.6
SECTION: B Arriving at the Scene		
DUTY: 5 Conduct Scene "Walk Through"		
TASK: 5.6 Locate and view decedent		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.6.1 identify lead investigator 5.6.2 identify scene access point and maintain assigned path to body 5.6.3 view body 5.6.4 document body position, location, state of dress, site 5.6.5 locate body using known stationary points 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will locate and view the body during the initial scene walk through.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B		DUTY NO. 6	TASKS: ALL
SECTION: B Arriving at the Scene			
DUTY: 6 Establish Chain of Custody			
<p>TASKS:</p> <ul style="list-style-type: none"> 6.1 Document location of scene. 6.2 Document date and time of arrival at scene. 6.3 Determine evidence custodian(s). 6.4 Determine evidence collection priority. 6.5 Collect, label, and secure evidence. 6.6 Document collection and disposition of evidence. 6.7 Develop personnel lists (as appropriate). 			
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file.</p>			
<p>TOOLS AND EQUIPMENT:</p> <p>Scene forms Notebook Writing implements Evidence containers Specimen containers</p>		<p>RESOURCES:</p> <p>Inventory lists Police records Criminalistic experts Emergency medical service records Inventory records Hospital records Search and rescue protocols Witness statements</p>	

SECTION: B	DUTY NO. 6	TASK NO. 6.1
SECTION: B Arriving at the Scene		
DUTY: 6 Establish Chain of Custody		
TASK: 6.1 Document location of scene.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.1.1 document location of scene 6.1.2 document time of arrival at scene 6.1.3 enter in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with evidence present, the investigator will document the location of the scene in the evidence log, case file, and on specimen containers.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 6	TASK NO. 6.2
SECTION: B Arriving at the Scene		
DUTY: 6 Establish Chain of Custody		
TASK: 6.2 Document date and time of arrival at scene.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.2.1 enter data in investigator's notebook 6.2.2 enter data in investigator's report 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with evidence present, the investigator will document the date and time of arrival at the scene in both the investigator's notebook and report.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 6	TASK NO. 6.3
SECTION: B Arriving at the Scene		
DUTY: 6 Establish Chain of Custody		
TASK: 6.3 Determine evidence custodian(s).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.3.1 identify items of evidence 6.3.2 confirm with lead investigator 6.3.3 identify plan for further processing of evidence (e.g. bloody fingerprint – analyzed for both print identification and blood analysis) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with evidence present, the investigator, in coordination with lead agency representative(s), will identify items of evidence, and determine custodial control and its further processing.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 6	TASK NO. 6.4
SECTION: B Arriving at the Scene		
DUTY: 6 Establish Chain of Custody		
TASK: 6.4 Determine evidence collection priority.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.4.1 identify transient/fragile/perishable evidence 6.4.2 discuss with other professionals at scene need to recover transient, fragile/perishable evidence 6.4.3 discuss with other professionals at scene plan for collection of other evidence 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with evidence present, the investigator in coordination with lead agency representatives will determine evidence collection priority for both fragile and physical evidence. All evidence must be collected in a systematic and timely fashion.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 6	TASK NO. 6.5
SECTION: B Arriving at the Scene		
DUTY: 6 Establish Chain of Custody		
TASK: 6.5 Collect, label, and secure evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.5.1 label evidence with case number, item number (to reference evidence log), collector's identification, and other information required by jurisdiction 6.5.2 ensure timely storage and transport to preserve evidence 6.5.3 use appropriate tools, containers, and preservatives 6.5.4 ensure proper storage and transport conditions 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with various types of evidence present, the investigator will properly collect, label, transport, and store all identified evidence in a timely fashion. Collection, labeling, transport, and storage must withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 6	TASK NO. 6.6
SECTION: B Arriving at the Scene		
DUTY: 6 Establish Chain of Custody		
TASK: 6.6 Document collection and disposition of evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.6.1 document time/date/location of collection 6.6.2 document time/date/location of disposition and/or transfer 6.6.3 document who collected evidence (name/agency) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator, in coordination with other agency representatives, will document in the case file the collection and disposition of all identified evidence. Documentation will include name/title/agency of collector, time/date/location of collection and time/date/location of disposition or transfer. Documentation in the case file must withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 6	TASK NO. 6.7
SECTION: B Arriving at the Scene		
DUTY: 6 Establish Chain of Custody		
TASK: 6.7 Develop personnel lists (as appropriate).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.7.1 personnel who come in contact with evidence 6.7.2 personnel who collected evidence 6.7.3 personnel who transported evidence 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with other agency representatives present, the investigator will develop a personnel list. The list will include all personnel who came in contact with identified evidence and be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 7	TASKS: ALL
SECTION: B. Arriving at the Scene		
DUTY: 7. Follow Laws (related to the collection of evidence)		
<p>TASKS:</p> <ul style="list-style-type: none"> 7.1 Determine the need for a search warrant. 7.2 Identify local, State, Federal, and international laws. 7.3 Identify medical examiner/coroner statutes and/or office procedures. 		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the training file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Notebook Writing implements Communication equipment 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Phone listings Federal/State/local/international statutes/codes Office operating procedures manual Warrant 	

SECTION: B	DUTY NO. 7	TASK NO. 7.1
SECTION: B Arriving at the Scene		
DUTY: 7 Follow Laws (related to the collection of evidence)		
TASK: 7.1 Determine the need for a search warrant.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 7.1.1 contact lead investigator 7.1.2 consider possibility that a crime occurred 7.1.3 determine need for search warrant or owner permission to enter scene 7.1.4 contact district attorney for subpoena (if required) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator, in coordination with other agency representatives, will determine the need for a search warrant or permission to enter the location. Required authorizations will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 7	TASK NO. 7.2
SECTION: B Arriving at the Scene		
DUTY: 7 Follow Laws (related to the collection of evidence)		
TASK: 7.2 Identify local, State, Federal, and international laws.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 7.2.1 consult local agencies (if required) 7.2.2 consult State agencies (if required) 7.2.3 consult Federal agencies (if required) 7.2.4 consult international agencies (if required) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given appropriate materials, the investigator will identify all local, State, Federal, and international laws related to the legal collection of scene evidence.</p>		
<p>PLANNING NOTES:</p>		

SECTION: B	DUTY NO. 7	TASK NO. 7.3
SECTION: B Arriving at the Scene		
DUTY: 7 Follow Laws (related to the collection of evidence)		
TASK: 7.3 Identify medical examiner/coroner statutes and/or office procedures.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 7.3.1 locate local operating procedures/ordinances for death investigation 7.3.2 locate State statutes/codes for death investigation 7.3.3 locate Federal statutes/codes for death investigation 7.3.4 locate international statutes/codes for death investigation 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given appropriate materials, the investigator will identify all local, State, Federal, and international coroner/medical examiner laws related to the collection of evidence during a death investigation.</p>		
<p>PLANNING NOTES:</p>		

**SECTION C: Documenting and Evaluating
the Scene**

SECTION C: Documenting and Evaluating the Scene

DUTY NO. C	TASK NO. ALL	
DUTY: C Documenting and Evaluating the Scene		
TASKS: <ol style="list-style-type: none"> 1. Photograph the Scene 2. Develop Descriptive Documentation of the Scene 3. Establish Probable Location of Injury or Illness 4. Collect, Inventory, and Safeguard Property and Evidence 5. Interview Witness(es) at the Scene 		
TERMINAL PERFORMANCE OBJECTIVE: <p>At the conclusion of this training, the investigator will be able to demonstrate proper evidence documentation and collection techniques in a professional, legal, and competent manner as modeled by the instructor(s).</p>		

SECTION: C	DUTY NO. 1	TASKS: ALL
SECTION: C Documenting and Evaluating the Scene		
DUTY: 1 Photograph the Scene		
<p>TASKS:</p> <ul style="list-style-type: none"> 1.1 Remove nonessential personnel from scene. 1.2 Obtain overall (wide-angle) view of scene. 1.3 Photograph specific areas of scene. 1.4 Photograph from various angles, including aerial (as required). 1.5 Obtain photographs with scale/rule. 1.6 Label photographs. <p>NOTE: Obtain photographs even if the body or other evidence has been removed. Take multiple shots, if possible.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file. The scene shall be photographically recorded without distortion; appropriately composed, focused, and exposed; and the photographs labeled and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms (photo log) Writing implements Photographic equipment Measurement instruments Photo placards Investigative notebook 	<p>RESOURCES:</p> <ul style="list-style-type: none"> ABFO#2 ruler "Gray card" (for color balance) 	

SECTION: C	DUTY NO. 1	TASK NO. 1.1
SECTION: C Documenting and Evaluating the Scene		
DUTY: 1 Photograph the Scene		
TASK: 1.1 Remove nonessential personnel from scene.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.1.1 consult with lead investigator before asking anyone to leave 1.1.2 identify nonessential personnel (non-agency individuals, pedestrians, onlookers, etc.) 1.1.3 assist lead investigator in identifying nonessential persons 1.1.4 assist lead investigator in removing nonessential persons from scene (if necessary) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator, in coordination with other agency representatives, will clear the area to be photographed of all nonessential personnel.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 1	TASK NO. 1.2
SECTION: C Documenting and Evaluating the Scene		
DUTY: 1 Photograph the Scene		
TASK: 1.2 Obtain overall (wide-angle) view of scene.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.2.1 select and prepare appropriate camera 1.2.2 photograph overall scene (with body, if present) 1.2.3 body's relationship to major scene objects 1.2.4 investigative personnel should not appear in scene photograph 1.2.5 agency equipment/supplies should not appear in scene photograph 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, camera, and appropriate supplies, the investigator will photograph overall views of the scene including the body and its relationship to identified evidence. Photographs should not contain individuals or objects introduced by agency representatives. Each photograph must be properly focused, illuminated and composed.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 1	TASK NO. 1.3
SECTION: C Documenting and Evaluating the Scene		
DUTY: 1 Photograph the Scene		
TASK: 1.3 Photograph specific areas of scene.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.3.1 photograph detailed views of scene (accompanied by orientation photographs) 1.3.2 photograph evidence related to death (e.g., weapons, drugs, suicide notes, blood-spatter) 1.3.3 photograph body in relationship to evidence 1.3.4 photograph areas where pertinent activity may have occurred prior to death 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, camera, and supplies, the investigator will photograph specific areas of the scene, including orientation photographs, physical evidence/body photographs, surrounding area(s) photographs where ante mortem activity(ies) may have occurred. Photographs will not contain individuals or objects introduced by agency representatives. Photographs will be properly focused, illuminated, and composed.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 1	TASK NO. 1.4
SECTION: C Documenting and Evaluating the Scene		
DUTY: 1 Photograph the Scene		
TASK: 1.4 Photograph from various angles, including aerial (as required).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.4.1 photograph scene from a distance (greater than 10 feet) 1.4.2 locate scene with photographs of known stationary points 1.4.3 photograph scene from two or more sites 1.4.4 obtain aerial photographs of scene to locate scene (if necessary) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, camera, and appropriate supplies, the investigator will photograph the scene from various angles (aerial as required) to document the scene. Each photograph must be properly focused, illuminated, and composed.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 1	TASK NO. 1.5
SECTION: C Documenting and Evaluating the Scene		
DUTY: 1 Photograph the Scene		
TASK: 1.5 Obtain photographs with scale/rule.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.5.1 insert standard measuring device (ruler, tape measure, etc.) 1.5.2 orient measuring device to allow for accurate measurement 1.5.3 include color balance indicator, e.g., ABFO#2 ruler (when appropriate) 1.5.4 use rule or measurement instrument that compensates for distortion 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, camera, and appropriate supplies, the investigator will take close-up photographs of objects with scales/rules to indicate their relative size. Both color balance indicator and distortion compensation instruments will be used. Each photograph must be properly focused, illuminated, and composed.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 1	TASK NO. 1.6
SECTION: C Documenting and Evaluating the Scene		
DUTY: 1 Photograph the Scene		
TASK: 1.6 Label photographs		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.6.1 document number of photographs taken in case file 1.6.2 document the name of the photographer who took photographs 1.6.3 document date and time photographs were taken 1.6.4 label photographs with number traceable to case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given scene photographs, the investigator will properly document in the case file the number of photographs taken at the scene, the photographer, and the date each photograph was taken. All photographs will be labeled with the case number and traceable to the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 2	TASKS: ALL
SECTION: C Documenting and Evaluating the Scene		
DUTY: 2 Develop Descriptive Documentation of the Scene		
<p>TASKS:</p> <ul style="list-style-type: none"> 2.1 Diagram and describe items of evidence (as required). 2.2 Describe and document scene evidence. 2.3 Describe scene environmental conditions. <p>NOTE: All diagrams/sketches require a description; however, descriptions do not require a diagram or sketch. All diagrams/sketches require notation as to scale and directionality.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file, including a detailed recreation of the scene.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Writing implements Investigative notebook Measurement instruments Photographic equipment Compass 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Extra batteries Extra film Witness statement(s) 	

SECTION: C	DUTY NO. 2	TASK NO. 2.1
SECTION: C Documenting and Evaluating the Scene		
DUTY: 2 Develop Descriptive Documentation of the Scene		
TASK: 2.1 Diagram and describe items of evidence (as required).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.1.1 sketch and describe position of evidence in relationship to the body 2.1.2 label sketch (with necessary measurements, name/date/time/agency/case number) 2.1.3 add description in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene and appropriate supplies, the investigator will sketch an overhead view of the scene, including the body and its relationship to specific evidence and permanent objects. The sketch will be labeled with necessary measurements, and documented in and traceable to the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 2	TASK NO. 2.2
SECTION: C	Documenting and Evaluating the Scene	
DUTY: 2	Develop Descriptive Documentation of the Scene	
TASK: 2.2	Describe and document scene evidence.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.2.1 specific location of body (in relationship to fixed objects in scene) 2.2.2 document evidence size/volume 2.2.3 document evidence color 2.2.4 document evidence serial number(s) (if applicable) 2.2.5 document evidence manufacturer 2.2.6 document evidence contents and condition (e.g., prescription bottle with pills, baby bottle containing curdled milk, syringe containing residue/fluid) 2.2.7 necessary measurements included 2.2.8 specific location of evidence documented 2.2.9 blood and body fluid evidence described (volume, patterns, spatters, and other characteristics) 2.2.10 document (other) evidence characteristics 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with various pieces of evidence, the investigator will describe and document all scene evidence. Description of evidence must be complete and sufficiently detailed to allow accurate recreation of the discovery position(s), and/or differentiate one object from another "like" object.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 2	TASK NO. 2.3
SECTION: C Documenting and Evaluating the Scene		
DUTY: 2 Develop Descriptive Documentation of the Scene		
TASK: 2.3 Describe scene environmental conditions.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.3.1 document past environmental conditions (when relevant) (rain, fog, ice) 2.3.2 document current environmental conditions (when relevant) (snowing, rainy, hot, etc.) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with various environmental conditions, the investigator will describe and document in the case file both past and current conditions. Documentation must be complete and sufficiently detailed to allow understanding of the scene conditions (visually and descriptively).</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 3	TASKS: ALL
SECTION: C Documenting and Evaluating the Scene		
DUTY: 3 Establish Probable Location of Injury or Illness		
<p>TASKS:</p> <ul style="list-style-type: none"> 3.1 Document location of death. 3.2 Determine location(s) from which decedent was transported. 3.3 Determine how body was transported to/from discovery location. 3.4 Identify and record discrepancies (if any). 3.5 Inspect body/scene for consistency/inconsistency of evidence. 3.6 Obtain dispatch (e.g., police, ambulance) information and/or records. 3.7 Conduct interviews (as needed). 		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file to allow for a determination of post-injury (incident) activity or post mortem movement.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Writing implements Communication equipment Measurement equipment Presumptive blood test kit Tape recorder Photographic equipment 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Thermometer Photo placards Hand lens Notebook Scene forms Phone listing Federal regulations Basic forensic text Local telephone toll records Telecommunications technology State statutes 911 Tape 	

SECTION: C	DUTY NO. 3	TASK NO. 3.1
SECTION: C Documenting and Evaluating the Scene		
DUTY: 3 Establish Probable Location of Injury or Illness		
TASK: 3.1 Document location of death.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.1.1 confirm with individual who made official pronouncement the location where decedent was confirmed dead 3.1.2 confirm with other agency representatives 3.1.3 enter information in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will document in the case file the location where decedent was confirmed dead. Documented location will be consistent with other agency reports.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 3	TASK NO. 3.2
SECTION: C Documenting and Evaluating the Scene		
DUTY: 3 Establish Probable Location of Injury or Illness		
TASK: 3.2 Determine location(s) from which decedent was transported.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.2.1 identify evidence of injury or illness (e.g., blood, bullets, vomitus) 3.2.2 identify evidence of body movement (e.g., blood trail, drag marks, displaced foliage) 3.2.3 identify personal property of decedent (e.g., auto, pill vials, weapons) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will establish if and/or from where the body has been transported. Document all established locations in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 3	TASK NO. 3.3
SECTION: C Documenting and Evaluating the Scene		
DUTY: 3 Establish Probable Location of Injury or Illness		
TASK: 3.3 Determine how body was transported to/from discovery location.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.3.1 identify and preserve probable method of transport (tire tracks, drag marks, footprints) 3.3.2 identify disruption at scene (drag marks, displaced foliage, blood trail, etc.) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene in a non-medical setting, in which the body has been moved to the location of discovery/pronouncement, the investigator will establish mode(s) of transportation used to move body from area of illness/injury/death. Document all modes of transportation in the case file. Repeat for medical setting.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 3	TASK NO. 3.4
SECTION: C Documenting and Evaluating the Scene		
DUTY: 3 Establish Probable Location of Injury or Illness		
TASK: 3.4 Identify and record discrepancies (if any).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.4.1 identify presence or absence of rigor mortis 3.4.2 identify presence or absence of livor mortis 3.4.3 identify discrepancies in body temperature in relationship to environment 3.4.4 identify presence or absence of body injury due to transport 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present showing inconsistent rigor/livor or temperature, the investigator will identify and record each discrepancy. Document findings in the case file using accepted medical terminology.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 3	TASK NO. 3.5
SECTION: C Documenting and Evaluating the Scene		
DUTY: 3 Establish Probable Location of Injury or Illness		
TASK: 3.5 Inspect body/scene for consistency/inconsistency of evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.5.1 examine body [e.g., post-injury (incident) activity, drag marks, post mortem injury] 3.5.2 examine clothing 3.5.3 examine scene (e.g., wet body, no water around?) 3.5.4 presence of artificats (e.g., post mortem rodent bites, snow on body) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will inspect the body and scene to identify evidence that the body has been moved. Document evidence consistencies/inconsistencies in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 3	TASK NO. 3.6
SECTION: C	Documenting and Evaluating the Scene	
DUTY: 3	Establish Probable Location of Injury or Illness	
TASK: 3.6	Obtain dispatch (e.g., police, ambulance) information and/or records.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.6.1 ascertain the presence of medical-surgical intervention 3.6.2 identify the paramedic/fire unit involved in the death 3.6.3 contact paramedic unit and request information from first responders (e.g., who, what, where, why, how) 3.6.4 document significant information in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present showing signs of medical intervention, the investigator will obtain reports and/or records from any responding agency. Document findings in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 3	TASK NO. 3.7
SECTION: C Documenting and Evaluating the Scene		
DUTY: 3 Establish Probable Location of Injury or Illness		
TASK: 3.7 Conduct interviews.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.7.1 interview family members 3.7.2 interview friends and business associates 3.7.3 interview witnesses 3.7.4 interview other knowledgeable parties 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a body which has been moved, the investigator will interview family, friends, associates, witnesses, and/or other knowledgeable parties to establish probable location of injury or illness. Document findings in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 4	TASKS: ALL
SECTION: C Documenting and Evaluating the Scene		
DUTY: 4 Collect, Inventory, and Safeguard Property and Evidence		
<p>TASKS:</p> <ul style="list-style-type: none"> 4.1 Identify personal property and evidence. 4.2 Select proper evidence containers. 4.3 Collect and label evidence. 4.4 Inventory personal property and evidence. 4.5 Secure personal property and evidence. <p>NOTE: All property and evidence should be processed, as stated above, at the scene or in the office, with a witness present. All dangerous items must be properly handled and secured. Hands/feet of decedent protected in paper bags. Do not store wet clothing in plastic containers; store in appropriate container (i.e., paper bags/ cardboard containers). Observe biological hazard precautions.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file, and chain of custody is maintained with legible documentation.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Drug forms Inventory lists Universal precautions equipment Property tags Evidence containers 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Physicians' Desk Reference Local exposure control plans 	

SECTION: C	DUTY NO. 4	TASK NO. 4.1
SECTION: C Documenting and Evaluating the Scene		
DUTY: 4 Collect, Inventory, and Safeguard Property and Evidence		
TASK: 4.1 Identify personal property and evidence		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.1.1 identify personal property and evidence 4.1.2 identify material to be collected (e.g., licit/illicit drugs, personal property, valuables, weapons) 4.1.3 observe universal precautions 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, with various items of personal property and evidence on the body, the investigator will, in association with the lead investigator, identify property and evidence to be collected (e.g. clothing, drugs, valuables).</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 4	TASK NO. 4.2
SECTION: C	Documenting and Evaluating the Scene	
DUTY: 4	Collect, Inventory, and Safeguard Property and Evidence	
TASK: 4.2	Select proper evidence containers	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.2.1 maintain proper supply of evidence containers in various sizes 4.2.2 place blood sample in gray top tube (sodium fluoride) or collect serum in red top tube (without preservative) 4.2.3 place vitreous fluid in red top serum tube (without preservative) 4.2.4 place urine in glass/clear plastic container (without preservative) 4.2.5 place evidence in correct size container 4.2.6 place liquid evidence in plastic container 4.2.7 collect volatile evidence in clean metal paint can 4.2.8 place items with biological evidence in “breathable” containers 4.2.9 maintain correct packaging for biohazard material with appropriate infectious precaution labeling 4.2.10 ensure all containers may be labeled with permanent marker 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with the presence of various types of evidence (to include vomitus, fecal matter), the investigator will identify the correct storage container for each identified piece of evidence. All containers will be properly sealed and labeled, traceable to the case file, and withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 4	TASK NO. 4.3
SECTION: C Documenting and Evaluating the Scene		
DUTY: 4 Collect, Inventory, and Safeguard Property and Evidence		
TASK: 4.3 Collect and label evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.3.1 collect evidence in appropriate containers 4.3.2 label container with name or identifying number, collector's identifying initials, date, and time. 4.3.3 place evidence in secured and environmentally stable area 4.3.4 maintain chain of custody forms for release 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with the presence of various types of evidence, the investigator will collect and label both personal property and evidence from the body. All containers will be properly sealed and labeled, traceable to the case file, and withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 4	TASK NO. 4.4
SECTION: C	Documenting and Evaluating the Scene	
DUTY: 4	Collect, Inventory, and Safeguard Property and Evidence	
TASK: 4.4	Inventory personal property and evidence	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.4.1 collect personal property and evidence in appropriate containers 4.4.2 place container(s) in secured area 4.4.3 document location of evidence and property in secured area in evidence log 4.4.4 maintain chain of custody 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with the presence of various types of evidence and property, the investigator will ensure that the items collected are properly identified, made safe, collected, inventoried, and stored. Data will be documented in the case file, and withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 4	TASK NO. 4.5
SECTION: C Documenting and Evaluating the Scene		
DUTY: 4 Collect, Inventory, and Safeguard Property and Evidence		
TASK: 4.5 Secure personal property and evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.5.1 ensure personal property and evidence are sealed and properly labeled with date, name or identifying number, recovery personnel identification 4.5.2 place property and evidence in secured room or container(s) 4.5.3 confirm security of room and container(s) 4.5.4 document date and time of securing personal property and evidence in evidence/property log 4.5.5 document property status in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with the presence of valuables, the investigator will demonstrate the ability to document both collection, transport, and storage of all items. Performance of this task will be witnessed.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 5	TASKS: ALL
SECTION: C Documenting and Evaluating the Scene		
DUTY: 5 Interview Witness(es) at the Scene		
<p>TASKS:</p> <ul style="list-style-type: none"> 5.1 Collect available witness(es)' identifying data. 5.2 Establish witness' relationship/association to decedent. 5.3 Ascertain witness' knowledge of the death. 5.4 Obtain witness statements. 5.5 Note discrepancies (from field notes taken during scene briefing). 5.6 Document and retain witnesses' statements. <p>NOTE: Non-law enforcement personnel should coordinate witness interviews with law enforcement (when involved).</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Writing implements Investigative notebook Watch Tape recorder 	<p>RESOURCES:</p> <ul style="list-style-type: none"> First responder statements Police statements Scene briefing notes 	

SECTION: C	DUTY NO. 5	TASK NO. 5.1
SECTION: C Documenting and Evaluating the Scene		
DUTY: 5 Interview Witness(es) at the Scene		
TASK: 5.1 Collect available witness(es)' identifying data.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.1.1 collect identifying data <ul style="list-style-type: none"> a. full name b. address c. date of birth d. telephone numbers (work and home) e. Social Security Number (if necessary) f. driver's license number (if necessary) g. place of employment h. sex i. race j. vehicle license plate (if applicable) k. nearest relative residing locally 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a witness, the investigator will obtain and document in the case file all available witness(es) identifying data. Identifying data will be complete and sufficiently detailed in the case file to permit reestablishment of contact with witness(es).</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 5	TASK NO. 5.2
SECTION: C	Documenting and Evaluating the Scene	
DUTY: 5	Interview Witness(es) at the Scene	
TASK: 5.2	Establish witness' relationship/association to decedent.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.2.1 identify witnesses at scene (consult with other agency representatives) 5.2.2 determine witnesses' relationship to decedent (i.e., friend, family member, business associate, etc.) 5.2.3 determine the existence and location of legal next of kin (if witness is a family member) 5.2.4 document information in the case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a witness, the investigator will establish witness' relationship/association to the decedent. The case file will contain sufficiently detailed information to allow understanding of the existence or nonexistence of relationships or associations.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 5	TASK NO. 5.3
SECTION: C Documenting and Evaluating the Scene		
DUTY: 5 Interview Witness(es) at the Scene		
TASK: 5.3 Ascertain witness' knowledge of the death.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.3.1 identify witnesses to the death 5.3.2 determine witnesses' prior knowledge of the death (e.g., past medical history, clinical complaints, visual illness, etc.) 5.3.3 document witnesses' firsthand knowledge of the death [e.g., when decedent was last seen alive, where, how and where the decedent was found, actions taken at scene (CPR, 911), etc.] 5.3.4 document information in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a witness, the investigator will ascertain the witness' knowledge of the death. The case file will contain the witness' account of the death.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 5	TASK NO. 5.4
SECTION: C	Documenting and Evaluating the Scene	
DUTY: 5	Interview Witness(es) at the Scene	
TASK: 5.4	Obtain witness statement.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.4.1 identify and locate witnesses not available at the scene 5.4.2 document relevant quoted information 5.4.3 document date, time, and location where interviews are conducted 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given the name of a witness (not present at the scene), the investigator will locate and interview the witness. The case file will contain the witness' account of the death and include interview date, time, and location.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 5	TASK NO. 5.5
SECTION: C Documenting and Evaluating the Scene		
DUTY: 5 Interview Witness(es) at the Scene		
TASK: 5.5 Note discrepancies (from field notes taken during scene briefing).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.5.1 verify witness statements 5.5.2 compare witness accounts with information collected by other investigators 5.5.3 document all discrepancies 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given field notes, witness statements, and participation in a scene briefing, the investigator will note discrepancies. Unresolved discrepancies will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: C	DUTY NO. 5	TASK NO. 5.6
SECTION: C Documenting and Evaluating the Scene		
DUTY: 5 Interview Witness(es) at the Scene		
TASK: 5.6 Document and retain witnesses' statements		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.6.1 identify witness(es) (if more than one, separate) 5.6.2 interview witness(es) regarding death (where, when, why, who, how, etc.) 5.6.3 document interviews (with written notes, tape recording, scene forms) 5.6.4 transcribe witness interview from written notes into the case file 5.6.5 place witnesses' statements in quotations marks (e.g., "she was really, really upset with him") 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a witness, and appropriate equipment and supplies, the investigator will record witness statements. Recorded documentation will be labeled, traceable to the case file, and withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

**SECTION D: Documenting and Evaluating
the Body**

SECTION D: Documenting and Evaluating the Body

SECTION: D	DUTY: ALL	
SECTION: D Documenting and Evaluating the Body		
DUTIES: <ol style="list-style-type: none">1. Photograph the Body2. Conduct External Body Examination3. Preserve Evidence (on body)4. Establish Decedent Identification5. Document Post Mortem Changes6. Participate in Scene Debriefing7. Determine Notification Procedures (next of kin)8. Ensure Security of Remains		
TERMINAL PERFORMANCE OBJECTIVE: <p>At the conclusion of this training, the investigator will be able to demonstrate the ability to properly document the evaluation of the body at the scene and coordinate both notification procedures and ensure security of the remains in a professional, legal, and competent manner as modeled by the instructor(s).</p>		

SECTION: D	DUTY NO. 1	TASKS: ALL
SECTION: D Documenting and Evaluating the Body		
DUTY: 1 Photograph the Body		
<p>TASKS:</p> <ul style="list-style-type: none"> 1.1 Photograph body and immediate scene. 1.2 Photograph decedent's face. 1.3 Photographs after removal of objects/items that obstruct view. 1.4 Photograph decedent with and without measurements. 1.5 Photograph the surface beneath the body. <p>NOTE: For identification photographs (close up), never clean face without authorization. Take additional photos from various angles, if possible. Do not attempt to return body to the position that was described by discovering person or emergency medical service, if decedent's position has been moved. Note that the body was moved from a particular location/position and document who moved body.</p>		
<p>CRITERIA: Competence in the task will be recognized when the body is photographically recorded without distortion; appropriately composed, focused, and exposed; and the photographs labeled with case number, number of photos taken, photographer, date/time in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Writing implements Notebook Photographic equipment Gloves Measurement instruments Flashlight Photo placards Photo log Evidence markers Scene forms Portable lighting 	<p>RESOURCES:</p> <ul style="list-style-type: none"> ABFO#2 ruler "Gray card" (for color balance) 	

SECTION: D	DUTY NO. 1	TASK NO. 1.1
SECTION: D	Documenting and Evaluating the Body	
DUTY: 1	Photograph the Body	
TASK: 1.1	Photograph body and immediate scene.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.1.1 select and prepare appropriate camera 1.1.2 identify area/subject to photograph 1.1.3 photograph overall body (with appropriate photo identification placards) 1.1.4 photograph body evidence prior to movement (to document evidence that may be lost, altered, or contaminated or to document transient and fragile/perishable evidence) 1.1.5 photographs to include a minimum of one wide-angle (body's relationship to scene), one mid-range, one close-up (i.e., face, tattoo, scars, birthmarks, etc. for identification), and one wide-angle from at least one additional angle (as appropriate) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present and appropriate photographic equipment, the investigator will photograph the body in relationship to the surrounding area. Each photograph must be properly focused, illuminated, composed, contain the entire body from a minimum of two different angles, and traceable to the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 1	TASK NO. 1.2
SECTION: D Documenting and Evaluating the Body		
DUTY: 1 Photograph the Body		
TASK: 1.2 Photograph decedent's face.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.2.1 properly focus instant camera and center decedent's face in camera's viewfinder 1.2.2 obtain photograph 1.2.3 examine photograph for proper illumination, focus, and composition 1.2.4 label instant photograph with identity number, operator's initials, and date 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present and appropriate photographic equipment, the investigator will photograph the decedent's face and other identifying features (tattoos, scars, piercing) to assist in identification. Each photograph must be properly focused, illuminated, composed, and traceable to the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 1	TASK NO. 1.3
SECTION: D Documenting and Evaluating the Body		
DUTY: 1 Photograph the Body		
TASK: 1.3 Photograph after removal of objects/items that obstruct view		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.3.1 recheck scene to ensure all necessary scene photographs have been taken 1.3.2 check with other agency representatives (who may be taking photographs) 1.3.3 determine objects/items that obstruct scene photographs view of body 1.3.4 remove objects (after first obtaining photographs of undisturbed scene) 1.3.5 rephotograph scene 1.3.6 label and secure photographs in photo log and case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body removed from an obstruction (i.e., removed from vehicle) or obstruction(s) removed from the scene (i.e., move furniture), with appropriate photographic equipment, the investigator will take additional photographs of the body. Each photograph must be properly focused, illuminated, composed, and traceable to the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 1	TASK NO. 1.4
SECTION: D Documenting and Evaluating the Body		
DUTY: 1 Photograph the Body		
TASK: 1.4 Photograph decedent with and without measurements		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.4.1 photograph the body at a distance, to include stationary objects for orientation 1.4.2 photograph body with measurement devices (or other references) to indicate relative distances 1.4.3 photograph body with and without measurement devices to non-stationary objects/evidence prior to removal 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present and appropriate photographic equipment, the investigator will photograph the body with and without measurement devices to illustrate relative size of objects in photograph. Each photograph must be properly focused, illuminated, composed, and traceable to the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 1	TASK NO. 1.5
SECTION: D Documenting and Evaluating the Body		
DUTY: 1 Photograph the Body		
TASK: 1.5 Photograph the surface beneath the body.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.5.1 lift and remove body from position (do not drag body through or walk on the surface beneath the body) 1.5.2 remove and secure body 1.5.3 examine the surface beneath the body for evidence (blood, bullets, property, etc.) 1.5.4 photograph area 1.5.5 label and file photographs in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene and appropriate photographic equipment, the investigator will photograph the surface beneath the body after the body has been moved. Each photograph must be properly focused, illuminated, composed, and traceable to the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 2	TASKS: ALL
SECTION: D Documenting and Evaluating the Body		
DUTY: 2 Conduct External Body Examination (preliminary)		
<p>TASKS:</p> <ul style="list-style-type: none"> 2.1 Document decedent's position with and without measurements. 2.2 Document decedent's physical characteristics. 2.3 Document presence or absence of clothing and personal effects. 2.4 Document presence or absence of relevant items/objects. 2.5 Document presence or absence of identifying characteristics on body. 2.6 Document presence or absence of injury/illness on body. 2.7 Document presence of treatment or resuscitative efforts. 2.8 Determine (based on findings) need for specialists. <p>NOTE: Examination of the body shall be conducted in a systematic manner maintaining dignity and respect for the decedent. When identifying medical intervention efforts the investigator may need to return to the source to verify actions taken and results.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are performed and documented in the case file such that an independent reviewer can describe the decedent's demographic and physical characteristics and provide explanation as to why specialists were or were not called to the scene.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Writing implements Notebook Measurement instruments Flashlight Waterless hand wash Disinfectant Gloves Scene forms Universal precautions equipment Communication equipment Shoe covers 		<p>RESOURCES:</p> <ul style="list-style-type: none"> Medical records Phone lists

SECTION: D	DUTY NO. 2	TASK NO. 2.1
SECTION: D	Documenting and Evaluating the Body	
DUTY: 2	Conduct External Body Examination (preliminary)	
TASK: 2.1	Document decedent's position with and without measurements.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.1.1 establish position of decedent 2.1.2 sketch position/location of body at the scene to support photographic documentation 2.1.3 sketch position/location of body at the scene using measuring instruments to document position/location from stationary objects at the scene 2.1.4 document all position/location information in the case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will document in the case file decedent's position (at the scene) with and without measurements.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 2	TASK NO. 2.2
SECTION: D Documenting and Evaluating the Body		
DUTY: 2 Conduct External Body Examination (preliminary)		
TASK: 2.2 Document decedent's physical characteristics.		
<p>STEPS/ELEMENTS:</p> <p>2.2.1 describe decedent's physical characteristics</p> <ul style="list-style-type: none"> a. height b. weight (estimated) c. race d. sex e. other distinguishing features (e.g., eye/hair color, amputations, etc.) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will collect and document in the case file the decedent's height, weight, race, sex and other distinguishing features through estimation and measurement.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 2	TASK NO. 2.3
SECTION: D	Documenting and Evaluating the Body	
DUTY: 2	Conduct External Body Examination (preliminary)	
TASK: 2.3	Document presence or absence of clothing and personal effects.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.3.1 check for jewelry 2.3.2 check for wallet or loose money 2.3.3 check for other personal property 2.3.4 check for inappropriate dress (e.g., environmentally appropriate, clothing in disarray) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will document the presence or absence of jewelry, wallet, money, and other personal property. All discovered items will be described and inventoried, in the presence of a witness.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 2	TASK NO. 2.4
SECTION: D Documenting and Evaluating the Body		
DUTY: 2 Conduct External Body Examination (preliminary)		
TASK: 2.4 Document presence or absence of relevant items/objects.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.4.1 observe scene and environment 2.4.2 document any items that appear unnatural (e.g., ligature furrow - no ligature found at scene) 2.4.3 document any unusual findings (excessive amounts of currency found on body of decedent that appears to be homeless) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will observe and inventory clothing. Document clothing cleanliness and its appropriateness to the environment and circumstances. Document clothing in disarray. All clothing information will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 2	TASK NO. 2.5
SECTION: D Documenting and Evaluating the Body		
DUTY: 2 Conduct External Body Examination (preliminary)		
TASK: 2.5 Document presence or absence of identifying characteristics on body.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.5.1 document the size, shape, and location of any scars on the decedent 2.5.2 document the location and description of any tattoos on the decedent 2.5.3 document the size, location, and description of any superficial trauma on the decedent (e.g., drag marks) 2.5.4 document all findings in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will document in the case file all identifying physical characteristics on the body.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 2	TASK NO. 2.6
SECTION: D Documenting and Evaluating the Body		
DUTY: 2 Conduct External Body Examination (preliminary)		
TASK: 2.6 Document presence or absence of injury/illness on body.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.6.1 check readily accessible areas of the body for injury/trauma (e.g., petechial hemorrhage of the eye) 2.6.2 check readily accessible areas of the body for the effects of illness (e.g., jaundice, swollen legs, surgical scars, etc.) 2.6.3 document by photography and written report evidence of injury (e.g., lacerations, bruises, gunshot wounds, fractures, etc.) 2.6.4 document all findings in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will document in the case file the signs of injury/illness present on the body.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 2	TASK NO. 2.7
SECTION: D Documenting and Evaluating the Body		
DUTY: 2 Conduct External Body Examination (preliminary)		
TASK: 2.7 Document presence of treatment or resuscitative efforts.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.7.1 examine the body for evidence of medical treatment (EKG leads, intubation, intravenous lines, etc.) 2.7.2 review medical records (emergency medical service, surgery, emergency room, hospital, etc.) 2.7.3 verify resuscitative efforts (with medical records, paramedic records, emergency room records, hospital medical records, etc.) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will document in the case file indications of treatment or resuscitative efforts present on the body.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 2	TASK NO. 2.8
SECTION: D Documenting and Evaluating the Body		
DUTY: 2 Conduct External Body Examination (preliminary)		
TASK: 2.8 Determine (based on findings) need for specialists.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.8.1 conduct debriefing with other agency representatives 2.8.2 identify evidence discovered during scene and body examination which may require specialists (e.g., blood - serologist, bones - anthropologist, insects - entomologist etc.) 2.8.3 confirm with other agency representatives the expressed need for specialists 2.8.4 contact specialist(s) 2.8.5 confirm timetable with specialist(s) and other agency representatives 2.8.6 document the need and contact of specialists in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will evaluate the body and request, as necessary, specialists (e.g., pathologist, anthropologist, entomologist). Need for and contact of specialists will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 3	TASKS: ALL
SECTION: D Documenting and Evaluating the Body		
DUTY: 3 Preserve Evidence (on body)		
<p>TASKS:</p> <ul style="list-style-type: none"> 3.1 Photograph evidence located on the body. 3.2 Document (before transporting) blood/body fluid on the body. 3.3 Place/secure decedent's hands, feet (other areas of body) in paper bags. 3.4 Collect fragile trace evidence after securing proper authorization. 3.5 Arrange for transport of evidence. 3.6 Ensure (for analysis) proper collection of blood and body fluids. <p>NOTE: If body will be released from scene to an outside agency, without an autopsy, this collection may prove essential.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are performed and documented in the case file. Ensure that all evidence has been properly identified, recovered, and preserved.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Photographic equipment Universal precautions equipment Evidence collection containers Communication equipment Evidence collection kit 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Evidence tags Evidence tape Gloves Crime lab guidelines/manuals Office operating procedures Phone listing 	

SECTION: D	DUTY NO. 3	TASK NO. 3.1
SECTION: D	Documenting and Evaluating the Body	
DUTY: 3	Preserve Evidence (on body)	
TASK: 3.1	Photograph evidence.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.1.1 identify all potential evidence located on the body (e.g., blood stains, hair, fibers) 3.1.2 photograph in relation to body 3.1.3 photograph with and without scale 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present and appropriate supplies, the investigator will identify and photograph all potential evidence with and without scales. All evidence photographed must indicate its relationship to the body. Each photograph must be properly focused, illuminated, composed, and traceable to the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 3	TASK NO. 3.2
SECTION: D Documenting and Evaluating the Body		
DUTY: 3 Preserve Evidence (on body)		
TASK: 3.2 Document (before transporting) blood/body fluid on the body.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.2.1 photograph all body fluid evidence at scene (e.g., blood, urine, vomitus) 3.2.2 describe (in writing) the location of body fluid evidence 3.2.3 describe the distribution of body fluid at the scene 3.2.4 document findings in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present and appropriate supplies, the investigator will document (in writing and photographically) biological evidence. Each photograph must be properly focused, illuminated, composed, and traceable to the case file. All written descriptions will be sufficiently detailed to allow for correlation with photographs.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 3	TASK NO. 3.3
SECTION: D Documenting and Evaluating the Body		
DUTY: 3 Preserve Evidence (on body)		
TASK: 3.3 Place/secure decedent's hands, feet (other areas of body) in paper bags.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.3.1 maintain a supply of paper bags at scene (various sizes) 3.3.2 document the presence/absence of jewelry (witnessed) on hands/feet, etc. before placing securing in bag(s) 3.3.3 place hands/feet, etc. in paper bags and secure (with rubber bands, tape, string, etc.) 3.3.4 place bare feet in paper bags and secure (with rubber bands, tape, string, etc.) 3.3.5 document action in case file <p>NOTE: Always use clean/new paper bags when securing hands/feet/other items.</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present and appropriate supplies, the investigator will properly bag decedent's hands, feet and/or any other area of the body to protect and preserve evidence.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 3	TASK NO. 3.4
SECTION: D Documenting and Evaluating the Body		
DUTY: 3 Preserve Evidence (on body)		
TASK: 3.4 Collect fragile trace evidence after securing proper authorization.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.4.1 identify who is to collect evidence 3.4.2 observe universal precautions 3.4.3 use appropriate collection instruments (e.g., forceps, swabs, tape lifts) 3.4.4 use appropriate evidence container 3.4.5 label and seal container properly (collector identification, case number, item number) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present and appropriate supplies, the investigator in coordination with other agency representatives will collect, inventory, and store fragile trace evidence from the body using proper techniques and universal precautions. Evidence collected will be properly sealed, labeled, traceable to the case file, and withstand chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 3	TASK NO. 3.5
SECTION: D Documenting and Evaluating the Body		
DUTY: 3 Preserve Evidence (on body)		
TASK: 3.5 Arrange for transport of evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.5.1 consult with lead investigator 3.5.2 identify who is to transport evidence 3.5.3 identify appropriate transportation method 3.5.4 maintain chain of custody 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator in coordination with other agency representatives will ensure the proper transportation of all evidence from the scene while maintaining the chain of custody.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 3	TASK NO. 3.6
SECTION: D Documenting and Evaluating the Body		
DUTY: 3 Preserve Evidence (on body)		
TASK: 3.6 Ensure (for analysis) proper collection of blood and body fluids.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.6.1 proper containers available (e.g., blood tubes, glassine envelopes, sterile containers) 3.6.2 observe universal precautions 3.6.3 perform proper swab technique 3.6.4 perform proper fluid draw (see criteria D8.4) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a dead body and appropriate equipment, the investigator will collect blood and body fluids. All specimens will be collected using universal precautions. Specimens collected will be labeled, traceable to the case file, and withstand chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 4	TASKS: ALL
SECTION: D Documenting and Evaluating the Body		
DUTY: 4 Establish Decedent Identification		
<p>TASKS:</p> <ul style="list-style-type: none"> 4.1 Perform direct visual or photographic identification of decedent. 4.2 Use circumstantial methods for identification of decedent. 4.3 Use scientific methods for identification of decedent. <p>NOTE: Scientific methods are preferred. All supporting documentation shall be retained in the case file. Due to the importance of establishing the identity of the body, these procedures should be pursued diligently.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and identification status is stated in the case file with supporting documentation and identification status log (dates, times, methods attempted, investigator's name) is maintained.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Photographic equipment Photo placards Blood collection tubes Paper envelopes Identification status log 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Witness statements Phone listings: Various forensic and identification experts 	

SECTION: D	DUTY NO. 4	TASK NO. 4.1
SECTION: D Documenting and Evaluating the Body		
DUTY: 4 Establish Decedent Identification		
TASK: 4.1 Perform direct visual or photographic identification of decedent.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.1.1 verify identification with next of kin 4.1.2 verify identification with witness who has knowledge of decedent 4.1.3 verify identification with “official” photograph of decedent (e.g., driver’s license, government ID) 4.1.4 obtain demographic data of person making visual identification, signature as appropriate 4.1.5 retain copy of official photographic identification (e.g., driver’s license, passport) in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given the presence of a family member, appropriate witness, or close-up photograph of the decedent, the investigator will obtain a visual identification of the decedent. All identification attempts and verification will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 4	TASK NO. 4.2
SECTION: D Documenting and Evaluating the Body		
DUTY: 4 Establish Decedent Identification		
TASK: 4.2 Use circumstantial methods for identification of decedent.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.2.1 check personal effects/property 4.2.2 verify circumstances that place decedent as victim 4.2.3 check physical characteristics of decedent 4.2.4 check for tattoos and other identifying markings 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene and body without identification, the investigator will utilize circumstantial methods for obtaining identification. All identification attempts and verification(s) will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 4	TASK NO. 4.3
SECTION: D Documenting and Evaluating the Body		
DUTY: 4 Establish Decedent Identification		
TASK: 4.3 Use scientific methods for identification of decedent.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.3.1 check fingerprints 4.3.2 check dental records 4.3.3 check radiographic data comparisons 4.3.4 check DNA comparisons 4.3.5 check anthropological data (e.g., skeletal characteristics) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene and body without identification, the investigator will demonstrate knowledge of the various scientific methods used for establishing an identification (fingerprints, dental records, radiology, DNA). All identification attempts and verification will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 5	TASKS: ALL
SECTION: D Documenting and Evaluating the Body		
DUTY: 5 Document Post Mortem Changes		
<p>TASKS:</p> <ul style="list-style-type: none"> 5.1 Document livor mortis. 5.2 Document rigor mortis. 5.3 Document degree of decomposition. 5.4 Document insect and animal activity. 5.5 Record scene temperature. 5.6 Describe body temperature [algor mortis]. <p>NOTE: Measurement of body temperature is not used to establish time of death. It may be useful in some situations (e.g. hyper/hypothermia deaths, cocaine related deaths). Do not disturb any evidence on or in the body when performing this task.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are performed and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <p>Scene forms Notebook Writing implements Thermometer</p>	<p>RESOURCES:</p> <p>Office operating procedures Phone listings: Forensic entomologist Basic forensic texts</p>	

SECTION: D	DUTY NO. 5	TASK NO. 5.1
SECTION: D Documenting and Evaluating the Body		
DUTY: 5 Document Post Mortem Changes		
TASK: 5.1 Document livor mortis.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.1.1 document body position 5.1.2 document distribution of lividity 5.1.2 document color (e.g., pink, purple, cherry red) 5.1.3 press the skin and document whether color blanches or is fixed 5.1.4 document Tardieu spots 5.1.5 document the relationship between position of body and livor (consistent or inconsistent) 5.1.6 note specifically if lividity is consistent with dependent, inferior position of body as viewed at the scene 5.1.7 alert law enforcement or pathologist of any inconsistencies in livor distribution 5.1.8 note presence, distribution, color, and extent of lividity in case file 5.1.9 if lividity has "cherry red or pink" coloration, immediately obtain carbon monoxide level and alert responsible agency (e.g., gas company, police, coroner, medical examiner) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will describe livor mortis. Description will include characteristics and appropriateness to scene in relation to body position. All descriptions will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 5	TASK NO. 5.2
SECTION: D Documenting and Evaluating the Body		
DUTY: 5 Document Post Mortem Changes		
TASK: 5.2 Document rigor mortis.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.2.1 document stage and intensity 5.2.2 document location on body 5.2.3 document broken or unbroken rigor 5.2.4 document the relationship between body position at scene and rigor 5.2.5 advise lead investigator of any inconsistencies of rigor with body position 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will describe rigor mortis. Description will include characteristics and appropriateness to scene in relation to body position. All descriptions will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 5	TASK NO. 5.3
SECTION: D Documenting and Evaluating the Body		
DUTY: 5 Document Post Mortem Changes		
TASK: 5.3 Document degree of decomposition.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.3.1 document putrefaction 5.3.2 document adipocere 5.3.3 document mummification 5.3.4 document skeletonization 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with decomposing body present, the investigator will describe the degree of decomposition. All descriptions will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 5	TASK NO. 5.4
SECTION: D Documenting and Evaluating the Body		
DUTY: 5 Document Post Mortem Changes		
TASK: 5.4 Document insect and animal activity.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.4.1 document presence of fly eggs or maggots 5.4.2 document presence of rodents (rats, mice, etc.) 5.4.3 document presence of cockroaches 5.4.4 document presence of domestic pets (cats/dogs, etc.) 5.4.5 other 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body and insect/animal artifacts present, the investigator will describe all insect/animal activity involving the body and surrounding scene. All descriptions will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 5	TASK NO. 5.5
SECTION: D	Documenting and Evaluating the Body	
DUTY: 5	Document Post Mortem Changes	
TASK: 5.5	Record scene temperature.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.5.1 demonstrate correct method for taking environmental temperature 5.5.2 demonstrate correct use of selected instrument to measure temperature 5.5.3 demonstrate proper recording of temperature 5.5.4 document environmental conditions 5.5.5 record in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene and appropriate equipment, the investigator will record scene temperature and describe environmental conditions (when appropriate, determine and record prior temperatures and environmental conditions). Document in the case file all descriptions in sufficient detail (including time recorded or estimated) to allow understanding of the scene environment.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 5	TASK NO. 5.6
SECTION: D Documenting and Evaluating the Body		
DUTY: 5 Document Post Mortem Changes		
TASK: 5.6 Describe body temperature [algor mortis].		
<p>STEPS/ELEMENTS:</p> <p>If body temperature measurement is required by office operating procedure: Measure body temperature.</p> <ul style="list-style-type: none"> 5.6.1 document method for taking temperature 5.6.2 demonstrate correct use of selected instrument to establish temperature (thermometer, liver probe, etc.) 5.6.3 demonstrate proper obtaining of temperature 5.6.4 document in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present and appropriate materials, the investigator will record/describe body temperature using accepted methods and universal precautions. All descriptions documented in the case file will be complete and sufficiently detailed.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 6	TASKS: ALL
SECTION: D Documenting and Evaluating the Body		
DUTY: 6 Participate in Scene Debriefing		
<p>TASKS:</p> <ul style="list-style-type: none"> 6.1 Determine post-scene investigative responsibilities. 6.2 Determine/identify the need for a specialist. 6.3 Communicate with the pathologist. 6.4 Share investigative data. 6.5 Communicate special requests to appropriate agencies. 		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Notebook Writing instrument Communication equipment 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Public Information Officer Entomologist National Transportation Safety Board Federal Aviation Administration Crime lab Office operating procedures Phone listing 	

SECTION: D	DUTY NO. 6	TASK NO. 6.1
SECTION: D Documenting and Evaluating the Body		
DUTY: 6 Participate in Scene Debriefing		
TASK: 6.1 Determine post-scene investigative responsibilities.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.1.1 identify agency name and individual establishing decedent identification 6.1.2 identify agency name and individual who is identifying and notifying next of kin (see individual office operating procedures) 6.1.3 identify agency name and individual who will make press release, if necessary 6.1.4 identify agency name and individual who will be transporting evidence 6.1.5 identify agency name and individual who will coordinate transmission of information to the prosecutor's office (if indicated) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with other agency representatives present, the investigator will coordinate with other agency representatives all post-scene investigative responsibilities. Delegated responsibilities will be documented in the case file (name/title/agency).</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 6	TASK NO. 6.2
SECTION: D Documenting and Evaluating the Body		
DUTY: 6 Participate in Scene Debriefing		
TASK: 6.2 Determine/identify the need for a specialist.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.2.1 identify agency name and individual who will be representing crime lab 6.2.2 identify agency name and individual who will be representing social services 6.2.3 identify agency name and individual who will be representing forensic science specialists (e.g., odontologists, anthropologists) 6.2.4 identify agency name and individual who will be representing government agencies (DA, child protection) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator, in coordination with other agency representatives, will determine the need for specialists to assist in the investigation. Specialist contacts and responsibilities will be documented in the case file (name/title/agency).</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 6	TASK NO. 6.3
SECTION: D Documenting and Evaluating the Body		
DUTY: 6 Participate in Scene Debriefing		
TASK: 6.3 Communicate with the pathologist.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.3.1 identify local policy relating to need for pathologist (e.g., pathologist responds to all deaths in police custody, homicides, multiple deaths) 6.3.2 relay and document public health concerns (possible infectious disease) 6.3.3 relay and document possible exposure of scene personnel 6.3.4 document any objections to autopsy 6.3.5 place details of pathologist notification in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will communicate public health issues and other concerns related to the case with the pathologists. Communications will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 6	TASK NO. 6.4
SECTION: D Documenting and Evaluating the Body		
DUTY: 6 Participate in Scene Debriefing		
TASK: 6.4 Share investigative data.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.4.1 discuss obvious injuries contributing to death 6.4.2 exchange findings consistent/inconsistent with scene or previous statements 6.4.3 discuss presence of consistent/inconsistent witness information 6.4.4 relay and document public health concerns 6.4.5 comply with confidentiality restrictions 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with additional agencies present, the investigator will share investigative data with appropriate agency representatives to ensure consistent reporting of case facts/status.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 6	TASK NO. 6.5
SECTION: D Documenting and Evaluating the Body		
DUTY: 6 Participate in Scene Debriefing		
TASK: 6.5 Communicate special requests to appropriate agencies.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 6.5.1 determine which agency should be contacted and why (e.g., social services, Federal Aviation Administration, Occupational Safety and Health Administration) 6.5.2 report potential violations of licensure (nursing home, health care professionals, day care) 6.5.3 identify agency name and individual who will be notifying appropriate agency(ies) (e.g., victim services, public health, child protection, organ/tissue procurement) 6.5.4 document agency/individual that will make request(s) and enter data in the case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene requiring other agency notification by mandate or concern (social services – child death), the investigator will report circumstances to the appropriate agencies. All contact(s) with outside agencies will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 7	TASKS: ALL
SECTION: D Documenting and Evaluating the Body		
DUTY: 7 Determine Notification Procedures (next of kin)		
<p>TASKS:</p> <ul style="list-style-type: none"> 7.1 identify person and agency who will locate next of kin. 7.2 identify person(s) responsible to notify next of kin. 7.3 document the notification of next of kin. 7.4 report notification status. <p>NOTE: Due to the importance of notification of next of kin, these procedures should be pursued diligently. Failed attempts shall be documented.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and the notification status is stated in the case file with supporting documentation and notification status log (dates, times, methods attempted, investigator) is maintained.</p>		
<p>TOOLS AND EQUIPMENT:</p> <p>Scene forms Notification status log Writing implements Communication equipment Official identification</p>	<p>RESOURCES:</p> <p>Law enforcement network Phone listing Business cards Telecommunications technology (internet)</p>	

SECTION: D	DUTY NO. 7	TASK NO. 7.1
SECTION: D Documenting and Evaluating the Body		
DUTY: 7 Determine Notification Procedures (next of kin)		
TASK: 7.1 Identify agency and individual who will locate next of kin.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 7.1.1 reconfirm identity of decedent with other agency representatives 7.1.2 compile up-to-date information regarding possible location(s) of next of kin 7.1.3 determine which agency(ies) and individual(s) will be responsible to locate the next of kin (consider local policy) 7.1.3 establish "feedback" loop from locator back to appropriate agency personnel to facilitate immediate notification (this is essential, when the agency locating the next of kin is NOT the agency making the actual notification) 7.1.4 document location status in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with a body that has been positively identified, the investigator, in coordination with other agency representatives, will identify the person and agency who will locate the next of kin. Responsible person (name/title/agency) will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 7	TASK NO. 7.2
SECTION: D Documenting and Evaluating the Body		
DUTY: 7 Determine Notification Procedures (next of kin)		
TASK: 7.2 Identify agency and individual(s) responsible to notify next of kin.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 7.2.1 reconfirm identity of decedent with other agency representatives 7.2.2 determine agency responsible for notification (respect local tradition, office policy, etc.) (police, medical examiner, coroner, clergy) 7.2.3 identify person(s) who will make notification 7.2.4 ensure decedent identity is transferred correctly (if the person selected is from an agency not present at the scene) 7.2.5 establish "feedback" loop from notifier back to appropriate agency personnel (after notification is completed/attempted, notifier should inform other agency representatives of notification status) 7.2.6 document notification status in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with a body that has been positively identified, the investigator, in coordination with appropriate agency representatives, will identify person and agency who will notify the next of kin. All notifications will be made in a timely fashion and documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 7	TASK NO. 7.3
SECTION: D Documenting and Evaluating the Body		
DUTY: 7 Determine Notification Procedures (next of kin)		
TASK: 7.3 Document the notification of next of kin.		
<p>STEPS/ELEMENTS:</p> <p>7.3.1 follow legal hierarchy for next of kin notification:</p> <ol style="list-style-type: none"> 1. legal spouse 2. children 18 and older 3. parents 4. siblings 5. other relatives 6. others (e.g., power of attorney) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with a body that has been positively identified, the investigator will document next of kin notification (name/address/date/time/relationship/who notified) in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 7	TASK NO. 7.4
SECTION: D Documenting and Evaluating the Body		
DUTY: 7 Determine Notification Procedures (next of kin)		
TASK: 7.4 Report notification status.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 7.4.1 confirm that notification of the proper next of kin has occurred 7.4.2 document (in the case file) the date/time of notification, person(s) making notification, and name and affiliation of family member(s) notified (e.g., spouse/father/mother, etc) 7.4.3 document unsuccessful attempts in the case file (if notification is unsuccessful) 7.4.4 report status to other involved agencies (as appropriate) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a completed notification, the investigator will advise concerned agencies as to the status of the notification. Document the communication in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 8	TASKS: ALL
SECTION: D Documenting and Evaluating the Body		
DUTY: 8 Ensure Security of Remains		
<p>TASKS:</p> <ul style="list-style-type: none"> 8.1 Ensure protection of body. 8.2 Document any removal of therapeutic and resuscitative equipment. 8.3 Inventory and secure decedent property. 8.4 Recover body fluid samples. 8.5 Place identification on body and body bag. 8.6 Ensure/supervise placement of body into bag. 8.7 Ensure/supervise removal of body from scene. 8.8 Ensure secure transportation (for body). <p>NOTE: Clothing and personal effects that are removed from the body or the scene should be documented, witnessed, and safeguarded. Document and report any incident that alters the condition of the body.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file, and the body, body fluid samples, and all property and therapeutic/resuscitative equipment are properly secured and dispatched to the appropriate destination.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Communication equipment Body tags Body bag locks Evidence collection kit Universal precaution equipment 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Phone listing Inventory lists 	

SECTION: D	DUTY NO. 8	TASK NO. 8.1
SECTION: D Documenting and Evaluating the Body		
DUTY: 8 Ensure Security of Remains		
TASK: 8.1 Ensure protection of body.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 8.1.1 locate position of body; avoid contact of investigator 8.1.2 protect body from contamination and destruction of evidence 8.1.3 cover body with clean sheet/barrier to protect from environmental contamination (rain, snow, etc.) 8.1.4 avoid movement or disruption of the body prior to removal from scene 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene and body, the investigator will ensure the protection of the body during recovery and/or transport. Any subsequent trauma/contamination/alteration will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 8	TASK NO. 8.2
SECTION: D Documenting and Evaluating the Body		
DUTY: 8 Ensure Security of Remains		
TASK: 8.2 Document any removal of therapeutic and resuscitative equipment.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 8.2.1 examine body and determine previous evidence of resuscitative equipment 8.2.2 ask first responder (e.g., EMT, paramedic etc.) what, if any, procedures were performed 8.2.3 document evidence of therapeutic trauma (puncture marks, defibrillator marks, tape marks, etc.) 8.2.4 document the presence or absence of therapeutic equipment 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene and body, the investigator will document in the case file the removal of any therapeutic and resuscitative equipment.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 8	TASK NO. 8.3
SECTION: D Documenting and Evaluating the Body		
DUTY: 8 Ensure Security of Remains		
TASK: 8.3 Inventory and secure decedent property.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 8.3.1 identify property and clothing to be retained 8.3.2 label and secure property and clothing 8.3.3 complete departmental effects inventory form 8.3.4 obtain witness signature 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene and body with clothing and personal effects, the investigator will inventory and secure clothing and personal effects using proper forms with a witness present. Inventory of clothing and personal effects will be maintained in the case file and withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 8	TASK NO. 8.4
SECTION: D Documenting and Evaluating the Body		
DUTY: 8 Ensure Security of Remains		
TASK: 8.4 Recover body fluid samples.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 8.4.1 observe universal precautions 8.4.2 obtain syringe and select proper specimen container 8.4.3 draw specimen from appropriate site (subclavian) 8.4.4 transfer specimen from syringe to container 8.4.5 seal and label container 8.4.6 remove collection instruments from scene 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, body, and appropriate equipment, the investigator will recover body fluid samples using universal precautions. Proper collection, inventory, storage, and transport procedures will be used. All containers will be labeled and traceable to the case file and withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 8	TASK NO. 8.5
SECTION: D Documenting and Evaluating the Body		
DUTY: 8 Ensure Security of Remains		
TASK: 8.5 Place identification on body and/or body bag.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 8.5.1 identify appropriate identification tag and method 8.5.2 label and attach to body and bag 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, body, and appropriate supplies, the investigator will place identification on body and body bag/container. All bodies will be labeled and traceable to the case file, and withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 8	TASK NO. 8.6
SECTION: D Documenting and Evaluating the Body		
DUTY: 8 Ensure Security of Remains		
TASK: 8.6 Ensure/supervise placement of body into bag.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 8.6.1 maintain a supply of body bags at scene 8.6.2 contact lead investigator for permission to remove body 8.6.3 place body in body bag using safe "buddy" lift technique 8.6.4 secure body in bag following evidentiary procedure (follow office policy) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, body, and appropriate supplies, the investigator will demonstrate proper methods of placing a body into a body bag. Successful placement will be indicated by supine body position in bag, absence of leaks from bag, entire body in bag, bag secure.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 8	TASK NO. 8.7
SECTION: D Documenting and Evaluating the Body		
DUTY: 8 Ensure Security of Remains		
TASK: 8.7 Ensure/supervise removal of body from scene.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 8.7.1 notify lead investigator for permission to remove body from scene 8.7.2 remove body bag to transport cart or vehicle using safe lifting techniques 8.7.3 secure body in transport vehicle and document chain of custody 8.7.4 document transportation of body in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will demonstrate proper methods of removing a body from the scene. Successful removal will be indicated by safe lifting technique, non-traumatic removal.</p>		
<p>PLANNING NOTES:</p>		

SECTION: D	DUTY NO. 8	TASK NO. 8.8
SECTION: D Documenting and Evaluating the Body		
DUTY: 8 Ensure Security of Remains		
TASK: 8.8 Ensure secure transportation (for body).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 8.8.1 determine appropriate destination 8.8.2 notify appropriate transport service/agency (if used) 8.8.3 report special instructions/concerns to transporter 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given an appropriately secured body, the investigator will demonstrate proper methods of arranging appropriate transportation of the body from the scene. Successful transport will be indicated by safe, non-traumatic arrival at appropriate receiving facility. Transport documentation (name/agency/date/time) will withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

**SECTION E: Establishing and Recording
Decedent Profile Information**

**SECTION E: Establishing and Recording
Decedent Profile Information**

SECTION: E	DUTY: ALL	
SECTION: E Establishing and Recording Decedent Profile Information		
<p data-bbox="207 348 334 384">DUTIES:</p> <ol data-bbox="380 411 1084 657" style="list-style-type: none"><li data-bbox="380 411 938 447">1. Document the Discovery History<li data-bbox="380 464 987 499">2. Determine Terminal Episode History<li data-bbox="380 516 1000 552">3. Document Decedent Medical History<li data-bbox="380 569 1084 604">4. Document Decedent Mental Health History<li data-bbox="380 621 971 657">5. Document Decedent Social History		
<p data-bbox="207 1661 781 1696">TERMINAL PERFORMANCE OBJECTIVE:</p> <p data-bbox="331 1707 1425 1892">At the conclusion of this training, the investigator will be able to demonstrate the ability to properly retrieve and document case information as well as the decedent's medical, mental health, and social background history. Collection and documentation will be done in a professional, legal, and competent manner as modeled by the instructor(s).</p>		

SECTION: E	DUTY NO. 1	TASKS: ALL
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 1 Document the Discovery History		
<p>TASKS:</p> <ul style="list-style-type: none"> 1.1 Establish and document who discovered the body. 1.2 Document the circumstances surrounding the discovery. <p>Note:</p> <ul style="list-style-type: none"> a. what - what are the circumstances leading to the discovery b. where - where was the decedent found (description of exact location) c. when - when (date and time) the decedent was found d. how - how did the decedent appear (position and condition) 		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Writing implements Notebook Watch Business cards Communication equipment 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Phone listings 	

SECTION: E	DUTY NO. 1	TASK NO. 1.1
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 1 Document the Discovery History		
TASK: 1.1 Establish and document who discovered the body.		
<p>STEPS/ELEMENTS:</p> <p>1.1.1 establish and document identity of person who discovered the body</p> <ol style="list-style-type: none"> a. name b. address c. contact numbers (home, work, pager, mobile) d. date and time of discovery e. Social Security Number f. driver's license number g. date of birth h. relationship to decedent 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will establish and document who discovered the body. All documentation in the case file will be complete and sufficiently detailed so as to reestablish contact (who).</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 1	TASK NO. 1.2
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 1 Document the Discovery History		
TASK: 1.2 Document the circumstances surrounding the discovery.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.2.1 what - what are the circumstances leading to the discovery 1.2.2 where - where was the decedent found (description of exact location) 1.2.3 when - when (date and time) the decedent was found 1.2.4 how - how did the decedent appear (position and condition) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will document the circumstances surrounding the discovery of the body. All documentation in the case file will be complete and sufficiently detailed to explain circumstances surrounding the discovery (what, where, when, how).</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 2	TASKS: ALL
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 2 Determine Terminal Episode History		
<p>TASKS:</p> <ul style="list-style-type: none"> 2.1 Document/determine when decedent was last known to be alive. 2.2 Document incidents prior to death. 2.3 Document complaints (signs/symptoms) prior to death. 2.4 Obtain and/or review EMS records. 2.5 Obtain and/or review medical records. 2.6 Obtain relevant ante mortem specimens. 		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file such that independent reviewers can recreate the terminal episode sequences.</p>		
<p>TOOLS AND EQUIPMENT:</p> <p>Scene forms Business cards Specimen containers Evidence receipt Writing implements Universal precautions equipment Evidence tape</p>	<p>RESOURCES:</p> <p>Medical records Police reports Fire reports EMT run sheets Witness accounts Subpoena forms Lab results (hospital) Lab results (organ/tissue) Radiology films or reports Specimen request forms</p>	

SECTION: E	DUTY NO. 2	TASK NO. 2.1
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 2 Determine Terminal Episode History		
TASK: 2.1 Document/determine when decedent was last known to be alive.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.1.1 document time, date last known to be alive 2.1.2 document location decedent last known alive 2.1.3 record how the witness knew the subject was alive (telephone, infant cry) 2.1.4 establish identity and relationship of person who last knew subject was alive <p>NOTE: Always document when, where, how, and by whom.</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene witness, the investigator will document the decedent's last known activities. Information documented in the case file will be sufficiently detailed to identify when, where, how, and by whom the decedent was last known to be alive.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 2	TASK NO. 2.2
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 2 Determine Terminal Episode History		
TASK: 2.2 Document incidents prior to death.		
<p>STEPS/ELEMENTS:</p> <p>2.2.1 document previous medical history</p> <ul style="list-style-type: none"> a. injuries b. therapy c. surgical procedures d. activity e. recent travel history f. recent dietary history 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene witness, the investigator will document decedent's activities/injuries/illnesses/treatment prior to death. Information gathered will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 2	TASK NO. 2.3
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 2 Determine Terminal Episode History		
TASK: 2.3 Document complaints (signs/symptoms) prior to death.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.3.1 document medical complaints <ul style="list-style-type: none"> a. signs (physical observations - limping, intoxicated, sweating, etc.) b. symptoms (physical complaints - chest pain, headache, etc.) c. psychological (depression, crying, atypical behavior, etc.) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene witness, the investigator will document decedent complaints (signs/symptoms/behaviors) prior to death. Information gathered will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 2	TASK NO. 2.4
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 2 Determine Terminal Episode History		
TASK: 2.4 Obtain and/or review EMS records.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.4.1 contact paramedic/EMS for records 2.4.2 review record or obtain copy for file 2.4.3 ensure receiving of complete record including initial EMS report 2.4.4 maintain confidentiality of non-departmental records 2.4.5 enter pertinent data into case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will obtain and/or review EMS records documenting final interactions with decedent (initial electrocardiogram may be included), and document in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 2	TASK NO. 2.5
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 2 Determine Terminal Episode History		
TASK: 2.5 Obtain and/or review medical records.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.5.1 contact appropriate medical personnel (e.g., medical records clerk) to obtain permission to review records 2.5.2 examine records or obtain copy for case file 2.5.3 document significant medical information in case file 2.5.4 avoid release of protected information 2.5.5 maintain confidentiality of non-departmental records 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a decedent’s medical records, the investigator will review and document their content and arrange for appropriate follow-up. Follow-up contacts will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 2	TASK NO. 2.6
SECTION: E	Establishing and Recording Decedent Profile Information	
DUTY: 2	Determine Terminal Episode History	
TASK: 2.6	Obtain relevant ante mortem specimens.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.6.1 determine ante mortem specimens available 2.6.2 identify and contact agency/institution that has custody of ante mortem specimens 2.6.3 request specimens be held for analysis 2.6.4 prepare proper authorizations, requisitions, and receipts for specimens 2.6.5 arrange for transport of specimens to appropriate agency/laboratory 2.6.6 maintain chain of custody 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, using proper authorizations, requisitions, and receipts, the investigator will obtain relevant ante mortem specimens from appropriate agencies. Ante mortem specimens obtained will be traceable to the case file and withstand chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 3	TASKS: ALL
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 3 Document Decedent Medical History		
<p>TASKS:</p> <ul style="list-style-type: none"> 3.1 Document medical history from family members and witnesses. 3.2 Document information from treating physicians and/or hospitals. 3.3 Document physical characteristics and traits. <p>NOTE: All medical records are considered confidential, and the investigator shall maintain confidentiality and will not release records to secondary agencies per jurisdictional legislative restrictions.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file such that independent reviewers can determine the cause and manner of death (certify the death) or determine the need for further investigative procedures.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Report forms Writing implements Communication equipment Investigative notebook 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Narrative reports Hospital personnel Decedent's physician Decedent's family Phone listing 	

SECTION: E	DUTY NO. 3	TASK NO. 3.1
SECTION: E	Establishing and Recording Decedent Profile Information	
DUTY: 3	Document Decedent Medical History	
TASK: 3.1	Document medical history from family members and witnesses.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.1.1 document previous medical history <ul style="list-style-type: none"> a. previously known medical conditions b. previous surgeries c. medications (old/current, prescribed, non-prescribed) d. recent hospitalizations e. past drug, alcohol, and substance abuse (prescribed and non-prescribed) f. smoking/tobacco use (frequency and quantity) g. old injuries that required hospitalization h. conditions of acute infections i. family (biological or adoptive) medical history 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will interview family members and appropriate witnesses to obtain decedent's medical history. Information obtained will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 3	TASK NO. 3.2
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 3 Document Decedent Medical History		
TASK: 3.2 Document information from treating physicians and/or hospitals.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.2.1 identify treating physician/hospital 3.2.2 obtain telephone numbers and contact physician/hospital 3.2.3 obtain pertinent past medical history 3.2.4 document pertinent medical history in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will interview treating medical personnel to obtain decedent's medical history. Information obtained through interview or medical records will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 3	TASK NO. 3.3
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 3 Document Decedent Medical History		
TASK: 3.3 Document decedent's physical characteristics and traits.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.3.1 determine left/right handedness 3.3.2 document missing appendages 3.3.3 document type and style of tattos (if any) 3.3.4 other 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p style="padding-left: 40px;">Given a death investigation, the investigator will document decedent's physical characteristics and traits in the case file.</p>		
<p>PLANNING NOTES:</p> 		

SECTION: E	DUTY NO. 4	TASKS: ALL
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 4 Document Decedent Mental Health History		
<p>TASKS:</p> <ul style="list-style-type: none"> 4.1 document decedent's mental health history. 4.2 document history of suicidal ideation, threats, gestures, and/or attempts. 4.3 document treatment by mental health professionals. 4.4 document family (biological or adoptive) mental health history. 		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Report forms Writing implements Notebook Communication equipment 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Phone listing Physician's Desk Reference Social services Law enforcement personnel Family members/associates 	

SECTION: E	DUTY NO. 4	TASK NO. 4.1
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 4 Document Decedent Mental Health History		
TASK: 4.1 Document decedent's mental health history.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.1.1 interview family members 4.1.2 interview friends and associates 4.1.3 interview witnesses 4.1.4 review medical records 4.1.5 document therapeutic drug use 4.1.6 document drug, alcohol, and substance abuse (prescribed or non-prescribed) (i.e., herbal tea, inhalants, etc.) 4.1.7 review known communications (personal writings, diaries, journals, telecommunications technology/computer files, etc.) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will interview family members, friends, associates, and witnesses; review records and known communications; and determine substance use/abuse to obtain decedent's mental health history. Information obtained will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 4	TASK NO. 4.2
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 4 Document Decedent Mental Health History		
TASK: 4.2 Document history of suicidal ideation, threats, gestures, and/or attempts.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.2.1 interview family members 4.2.2 interview friends/associates 4.2.3 interview personal physician or social worker 4.2.4 interview school counselor 4.2.5 document in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will interview family members, friends, associates, and witnesses to obtain information regarding possible suicidal ideation, gestures, threats, and attempts. Information obtained will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 4	TASK NO. 4.3
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 4 Document Decedent Mental Health History		
TASK: 4.3 Document treatment by mental health professionals.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.3.1 obtain psychiatric diagnosis (e.g., depression) 4.3.2 review pharmacy prescription records 4.3.3 examine medication schedules (if necessary) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will interview appropriate mental health professionals to obtain decedent information regarding diagnoses and treatment(s). Information obtained will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 4	TASK NO. 4.4
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 4 Document Decedent Mental Health History		
TASK: 4.4 Document family mental health history.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.4.1 identify family mental health worker (social worker, physician) 4.4.2 obtain family mental health history (e.g., schizophrenia, alcoholism, Alzheimer's disease) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will document in the case file any known family history of mental illness.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E		DUTY NO. 5		TASKS: ALL	
SECTION: E		Establishing and Recording Decedent Profile Information			
DUTY: 5		Document Decedent Social History			
<p>TASKS:</p> <ul style="list-style-type: none"> 5.1 Document marital/domestic history. 5.2 Document family history. 5.3 Document sexual history. 5.4 Document employment history. 5.5 Document financial history. 5.6 Document daily routines, habits, and activities. 5.7 Document relationships, friends, and associates. 5.8 Document religious, ethnic, cultural, or institutional information. 5.9 Document educational background. 5.10 Document criminal history. 					
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file.</p>					
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Writing implements Communication equipment Notebook 			<p>RESOURCES:</p> <ul style="list-style-type: none"> Phone listings Telecommunications technologies Burial customs literature Family members/associates Employer 		

SECTION: E	DUTY NO. 5	TASK NO. 5.1
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 5 Document Decedent Social History		
TASK: 5.1 Document marital/domestic history.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.1.1 obtain marital information from spouse, family, and close friends 5.1.2 document length of marriage, children, and any marital discord (as applicable) 5.1.3 document reports of domestic abuse (as appropriate) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will document in the case file the decedent's marital/domestic history.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 5	TASK NO. 5.2
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 5 Document Decedent Social History		
TASK: 5.2 Document family history.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.2.1 contact local county services (child protection, department of aging, domestic support) as appropriate 5.2.2 note previous reports of child and/or elder abuse complaints 5.2.3 note previous incidents, actions, and follow up 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p style="padding-left: 40px;">Given a death investigation, the investigator will document in the case file the decedent's family history regarding similar deaths, significant dates, contacts with protective services, and biological relationships.</p>		
<p>PLANNING NOTES:</p> 		

SECTION: E	DUTY NO. 5	TASK NO. 5.3
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 5 Document Decedent Social History		
TASK: 5.3 Document sexual history.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.3.1 obtain sexual history from family and close friends 5.3.2 inquire as to sexual preference and known sexual practices (e.g., autoeroticism) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will document in the case file the decedent's sexual history.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 5	TASK NO. 5.4
SECTION: E	Establishing and Recording Decedent Profile Information	
DUTY: 5	Document Decedent Social History	
TASK: 5.4	Document employment history.	
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.4.1 confirm recent employment history with friends and family 5.4.2 obtain detailed history (if necessary) by calling employers 5.4.3 obtain dates of employment and reasons for changes in employment status 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p style="padding-left: 40px;">Given a death investigation, the investigator will document in the case file the decedent's employment history.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 5	TASK NO. 5.5
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 5 Document Decedent Social History		
TASK: 5.5 Document financial history.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.5.1 obtain financial history from close friends and family 5.5.2 document any changes in finances (e.g., sudden affluence, bankruptcy, divorce court proceedings, etc.) 5.5.3 note financial materials at scene, e.g., Social Security checks, notification of financial difficulties 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will document in the case file the decedent's financial history.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 5	TASK NO. 5.6
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 5 Document Decedent Social History		
TASK: 5.6 Document daily routines, habits, and activities.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.6.1 consult family members and business associates about the decedent's daily routines or habits 5.6.2 document routines, etc. (mail pick-up, grocery shopping, work schedule, etc.), as needed 5.6.3 document habits (gambling, cigarette smoking, coffee drinking, eating habits, sleeping habits) 5.6.4 obtain additional detailed history as needed, e.g., How long? Any change in routine? 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will document in the case file the decedent's daily routines, habits, and activities.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 5	TASK NO. 5.7
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 5 Document Decedent Social History		
TASK: 5.7 Document relationships, friends, and associates.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.7.1 identify known associations with the decedent 5.7.2 confirm relationships (e.g., friend, classmate, work associate) 5.7.3 obtain additional information (if appropriate) E.g., How long was the relationship? Any problems? Does the relationship still exist? If not, why not? 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will document in the case file the decedent's relationships, friends, and associates.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 5	TASK NO. 5.8
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 5 Document Decedent Social History		
TASK: 5.8 Document religious, ethnic, cultural, or institutional information.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.8.1 document decedent’s major religious preference (Catholic, Judaism, Protestant, Muslim, Hindu, Buddhist, etc.) 5.8.2 document ethnic and cultural community (e.g., African-American, Native American, Asian, Hmong, Hispanic) 5.8.3 document other cultural characteristics (e.g., military duty, service/ social organization membership, sanitarium stay, etc.) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will document in the case file the decedent’s religious, ethnic, or other pertinent information.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 5	TASK NO. 5.9
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 5 Document Decedent Social History		
TASK: 5.9 Document educational background.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.9.1 establish decedent's highest level of education (high school, college degree, professional degree, etc.) 5.9.2 document areas of specialized training, if applicable (e.g., master electrician) 5.9.3 document areas of special competence 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will document in the case file the decedent's educational background.</p>		
<p>PLANNING NOTES:</p>		

SECTION: E	DUTY NO. 5	TASK NO. 5.10
SECTION: E Establishing and Recording Decedent Profile Information		
DUTY: 5 Document Decedent Social History		
TASK: 5.10 Document criminal history.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 5.10.1 notify local, State, Federal law enforcement agencies (sheriff, police, house of corrections, State Justice Department, Department of Transportation, FBI) to obtain information 5.10.2 identify yourself and your agency 5.10.3 obtain information regarding previous criminal charges or complaints (e.g., OWI, domestic abuse, drug charges) 5.10.4 document in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death investigation, the investigator will document in the case file the decedent's criminal history.</p>		
<p>PLANNING NOTES:</p>		

SECTION F: Completing the Scene Investigation

SECTION F: Completing the Scene Investigation

SECTION: F	DUTY: ALL	
SECTION: F Completing the Scene Investigation		
<p>DUTIES:</p> <ol style="list-style-type: none">1. Maintain Jurisdiction Over the Body2. Release Jurisdiction of the Body3. Perform Exit Procedures4. Assist the Family		
<p>TERMINAL PERFORMANCE OBJECTIVE:</p> <p>At the conclusion of this training, the investigator will be able to demonstrate the ability to objectively evaluate the scene prior to exit, ensuring the security of all evidence (body), materials, and individuals at the scene. This will be done in a professional, legal, and competent manner as modeled by the instructor(s).</p>		

SECTION: F	DUTY NO. 1	TASK NO. 1.1
SECTION: F Completing the Scene Investigation		
DUTY: 1 Maintain Jurisdiction Over the Body		
TASK: 1.1 Arrange for, and document, secure transportation of the body.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.1.1 identify appropriate destination/facility where body is to be transported (e.g., morgue, storage facility, funeral home) 1.1.2 notify appropriate transporter (if used) 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body present, the investigator will arrange for secured transportation of the body from the scene to the receiving facility. Transport documentation will be contained in the case file and will be sufficiently detailed to withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 1	TASK NO. 1.2
SECTION: F Completing the Scene Investigation		
DUTY: 1 Maintain Jurisdiction Over the Body		
TASK: 1.2 Coordinate and document procedures to be performed.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 1.2.1 maintain chain of custody 1.2.2 follow agency procedures for receiving and storing the body in the facility 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, body, and receiving facility, the investigator will coordinate subsequent procedures to be performed on the body at the identified facility. Documentation in the case file will be complete and sufficiently detailed to withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 2	TASKS: ALL
SECTION: F Completing the Scene Investigation		
DUTY: 2 Release Jurisdiction of the Body		
<p>TASKS:</p> <ul style="list-style-type: none"> 2.1 Ensure the collection of body fluids and other evidence. 2.2 Determine who will sign death certificate. 2.3 Reconfirm the date, time, and location of death. 2.4 Determine how certifier will list the cause and manner of death. 2.5 Reconcile (with authorized receiving agent) all death certificate information. 2.6 Release body to a funeral director or other authorized receiving agent. <p>NOTE: Even though jurisdiction is not assumed, a case file and case number should be established for every death reported to the office. In some states, local laws mandate the medical examiner/coroner has jurisdiction over deaths in which the body is to be cremated. In these states, one should determine the final disposition of the body before release of custodial jurisdiction.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Universal precautions Collection tubes Waterless hand wash Communication equipment Syringe/needles Paper envelopes Syringe/needles Medical equipment 		<p>RESOURCES:</p> <ul style="list-style-type: none"> Cremation/transfer permit Business cards Inventory lists Phone listing Death certificate

SECTION: F	DUTY NO. 2	TASK NO. 2.1
SECTION: F Completing the Scene Investigation		
DUTY: 2 Release Jurisdiction of the Body		
TASK: 2.1 Ensure the collection of body fluids and other evidence.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.1.1 collect blood sample 2.1.2 collect urine sample 2.1.3 collect vitreous sample 2.1.4 collect and/or secure trace evidence (e.g., hands in paper bags) <p>NOTE: All samples (collected as appropriate) and evidence must be placed in appropriate container and labeled prior to transporting from the scene.</p>		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body to be released, the investigator will ensure collection of body fluids and other evidence has been performed (as required). Universal precautions will be used. Collection will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 2	TASK NO. 2.2
SECTION: F Completing the Scene Investigation		
DUTY: 2 Release Jurisdiction of the Body		
TASK: 2.2 Determine who will sign death certificate.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.2.1 determine location of death 2.2.2 determine jurisdictional authority over death 2.2.3 notify treating physician to obtain medical information 2.2.4 determine cause and manner of death, if possible, with existing medical information 2.2.5 consult coroner/medical examiner concerning questions that occur about death certificate completion 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body to be released, the investigator will determine who will sign the death certificate and document in the case file all appropriate certifier information (name/address/phone).</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 2	TASK NO. 2.3
SECTION: F Completing the Scene Investigation		
DUTY: 2 Release Jurisdiction of the Body		
TASK: 2.3 Reconfirm the date, time, and location of death.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.3.1 consult lead investigator regarding initial notification 2.3.2 document in case file date, time, and person making the initial notification 2.3.3 document the correct location of death in the case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body to be released, the investigator will reconfirm vital scene data (date/time/location of death) in the case file. Information contained in the case file will be consistent with other agency reports.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 2	TASK NO. 2.4
SECTION: F Completing the Scene Investigation		
DUTY: 2 Release Jurisdiction of the Body		
TASK: 2.4 Determine how certifier will list the cause and manner of death.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.4.1 confirm physician who will complete the death certificate 2.4.2 confirm final diagnosis language to be placed on death certificate 2.4.3 based on final diagnosis, determine jurisdiction 2.4.4 accept or waive jurisdiction as determined by cause of death statement 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body to be released, the investigator will confirm how certifier will list cause and manner of death on the death certificate. Information regarding certification will be contained in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 2	TASK NO. 2.5
SECTION: F Completing the Scene Investigation		
DUTY: 2 Release Jurisdiction of the Body		
TASK: 2.5 Reconcile (with receiving agent) all death certificate information.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.5.1 obtain copy of death certificate 2.5.2 review demographic and certification information on death certificate 2.5.3 confirm correct information on death certificate and in case file 2.5.4 correct any discrepancies or conflicting information 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body to be released and death certificate information, the investigator will reconcile with receiving agent all known death certificate information.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 2	TASK NO. 2.6
SECTION: F Completing the Scene Investigation		
DUTY: 2 Release Jurisdiction of the Body		
TASK: 2.6 Release body to a funeral director or other authorized receiving agent.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 2.6.1 reconfirm identification (toe tag-body bag match, etc.) 2.6.2 formally document the release (obtain appropriate signature, i.e., funeral director, transporter, etc.) 2.6.3 determine and document (with receipt) disposition of property 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body to be released, the investigator will verify identification information before release to appropriate receiving agent.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 3	TASKS: ALL
SECTION: F Completing the Scene Investigation		
DUTY: 3 Perform Exit Procedures		
<p>TASKS:</p> <ul style="list-style-type: none"> 3.1 Identify, inventory, and remove all evidence collected at scene. 3.2 Remove all departmental equipment and materials from scene. 3.3 Report and document infectious/dangerous materials or conditions. 		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Writing implements Gloves Investigative notebook Communication equipment Plastic trash bags 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Phone listings 	

SECTION: F	DUTY NO. 3	TASK NO. 3.1
SECTION: F Completing the Scene Investigation		
DUTY: 3 Perform Exit Procedures 3.1 Identify, inventory, and remove all evidence collected at scene.		
TASK:		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.1.1 confirm that all evidence removed from the scene is properly labeled with decedent's name or identifying number and initials of personnel removing evidence 3.1.2 list all items removed from the scene 3.1.3 obtain signautre of removing agency, if applicable 3.1.4 exchange evidence inventory with other agencies as requested 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will identify, inventory, and remove all evidence collected at the scene. Documentation of evidence collected will withstand a chain of custody challenge.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 3	TASK NO. 3.2
SECTION: F Completing the Scene Investigation		
DUTY: 3 Perform Exit Procedures		
TASK: 3.2 Remove all departmental equipment and materials from scene.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.2.1 upon completion of scene investigation, perform walk through 3.2.2 identify and collect departmental equipment and materials from scene 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene, the investigator will remove all departmental equipment and materials.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 3	TASK NO. 3.3
SECTION: F Completing the Scene Investigation		
DUTY: 3 Perform Exit Procedures		
TASK: 3.3 Report and document infectious/dangerous materials or conditions.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 3.3.1 report to appropriate authorities (e.g., Occupational Safety and Health Administration, fire department, gas company, housing inspector) 3.3.2 document in official case file conditions and actions taken 3.3.3 ensure scene is secure upon departure 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with infectious/dangerous materials or conditions still present at the time of departure, the investigator will report all conditions to the appropriate authorities and ensure scene security at departure. All hazards and related contacts will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 4	TASKS: ALL
SECTION: F Completing the Scene Investigation		
DUTY: 4 Assist the Family		
<p>TASKS:</p> <ul style="list-style-type: none"> 4.1 Inform family of available support services. 4.2 Inform family of appropriate agencies (to contact with questions). 4.3 Ensure family is not left alone with body (if circumstances warrant). 4.4 Advise family of potential scene hazards. 4.5 Inform family of body release timetable (approximate). 4.6 Inform family of information release timetable. 4.7 Inform family of available documents. <p>NOTE: This task is most relevant when family is available and interested.</p>		
<p>CRITERIA: Competence in the task will be recognized when the steps are completed and documented in the case file.</p>		
<p>TOOLS AND EQUIPMENT:</p> <ul style="list-style-type: none"> Scene forms Communication equipment Writing implements Notebook 	<p>RESOURCES:</p> <ul style="list-style-type: none"> Business cards Phone listings Support agency brochures 	

SECTION: F	DUTY NO. 4	TASK NO. 4.1
SECTION: F Completing the Scene Investigation		
DUTY: 4 Assist the Family		
TASK: 4.1 Inform family of available support services.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.1.1 identify needs of family 4.1.2 provide information of available support services (SIDS, organ procurement) 4.1.3 supply information brochures, as available 4.1.4 provide professional business card for follow-up 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with family present, the investigator will inform family in a timely fashion of available support agencies/services.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 4	TASK NO. 4.2
SECTION: F Completing the Scene Investigation		
DUTY: 4 Assist the Family		
TASK: 4.2 Inform family of appropriate agencies (to contact with questions).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.2.1 distribute appropriate literature, e.g., SIDS organizations, social services, funeral directors 4.2.2 be responsive to family inquiries (e.g., organ/tissue donation) 4.2.3 provide written literature (if available) to facilitate follow-up 4.2.4 provide family with investigator's name and phone number or professional business card 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with family present, the investigator will provide family with information and appropriate literature regarding available support agencies/ services (including tissue donation opportunities as required).</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 4	TASK NO. 4.3
SECTION: F Completing the Scene Investigation		
DUTY: 4 Assist the Family		
TASK: 4.3 Ensure family is not left alone with body (if circumstances warrant).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.3.1 complete scene debriefing 4.3.2 communicate with agencies present who will remain with body 4.3.3 document notification of funeral director or other body transportation to convey body 4.3.4 designate person who will remain with family 4.3.5 document in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with body and family present, the investigator will ensure family is not left alone with the body if circumstances warrant.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 4	TASK NO. 4.4
SECTION: F Completing the Scene Investigation		
DUTY: 4 Assist the Family		
TASK: 4.4 Advise family of potential scene hazards.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.4.1 communicate with scene safety director (e.g., fire chief, emergency government agency, law enforcement) 4.4.2 alert family of potential scene hazards [e.g., CO fumes, electrical malfunctions, unstable structure, infectious disease (tuberculosis, meningococcal bacteria)] 4.4.3 refer family to appropriate resources, e.g., health department, fire department, poison control 4.4.4 document in case file 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with family and environmental hazards present, the investigator will inform family of potential hazards. Warnings and advice will be documented in the case file.</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 4	TASK NO. 4.5
SECTION: F Completing the Scene Investigation		
DUTY: 4 Assist the Family		
TASK: 4.5 Inform family of body release timetable (approximate).		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.5.1 debrief family of previous investigative actions taken at scene investigation 4.5.2 inform family of anticipated timetable of <ul style="list-style-type: none"> a. transportation of body b. possible autopsy c. pathologist's call with autopsy results d. release of body to funeral director 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with family present, the investigator will inform family of the extent of body examination and timetable for body's release (if known).</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 4	TASK NO. 4.6
SECTION: F Completing the Scene Investigation		
DUTY: 4 Assist the Family		
TASK: 4.6 Inform family of information release timetable.		
<p>STEPS/ELEMENTS:</p> <ul style="list-style-type: none"> 4.6.1 review with family previous investigative actions taken 4.6.2 inform family of anticipated information release <ul style="list-style-type: none"> a. call of pathologist following autopsy b. call of support services (SIDS counselors, critical incident counselors, visiting nurse) c. written information/letters from pathologists 4.6.3 death certificate completion and anticipated date of receipt 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with family present, the investigator will inform family of timetable for release of information (autopsy results, toxicology).</p>		
<p>PLANNING NOTES:</p>		

SECTION: F	DUTY NO. 4	TASK NO. 4.7
SECTION: F Completing the Scene Investigation		
DUTY: 4 Assist the Family		
TASK: 4.7 Inform family of available documents.		
<p>STEPS/ELEMENTS:</p> <p>4.7.1 inform family of the existence of documents</p> <ol style="list-style-type: none"> a. death certificate b. autopsy report c. investigative report/death record d. burial/transit/cremation permit e. personal effects inventory f. others 		
<p>INTERIM PERFORMANCE OBJECTIVE:</p> <p>Given a death scene with family present, the investigator will inform family of available documents, associated costs, and timetable availability (personal effects, death certificate, autopsy report).</p>		
<p>PLANNING NOTES:</p>		

APPENDIX A: Investigator Performance Assessment Forms

APPENDIX A: Investigator Performance Assessment Forms

B1

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Introduce and Identify Self and Role

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name

Date

Performance Trainer

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. documented date and time of call, person (and title), and agency (including phone number), and date and time of arrival at scene.	<input type="checkbox"/>					
2. identified lead investigator at scene, presented identification.	<input type="checkbox"/>					
3. determined the scene safety by asking (verify) appropriate official if the scene is safe.	<input type="checkbox"/>					
4. explained his/her role in the investigation.	<input type="checkbox"/>					
5. identified essential officials that have entered the scene.	<input type="checkbox"/>					
6. documented essential officials at scene.	<input type="checkbox"/>					
7. identified first official responder to the scene.	<input type="checkbox"/>					
8. identified any artifacts or contamination introduced to the death scene.	<input type="checkbox"/>					

Comments:

B2

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Exercise Scene Safety

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. identified incident command location (assembly/staging area).	<input type="checkbox"/>					
2. assessed physical boundaries.	<input type="checkbox"/>					
3. secured vehicle.	<input type="checkbox"/>					
4. used personal protective safety devices.	<input type="checkbox"/>					
5. arranged for security or removal of animals.	<input type="checkbox"/>					
6. obtained clearance/authorization to enter scene from appropriate official(s) (e.g. lead investigator, fire marshal, disaster coordinator).	<input type="checkbox"/>					
7. protected the integrity of the scene and evidence.	<input type="checkbox"/>					

Comments:

B3

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Confirm or Pronounce Death

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. located and viewed the body.	<input type="checkbox"/>					
2. checked for pulse, respiration, and reflexes, as appropriate.	<input type="checkbox"/>					
3. identified and documented the individual who made the official pronouncement/determination of death.	<input type="checkbox"/>					
4. ensured death was pronounced, if required.	<input type="checkbox"/>					

Comments:

B4

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Participate in Scene Briefing (with Attending Agency Representatives)

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. located staging area.	<input type="checkbox"/>					
2. documented scene location.	<input type="checkbox"/>					
3. obtained preliminary investigative details (currently available from lead investigator).	<input type="checkbox"/>					
4. obtained initial incident accounts.	<input type="checkbox"/>					

Comments:

B5

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Conduct Scene "Walk Through"

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name

Date

Performance Trainer

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. reassessed and/or adjusted scene boundaries.	<input type="checkbox"/>					
2. established/maintained a path of entry and exit.	<input type="checkbox"/>					
3. identified physical, transient, and fragile/perishable evidence.	<input type="checkbox"/>					
4. photographed (immediately) transient and fragile/perishable evidence (collected when appropriate).	<input type="checkbox"/>					
5. documented (immediately) transient and fragile/perishable evidence (collected when appropriate).	<input type="checkbox"/>					
6. located and viewed decedent.	<input type="checkbox"/>					

Comments:

B6

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Establish Chain of Custody

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. documented location of scene.	<input type="checkbox"/>					
2. documented date and time of arrival at scene.	<input type="checkbox"/>					
3. determined evidence custodian(s).	<input type="checkbox"/>					
4. determined evidence collection priority.	<input type="checkbox"/>					
5. collected, labeled, and secured evidence applying proper procedures, using appropriate tools, containers, and preservatives.	<input type="checkbox"/>					
6. documented collection and disposition of evidence.	<input type="checkbox"/>					
7. developed personnel lists (as appropriate).	<input type="checkbox"/>					

Comments:

B7

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Follow Laws (Related to the Collection of Evidence)

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name

Date

Performance Trainer

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. determined the need for a search warrant.	<input type="checkbox"/>					
2. identified local, State, Federal, and international laws.	<input type="checkbox"/>					
3. identified medical examiner/coroner statutes and/or office operating procedures.	<input type="checkbox"/>					

Comments:

C1

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Photograph Scene

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. removed nonessential personnel from scene.	<input type="checkbox"/>					
2. obtained overall (wide-angle) view of scene.	<input type="checkbox"/>					
3. photographed specific areas of scene.	<input type="checkbox"/>					
4. photographed from various angles, including aerial (as required).	<input type="checkbox"/>					
5. obtained photographs with scale/rule (to document specific evidence as required, e.g., bite marks, tire impressions, potential weapons).	<input type="checkbox"/>					
6. labeled photographs taken and documented/described the number taken, photographer, and date/time taken.	<input type="checkbox"/>					

Comments:

C2

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Develop Descriptive Documentation of the Scene

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	N/A	None	Poor	Fair	Good	Excellent
The investigator:						
1. diagramed and described items of evidence (as required)	<input type="checkbox"/>					
2. described and documented scene evidence.	<input type="checkbox"/>					
3. described scene environments (including odors, lighting, temperatures, precipitation, and other transient and fragile/perishable evidence).	<input type="checkbox"/>					

Comments:

C3

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Establish Probable Location of Injury or Illness

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. documented death location (where decedent was confirmed dead).	<input type="checkbox"/>					
2. determined location(s) from which decedent was transported (e.g., dumped body, body at hospital).	<input type="checkbox"/>					
3. determined how body was transported (to/from discovery location).	<input type="checkbox"/>					
4. identified and recorded discrepancies (if any).	<input type="checkbox"/>					
5. inspected and documented body/scene for consistency/inconsistency of evidence.	<input type="checkbox"/>					
6. obtained dispatch (e.g., police, ambulance) information and/or records.	<input type="checkbox"/>					
7. conducted interviews (as needed).	<input type="checkbox"/>					

Comments:

C4

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Collect, Inventory, and Safeguard Property and Evidence

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. collected property and evidence.
2. inventoried property and evidence.
3. safeguarded property and evidence.

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
1. collected property and evidence.	<input type="checkbox"/>					
2. inventoried property and evidence.	<input type="checkbox"/>					
3. safeguarded property and evidence.	<input type="checkbox"/>					

Comments:

C5

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Interview Witness(es) at Scene

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. collected available witness(es)' identifying data.	<input type="checkbox"/>					
2. established witness' relationship/association to decedent.	<input type="checkbox"/>					
3. ascertained witness' knowledge of the death.	<input type="checkbox"/>					
4. obtained witness statement.	<input type="checkbox"/>					
5. noted discrepancies (from field notes taken during scene briefing).	<input type="checkbox"/>					
6. documented and retained witnesses' statements, e.g., tape record, video tape (when such equipment is available).	<input type="checkbox"/>					

Comments:

D1

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Photograph the Body

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name

Date

Performance Trainer

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. photographed body and immediate scene (including the decedent as initially found).	<input type="checkbox"/>					
2. photographed decedent’s face.	<input type="checkbox"/>					
3. took additional photographs after removal of objects/items that interfered with photographic documentation of decedent (e.g., body removed from car).	<input type="checkbox"/>					
4. photographed decedent with and without measurements (as appropriate).	<input type="checkbox"/>					
5. photographed the surface beneath the body (after the body was removed).	<input type="checkbox"/>					

Comments:

D2

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Conduct External Body Examination (Preliminary)

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. documented decedent's position with and without measurements (as appropriate).	<input type="checkbox"/>					
2. documented decedent's physical characteristics.	<input type="checkbox"/>					
3. documented presence or absence of clothing and personal effects (described colors, conditions as appropriate).	<input type="checkbox"/>					
4. documented presence or absence of relevant items/objects (e.g., noose/ligature groove in neck, hesitation marks).	<input type="checkbox"/>					
5. documented presence or absence of identifying characteristics in readily accessible body areas (e.g., tattoos, scars, missing digits, piercings).	<input type="checkbox"/>					
6. documented presence or absence of injury/illness in readily accessible body areas (e.g., petechiae, scars, jaundice).	<input type="checkbox"/>					
7. documented presence or absence of resuscitative efforts (e.g., intravenous lines, intubation apparatus, defibrillation marks).	<input type="checkbox"/>					
8. determined (based on findings) need for specialists (e.g., pathologist, anthropologist, latent print expert).	<input type="checkbox"/>					

Comments:

D3

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Preserve Evidence (on Body)

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name

Date

Performance Trainer

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. photographed evidence.	<input type="checkbox"/>					
2. documented (before transporting) blood/body fluid on the body (froth/purge, substances from orifices, location and pattern).	<input type="checkbox"/>					
3. placed/secured decedent’s hands, feet or any other area of the body in new paper bags (as required, e.g., gunshot residue, fibers, hair, trace evidence, spatter).	<input type="checkbox"/>					
4. collected fragile trace evidence after securing proper authorization (e.g., blood, hair, fibers, latent fingerprints, from body).	<input type="checkbox"/>					
5. arranged for transport of evidence (at scene when necessary).	<input type="checkbox"/>					
6. ensured (for subsequent analysis) proper collection of blood and body fluids.	<input type="checkbox"/>					

Comments:

D4

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Establish Decedent Identification

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. performed direct visual or photographic identification of decedent.
2. used circumstantial methods for identification of decedent.
3. used scientific methods for identification of decedent.

<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Comments:

D5

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Document Post Mortem Changes

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name

Date

Performance Trainer

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. documented livor mortis (color, location, blanchability, Tardieu spots) consistent/inconsistent with position of body to scene.	<input type="checkbox"/>					
2. documented rigor mortis (stage/intensity, location on body, broken) consistent/inconsistent with the position of body to scene.	<input type="checkbox"/>					
3. documented degree of decomposition (putrefaction, adipocere, mummification, skeletonization, as appropriate).	<input type="checkbox"/>					
4. documented insect and animal activity (e.g., flies, larvae, cockroaches, cats, dogs, rats, crabs, alligator).	<input type="checkbox"/>					
5. recorded scene temperature (as appropriate, documented method used and time estimated).	<input type="checkbox"/>					
6. described body temperature [algor mortis] (e.g., warm, cold, frozen, including time and location of description).	<input type="checkbox"/>					
7. measured body temperature if required by office operating procedures.	<input type="checkbox"/>					

Comments:

D6

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Participate in Scene Debriefing

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. determined post-scene investigative responsibilities (identification, notification, press relations, and evidence transportation).	<input type="checkbox"/>					
2. determined/identified the need for a specialist (e.g., crime laboratory technicians, social services, entomologists, Occupational Safety and Health Administration, public health officials).	<input type="checkbox"/>					
3. communicated with the pathologist (about responding to the scene or concerning time of autopsy, as needed).	<input type="checkbox"/>					
4. shared investigative data (with appropriate agency representatives).	<input type="checkbox"/>					
5. communicated special requests to appropriate agencies.	<input type="checkbox"/>					

Comments:

D8

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Ensure Security of Remains

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. ensured protection of body (from subsequent trauma or contamination, documented any post mortem injury or artifact sustained during recovery or transport).
2. documented any removal of therapeutic and resuscitative equipment.
3. inventoried and secured decedent property (clothing and personal effects that are on the body).
4. recovered body fluid samples (prior to release of remains, as needed).
5. placed identification on body and body bag.
6. ensured/supervised placement of body into bag.
7. ensured/supervised removal of body from scene.
8. ensured secure transportation (for body).

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
1.	<input type="checkbox"/>					
2.	<input type="checkbox"/>					
3.	<input type="checkbox"/>					
4.	<input type="checkbox"/>					
5.	<input type="checkbox"/>					
6.	<input type="checkbox"/>					
7.	<input type="checkbox"/>					
8.	<input type="checkbox"/>					

Comments:

E1

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Document the Discovery History

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. established and documented who discovered the body.
2. documented the circumstances surrounding the discovery (what, where, when, how).

<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

E2

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Determine Terminal Episode History

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. documented when, where, how, and by whom decedent was last known to be alive.
2. documented incidents prior to death (e.g., recent fractured hip, accident, fall, etc.).
3. documented complaints (signs/symptoms) prior to death.
4. obtained and/or reviewed EMS records.
5. obtained and/or reviewed medical records.
6. obtained relevant ante mortem specimens.

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
1.	<input type="checkbox"/>					
2.	<input type="checkbox"/>					
3.	<input type="checkbox"/>					
4.	<input type="checkbox"/>					
5.	<input type="checkbox"/>					
6.	<input type="checkbox"/>					

Comments:

E3

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Document Decedent Medical History

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name

Date

Performance Trainer

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. documented medical history from family members and witnesses.	<input type="checkbox"/>					
2. documented information from treating physicians and/or hospitals (to confirm history and treatment).	<input type="checkbox"/>					
3. documented physical characteristics and traits (i.e., left/right handedness, missing appendages, tattoos, etc.).	<input type="checkbox"/>					

Comments:

E4

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Document Decedent Mental Health History

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. documented decedent's mental health history (including hospitalizations and medications).	<input type="checkbox"/>					
2. documented history of suicidal ideation, threats/conversations, gestures, and/or attempts.	<input type="checkbox"/>					
3. documented treatment by mental health professionals (e.g., psychiatrists, psychologists, counselors, clergy).	<input type="checkbox"/>					
4. documented family (biological or adoptive) mental health history.	<input type="checkbox"/>					

Comments:

E5

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Document Social History

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

	<i>N/A</i>	<i>None</i>	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
The investigator:						
1. documented marital/domestic history.	<input type="checkbox"/>					
2. documented family history (similar deaths, significant dates, biological or adoptive.)	<input type="checkbox"/>					
3. documented sexual history.	<input type="checkbox"/>					
4. documented employment history.	<input type="checkbox"/>					
5. documented financial history.	<input type="checkbox"/>					
6. documented daily routines, habits, and activities.	<input type="checkbox"/>					
7. documented relationships, friends, and associates.	<input type="checkbox"/>					
8. documented religious, ethnic, or other pertinent information (e.g., religious objection to autopsy).	<input type="checkbox"/>					
9. documented educational background.	<input type="checkbox"/>					
10. documented criminal history (e.g., prior police contacts, driving while intoxicated, social service hotline contacts).	<input type="checkbox"/>					

Comments:

F1

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Maintain Custodial Jurisdiction Over the Body

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. arranged for, and documented, secure transportation of the body (to a medical or autopsy facility for further examination or storage).
2. coordinated and documented procedures to be performed (when body is received at the facility).

<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

F2

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Release Custodial Jurisdiction of Body

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name

Date

Performance Trainer

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. ensured the collection of body fluids and other evidence (prior to release of the body).	<input type="checkbox"/>					
2. determined who will sign death certificate (name/address and phone number(s)).	<input type="checkbox"/>					
3. reconfirmed the date, time, and location of death.	<input type="checkbox"/>					
4. determined how certifier will list the cause and manner of death (on death certificate).	<input type="checkbox"/>					
5. reconciled (with authorized receiving agent) all death certificate information.	<input type="checkbox"/>					
6. released body to a funeral director or other authorized receiving agent.	<input type="checkbox"/>					

Comments:

F3

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Perform Exit Procedures

Directions: Indicate the level of the investigator's accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. identified, inventoried, and removed all evidence collected at scene.
2. removed all departmental equipment and materials from scene.
3. reported and documented any infectious/dangerous materials or conditions.

<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

F4

INVESTIGATOR PERFORMANCE ASSESSMENT FORM

Assist the Family

Directions: Indicate the level of the investigator’s accomplishment by placing an X in the appropriate box under LEVEL OF PERFORMANCE heading. If, because of special circumstances, a performance component was not applicable, or impossible to execute, place an X in the N/A box.

Name _____

Date _____

Performance Trainer _____

LEVEL OF PERFORMANCE

N/A *None* *Poor* *Fair* *Good* *Excellent*

The investigator:

1. informed family of available support services (e.g., scene clean up, victim assistance, police, social services).	<input type="checkbox"/>					
2. informed family of appropriate agencies (to contact with questions) (e.g., medical examiner/coroner offices, law enforcement, sudden infant death syndrome support group).	<input type="checkbox"/>					
3. ensured family was not left alone with body (if circumstances warrant).	<input type="checkbox"/>					
4. advised family of potential scene hazards (e.g., bio hazards, environmental hazards, infectious diseases) and documented.	<input type="checkbox"/>					
5. informed family of body release timetable (approximate).	<input type="checkbox"/>					
6. informed family of information release timetable (e.g., toxicology, autopsy results, media).	<input type="checkbox"/>					
7. informed family of available documents (including costs, if any, and when/where/how to obtain).	<input type="checkbox"/>					

Comments: