



## Medical Examiner Policy

1. Purpose. The Office of the Medical Examiner (M.E.) is mandated under state statute to investigate certain types of death. These deaths include sudden and unexpected deaths, accidental deaths and violent deaths. The purpose of this policy is to establish best practices and procedures for the M.E. Office.
  
2. Authority. The Medical Examiner has the authority under Public Act 181, P.A. 1953, as amended and the Michigan Public Health Code, Act 368, P.A. 1978, to order an autopsy to determine or confirm the cause and manner of death. The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); 46.71, Act 156 of the Public Acts of 1851, as amended.
  
3. General Information.
  - A. The Office of the Medical Examiner may include Deputy Medical Investigators, and one Chief Deputy Medical Investigator. Additionally, a Records Clerk may be appointed to file and track records associated with ME cases. Such appointments to be recommended by the Medical Examiner and approved by the Board of Commissioners. Appointees are not employees of the County, they are independent contractors.
  
  - B. The Board of Commissioners may revoke the approved status of a Deputy Medical Investigator or a Chief Deputy Medical Investigator if he/she is found to have violated any portion of this policy.
  
  - C. The primary contact within the County for representatives of the Medical Examiner's Office is the County Administrator for questions of policy or budget. The Chairperson of the Criminal Justice Coordinating Committee will serve as a liaison to the Medical Examiner's Office concerning all other matters.
  
4. Procedures and Practices
  - A. Medical Examiner Deputies and Chief Deputy shall follow all safety protocols established by the Medical Examiner.
  
  - B. Representatives of the Medical Examiner's Office will not interfere with the

investigative process of any local police officers, Sheriff's deputies, or Michigan State Troopers.

- C. Representatives of the Medical Examiner's Office will treat the dead and first responders with respect at all times, and will deal with families in a compassionate way. In no way will inappropriate comments concerning the deceased be tolerated. Additionally, they will follow the County's Professionalism Policy.
- D. Representatives of the Medical Examiner's Office will wear appropriate attire when representing Otsego County.
- E. The Chief Deputy Medical Investigator will approve via email or in writing all expense sheets for the Deputy Medical Investigators. The Medical Examiner will approve via email or in writing all expense sheets for the Chief Deputy Medical Investigator. Expense sheets must show time spent to the nearest 15 minute increment. Reimbursement requests will be submitted in the format required by the County Administrator.
- F. Otsego County Emergency Medical Services (OCEMS) are to be utilized for transporting a body or bodies from the scene (place of death) to the county morgue.

Adopted: November 25, 2013