



# JOB DESCRIPTION

<b><i>Title</i></b>	<b>Chief Medicolegal Death Investigator</b>	<b><i>Created</i></b>	Jul 2020
<b><i>Department</i></b>	District Attorney	<b><i>Revised</i></b>	
<b><i>Job Class</i></b>	M 1	<b><i>Safety Sensitive</i></b>	Yes
<b><i>Labor Union</i></b>	Unrepresented	<b><i>FLSA</i></b>	Exempt

## ***Purpose***

The Chief Medicolegal Death Investigator is responsible for conducting death and suspicious death investigations as well as coordinating and supervising county employees certified in medicolegal death investigations, and employees who provide direct support and services to individuals associated to the deceased. This position works in cooperation with law enforcement and works closely with the District Attorney's Office providing expert witness testimony, legal documentation for court trials and appearances; trains on a local and statewide basis on death investigations and other related matters. Also participates on specialized teams involving the investigation of violent crimes.

## ***Essential Functions***

- Manage the activity and personnel associated with death investigations as prescribed by state statutes and as directed by the state medical examiner's office.
- Develop and implement MDI policies and procedures, and work closely with the Sheriff's Office, state and local law enforcement to ensure 24-hour staffing for death investigations.
- Supervise and evaluate work performance, promoting cooperative team efforts among staff and with other county departments, through analysis of reports and discussion of investigations to provide quality service to citizens and county staff.
- Exercise direct functional and/or technical supervision over assigned professional, administrative support, and temporary staff, as assigned by the District Attorney.
- Conduct investigations of deaths; examine, and take custody of the body, the personal effects of the deceased, and any weapons, instruments, vehicles, buildings, or premises which are believed to be involved in the death.
- Examine body, assist with recognition/protection/collection of evidence including recovery and identification of human remains, acquire/interpret medical records, preserve evidence relating to the cause and manner of death, obtain blood and body fluids.
- Interview relatives of the decedent, medical care provider interviews, and provide necessary technical expertise in the investigation of violent or suspicious deaths; refer relatives of the decedent to victim services staff as needed.
- Receive and respond to phone calls from law enforcement, hospitals, and care facilities about deaths occurring under those jurisdictions.
- Prepare, maintain and provide state mandated death investigation reports, record death certificate information, create and maintain database of county medical examiner cases, maintain state mandated documentation of medical examiner cases, prepare and maintain statistical data.



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- Prepare and provide expert witness documentation for use in court trials and hearings, may be required to testify in criminal and civil proceedings related to the cause and manner of death.
- Initiate and update policies as directed by the county medical examiner or as the state requires.
- Assist with budget preparation; prepare cost estimates for budget recommendations, and submit justifications for requests for expenditures.
- Follow all safety rules and procedures established for work areas.
- Perform related duties as required.
- Provide consultation, examination and, if needed, testimony in criminal cases.

## ***Mandatory Qualifications***

A bachelor's degree in criminal justice; OR five to seven years of increasingly responsible experience in local or state law enforcement agencies with equivalent levels of education and experience in the areas of biology, chemistry, anatomy, criminal law, or investigatory methods and procedures.

Must be a registered member or become a member of the American Board of Medicolegal Death Investigators within six months of hire. Must have completed either a NAME or NIJ certified 40-hour course in death investigation within six months of hire.

Must have the ability to draw biological specimens as required; accurately describe remains; examine mutilated, decomposed and partial remains.

Must be able to effectively communicate with the county medical examiner, or state medical examiner's office in relaying concerns of the family or the medical community ensuring adequate follow-up with any of those parties.

Must be able to effectively and empathetically communicate information regarding policies, science, medicine, and state statutes while in emotionally charged situations with a variety of public and professional individuals. Must be able to effectively communicate through grand jury, inquest and/or courtroom testimony.

## ***Desired Qualifications***

Experience as a nurse, physician's assistant, or paramedic. Strong writing skills with an understanding of complex and detailed medical and legal terminology. Previous employee and project management experience.

## ***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties in the field require walking, stepping, squatting, bending, balancing, fine motor control and the ability to lift, carry, push and pull up to 50 pounds, lift and carry 50 pounds while climbing stairs, and push/pull 150 pounds. Duties involve exposure to confined spaces, working at heights, slippery and/or uneven surfaces, adverse weather conditions,



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environmental, biological, and/or health hazards, and unpleasant elements at death scenes. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

### ***Working Conditions***

The Chief Medicolegal Death Investigator is an on-call 24/7 position including weekends and holidays. The work is performed both indoors and outdoors in a variety of environments and in all weather conditions. Duties may involve strenuous physical activity, extensive driving or computer time, as well as exposure to unpleasant elements at death scenes. Frequent exposure to biological hazards. Commonly encounters grieving and/or volatile individuals at scenes, during the course of investigation, and subsequent to investigation.

### ***Supervisory Responsibility***

The position supervises all county employees who possess and utilize a medicolegal death investigator (MDI) certification in the course of their job duties. The position also supervises the Lead Victim Services Coordinator and Victim Services Coordinator positions.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.