

Coroner Investigation (CI) Reports

1120.1 PURPOSE AND SCOPE

As a component of the death investigation, Deputy Coroners shall prepare a written Coroner Investigator (CI) report to document facts, findings, and actions taken on a given case. This policy serves to establish rules and guidelines for the creation, content, and completion of the CI report.

1120.2 CASES REQUIRING A CI REPORT

A CI report shall be prepared for any death requiring Coroner death certificate signature pursuant to Government Code 27491. A CI report shall also be required for any death requiring a field response pursuant to Coroner Division policy, or significant level of investigation by the Deputy Coroner to determine jurisdiction and/or case disposition.

1120.3 AUTHORSHIP

The CI report shall be created, authored, and edited only by the case's assigned Deputy Coroner.

1120.4 REPORT WRITER'S RESPONSIBILITIES

At a minimum, the Deputy Coroner's CI report shall address the following areas if applicable to the specific case:

- (a) Statement provided by the party reporting the death
- (b) Body examination
- (c) Death scene observations
- (d) Witness/informant statements
 - 1. Medical and social histories shall be addressed
- (e) Identification
- (f) Next-of-kin notification
- (g) Criminal history
- (h) Property and evidence collected
- (i) Disposition of the body
- (j) Disposition of the decedent's residence, vehicle, pets, or other bulk property items not collected by the Deputy Coroner
- (k) Any other relevant statement, action, or observation significant to the death investigation

1120.4.1 PROMPT REPORT COMPLETION

Deputy Coroners shall prepare all reports received during the assigned shift for supervisory approval prior to the end of such assigned shift. If the Deputy Coroner is unable to complete the CI report due to high call volume or other circumstances, the Deputy Coroner shall at a minimum

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prepare a briefing summary that addresses all required content outlined in section 1120.4 of this policy; this summary shall be completed prior to the end of shift. The final CI report shall be completed and submitted to the assigned Supervising Deputy Coroner for approval within 10 working days from the date the report of death is received.

1120.4.2 REPORT SPELLING, GRAMMAR, AND CONTENT

Prior to submission for approval, Deputy Coroners shall review each report for spelling, grammar, content inaccuracies, and make corrections when necessary. Obscure abbreviations and other shorthand shall not be used in the CI report.

1120.5 SUPERVISOR RESPONSIBILITIES

The Supervising Deputy Coroner shall thoroughly review all submitted reports for completeness and accuracy prior to approval, and require additional information or corrections when necessary. Reports containing obvious spelling and grammatical errors shall be returned to the assigned Deputy Coroner for correction.

1120.6 SUPPLEMENTAL REPORTS

Any member, other than the assigned Deputy Coroner, who ascertains new information or takes an action related to the case shall document it by making an entry in the CME database, on the page titled "Supplemental Case Notes." Pertinent supplemental entries shall be summarized in the body of the CI report by the assigned Deputy Coroner.

The assigned Deputy Coroner may make supplemental entries on his/her own case to document actions taken, lengthy searches, or other information that is necessary to document but not significant to the death investigation. Examples include but are not limited to: requesting medical or police records, leaving voicemails, or coordinating a multi-agency response to a death scene.