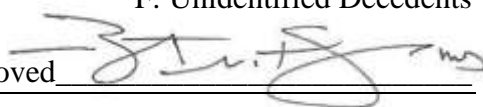


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TITLE: UNIDENTIFIED DECEDENTS

Policy: The Office of the Chief Medical Examiner (OCME) is responsible for the positive identification of all decedent deaths investigated pursuant to DC Code § 5-1403 and 1409.

Purpose: To ensure complete processing of decedents under the jurisdiction of OCME that are currently unidentified.

Scope: The following procedure is to assist the ID Unit and any OCME staff member involved in the identifications of a decedent.

1. Unidentified Decedent Files

1.1. The ID Unit staff is responsible for maintaining record of all unidentified decedents until identification is confirmed.

1.2. A complete copy of the chart is made and stored in room 5040.

1.2.1. The chart must include

1.2.1.1. Autopsy report

1.2.1.2. Police report

1.2.1.3. Investigations report and follow-up notes

1.2.1.4. Copy of the decedent's fingerprints, when the decedent is printable

1.2.1.5. Copy of all scene and autopsy photographs unless available digitally

1.2.1.6. A copy of the NamUs entry

1.2.1.7. A copy of the Unidentified Decedent Flier (UDF)

1.2.1.8. Dental Charting

2. Processing Unidentified Decedent Cases

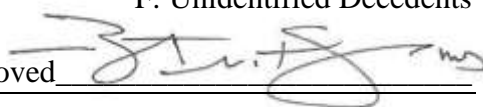
2.1. Fingerprint submission – *(See Section 11C Fingerprints)*

2.2. Unidentified Decedent Flier (UDF)

2.2.1. Create an unidentified decedent flier using the template (<W:\Unidentified Decedents\UDF Template.docx>).

2.2.2. Create a subfolder in the Unidentified Decedent folder and name it with the case number.

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- 2.2.3. Save a copy of the UDF in the subfolder.
 - 2.2.4. If the case is current, the ID Unit Supervisor will release the UDF to the media.
 - 2.3. NamUs
 - 2.3.1. Enter the case into NamUs.
 - 2.3.2. Upload the following into NamUs.
 - 2.3.2.1. ID photo
 - 2.3.2.2. Fingerprint card scan
 - 2.3.2.3. Dental radiographs
 - 2.3.2.4. Images of the decedent's clothing
 - 2.3.2.5. Images of tattoos
 - 2.3.2.6. Images of property that may help identify the decedent
 - 2.3.3. Print a Case Report from NamUs and place it in the Unidentified Decedent File.
 - 2.4. National Center for Missing and Exploited Children (NCMEC)
 - 2.4.3. Open a case file with NCMEC (1-800-THE-LOST) when the decedent appears to be under the age of 20 years.
 - 2.4.4. The NCMEC case number is recorded on the Unidentified Decedent Checklist
 - 2.5.1 Complete the Unidentified Decedent Checklist
 - 2.5.2 Place the completed checklist in the Unidentified Decedent File (<P:\Unidentified Decedents\Unidentified Case Review Checklist.doc>)
 - 2.6. DNA submission – (*See Section 11D DNA Identification*)
- 3. Positive Identification**
- 3.1 When an unidentified decedent is identified, the following individuals are notified
 - 3.1.1 ID Unit Supervisor
 - 3.1.2 Medical examiner assigned to the case, or the deputy chief medical examiner if the medical examiner is no longer employed by OCME
 - 3.1.3 The investigating law enforcement agency
 - 3.1.3.1 A Net-of-Kin search is requested of the investigating agency
 - 3.1.4 OCME Medical Record in order to amend the death certificate