

AGENCY JURISDICTION

- 1.1 **JURISDICTION:** The Office of the Chief Medical Examiner functions pursuant to District of Columbia Code, Division I, Title 5, Ch.14. (DC Law 13-172).
- 1.2 **DEATHS DETERMINATIONS AND INVESTIGATIONS; CREMATIONS. D.C. Code Sec. 5-1405.**
- (a) The CME, other medical examiners, and medicolegal investigators (physician assistants or advanced practice registered nurses) licensed under subchapter V of Chapter 12 of Title 3, are authorized to make determinations of death.
- (b) Pursuant to regulations established by the Mayor, the following types of human deaths occurring in the District of Columbia shall be investigated by the OCME:
- (1) **BY VIOLENCE:** whether apparently homicidal, suicidal or accidental including deaths due to thermal, chemical, electrical or radiation injury and death due to criminal abortion, whether apparently self-induced or not;
 - (2) **SUDDENLY, UNEXPECTED OR UNEXPLAINED:** not caused by readily recognizable disease, including sudden infant deaths or apparent sudden infant death syndrome (SIDS) for infants one year of age and younger;
 - (3) **UNDER SUSPICIOUS CIRCUMSTANCES:** under suspicious circumstances;
 - (4) **WHEN A BODY IS TO BE CREMATED, DISSECTED, OR BURIED AT SEA:** bodies are to be cremated, dissected, buried at sea or otherwise disposed of so as to be thereafter unavailable for examination;
 - (5) **BY DISEASE, INJURY OR ILLNESS RESULTING FROM EMPLOYMENT:** related to disease resulting from employment or on-the job injury or illness;
 - (6) **BY DISEASE CONSTITUTING A THREAT TO PUBLIC HEALTH:** related to disease which might constitute a threat to public health;
 - (7) **WHEN WARD OF DISTRICT OF COLUMBIA:** persons who are wards of the District of Columbia government (“ward” means any person in the official custody of the District government, on a temporary or permanent basis, because of neglect, abuse, mental illness or mental retardation, D.C. Sec.5-1401);

- (8) **BY MEDICAL OR SURGICAL INTERVENTION:** related to medical or surgical intervention, including operative, peri-operative, anesthesia, medication reactions or deaths associated with diagnostic or therapeutic procedures;
 - (9) **IN LEGAL CUSTODY:** while in legal custody of the District (legal custody includes imprisonment, jail or detention, D.C. Code Sec. 5-1401);
 - (10) **BY MATERNAL TRAUMA OF FETUS:** fetal deaths related to maternal trauma including substance abuse, and extra-mural deliveries;
 - (11) **WHEN REQUESTED BY LAW ENFORCEMENT OR COURT-ORDERED:** deaths for which the Metropolitan Police Department, or other law enforcement agency, or the United States Attorney's Office requests, or a court orders investigation; and
 - (12) **WHEN A DEAD BODY IS BROUGHT INTO THE DISTRICT OF COLUMBIA WITHOUT PROPER CERTIFICATION.**
- (c) **CREMATIONS:** Clearances by the CME shall be required for all deaths occurring in the District of Columbia for which cremations are requested regardless of where the cremation occurred.
 - (d) **POSSESSION OF A DEAD BODY:** The Mayor shall, by regulation, prescribe procedures for taking possession of a dead body following a death subject to investigation under subsection (b) of this section and for obtaining all essential facts concerning the medical causes of death and the names and addresses of as many witnesses as it is practicable to obtain.

1.3 DEATH NOTIFICATION & PENALTIES FOR NONCOMPLIANCE. D.C. Code Sec. 5-1406

- (a) For all deaths described in § 5-1405(b), the CME shall take charge of the body upon the mandatory and direct notification of the death required by subsection (b) of this section. The CME, or duly authorized representatives of the CME, shall have authority to respond to the scene of the death. The body of the decedent shall not be disturbed unless the CME, or the CME's designee, grants permission to do so.
- (b) All law enforcement officers, emergency medical service (EMS) personnel, physicians, nurses, health care institutions, nursing homes, community residential facilities, prisons and jails, funeral directors, embalmers and other persons shall promptly notify the OCME of the occurrence of all deaths coming to their attention which are subject to investigation under § 5-1405(b) and shall assist in

making the bodies and related evidence available to a medical examiner for investigation and autopsy.

- (c) Any person subject to the reporting requirements in subsection (b) of this section who willfully fails to comply with this section shall be guilty of a misdemeanor and upon conviction shall be fined not less than \$100 nor more than \$1,000.

1.4 SUBPEONA POWER FOR ACCESS TO CONFIDENTIAL RECORDS. D.C. Code Sec. 5-1407.

The CME is authorized to issue a subpoena for confidential medical records and relevant information from physicians, hospitals, nursing homes, residential care facilities and other health care providers as in his or her opinion is necessary for investigating deaths under this chapter. Any such subpoena issued by the CME may be enforced by order of the Superior Court. The Mayor shall, by regulation, prescribe procedures for issuing administrative subpoenas pursuant to this section.

1.5 POSSESSION OF EVIDENCE AND PROPERTY. D.C. Code Sec. 5-1408.

- (a) At the scene of any death subject to investigation under § 5-1405(b), the medical examiner, a medicolegal investigator, or a law enforcement officer shall take possession of any objects or articles which, in his or her opinion, may be useful in establishing the cause and manner of death or the identity of the decedent and shall hold them as evidence. The Mayor shall issue regulations concerning the evidence in the possession of the CME and the transfer of that evidence to law enforcement agencies or the United States Attorney's Office. The regulations shall include requirements on the length of time evidence shall be preserved by the CME, and shall require that toxicology and histology specimens be preserved for periods of time consistent with the accreditation requirements of the National Association of Medical Examiners.
- (b) In the absence of the next of kin, a police officer, a medical examiner or a medicolegal investigator may take possession of all property of value found on or in the custody of the decedent. If possession is taken of the property, the police officer, medical examiner or medicolegal investigator shall make an exact inventory of it and deliver the property to the Property Clerk of the Metropolitan Police Department. The Mayor shall issue regulations concerning the transfer of any such property from the OCME.

1.6 EXAMINATION; FURTHER INVESTIGATION AND AUTOPSY D.C. Code Sec. 1409.

- (a) If, in the opinion of the CME, the cause and manner of death are established with a reasonable medical certainty, the CME shall complete a report of the medical examination of the decedent.
- (b) If, in the opinion of the CME, or the United States Attorney, further investigation as to the cause or manner of death is required or the public interest so requires, a medical examiner shall either perform, or the CME shall arrange for a qualified pathologist to perform, an autopsy on the body of the decedent and to retain tissues and biological specimens deemed necessary to an investigation. No consent of the next of kin shall be required for an autopsy to be performed under this section.
- (c) The medical examiner performing the autopsy shall make a complete record of the findings and conclusions of any autopsy and shall prepare a report thereon.

1.7 AUTOPSY BY PATHOLOGIST OTHER THAN A MEDICAL EXAMINER. D.C. Code Sec. 5-1410.

- (a) If an autopsy is performed by a pathologist other than a medical examiner by request of the CME, the pathologist shall furnish to the CME, a complete record of the findings and conclusions of the autopsy. The CME, or assigned medical examiner, shall thereupon prepare a report, indicating the name of the pathologist performing the autopsy, the pathologist's findings and conclusions, and the CME's, or assigned medical examiner's, own comments, if appropriate.
- (b) A pathologist other than a medical examiner who performs an autopsy at the request of the CME shall be compensated in accordance with a fee rate established by the Mayor by regulation.

1.8 DELIVERY OF BODY; EXPENSES. D.C. Code Sec. 5-1411.

- (a) Following investigation or autopsy, the CME shall release the body of the decedent to the person having the right to the body for the purpose of burial or other disposition pursuant to law. If after a reasonable time, established by regulation by the Mayor, no authorized person claims the body of the decedent, the CME shall dispose of the body in accordance with the law.
- (b) Expenses of transportation of bodies and autopsies performed pursuant to this chapter shall be borne by the District of Columbia.
- (c) Only the CME shall dispose unclaimed bodies in the District without of next of kin or other means of disposition. The Mayor shall prescribe fees and regulations for the storage and disposal of unclaimed bodies.

1.9 MAINTENANCE OF RECORDS; ANNUAL REPORT. D.C. Code Sec. 5-1412.

- (a) The CME shall be responsible for maintaining full and complete records and files, properly indexed, giving the name, if known, of every person whose death is investigated, the place where the body was found, the date, cause and manner of death and all other relevant information and reports of the medical examiner concerning the death. The CME shall issue a death certificate in all appropriate cases.

(a-1) Records and files related to an open investigation of a homicide shall be retained for 65 years from the date the CME initiates its investigation of the homicide. Other records and files maintained under subsection (a) of this section shall be retained by the CME for periods of time established by regulations issued pursuant to Sec. 5-1417. For the purposes of this subsection, the term “open investigation” shall have the same meaning as provided in section § 5-113.31(10). (Millicent Allewelt Amendment Act of 2004, passed on 2nd reading on March 2, 2004 (Enrolled version of Bill 15-34).

- (b) The records and files maintained under the provisions of subsection (a) of this section shall be open to inspection by the Mayor, or Mayor's authorized representative, the United States Attorney and the United States Attorney's assistants, the Metropolitan Police Department, or any other law enforcement agency or official, and the Child Fatality Review Committee when necessary for the discharge of its official duties; upon request, to such persons, the CME shall promptly deliver to such persons copies of records relating to the deaths as to which further investigation may be advisable.
- (c) Any other person with a legitimate interest may obtain copies of records maintained pursuant to subsection (a) of this section upon such conditions and payment of such fees as may be prescribed by regulation by the Mayor. If such person fails to meet the prescribed conditions, such person may obtain copies of such records pursuant to court order if the court is satisfied that such person has a legitimate interest.
- (d) The CME shall prepare an annual report to the Mayor which includes information on the number of autopsies performed, statistics as to the causes of deaths, and any other relevant information the Mayor may require. The annual report shall be open to inspection by the public. The annual report shall not identify by name, deceased persons examined.

1.10 RECORDS AS EVIDENCE. D.C. Code Sec. 5-1413.

The records maintained pursuant to § 5-1412, or reproductions thereof certified by the CME, are admissible as evidence in any court in the District; except that,

statements made by witnesses or other persons and conclusions upon nonmedical matters are not admissible.

1.11 AUTOPSIES PERFORMED UNDER COURT ORDER. D.C. Code Sec. 5-1414.

In the case of unexplained, sudden, violent, or suspicious death, when the body is buried without investigation, or there has been an inadequate investigation, the United States Attorney, on his or her own motion, or on request of a medical examiner, or the Metropolitan Police Department, or other law enforcement agency, may petition the appropriate court for an order to conduct an inquiry. The court may order the body exhumed and an autopsy performed. In such cases, records and reports shall be filed as if the autopsy were performed prior to burial; except that, a copy of the report shall be furnished directly to the court.

1.12 TISSUE TRANSPLANTS. D.C. Code Sec. 5-1415.

The CME may allow the removal of tissue pursuant to § 7-1541.05.

2.0 ORGANIZATION

2.1 **MISSION:** The Mission of the Office of Chief Medical Examiner (OCME) is to investigate and certify all deaths in the District of Columbia that occur by any means of violence (injury), and those that occur without explanation or medical attention, in custody, or which pose a threat to the public health. OCME provides forensic services to government agencies, health care providers and citizens in the Washington DC metropolitan area to ensure that justice is served and to improve the health and safety of the public.

2.2 **ORGANIZATION:** The District of Columbia Office of the Chief Medical Examiner is organized into two Programs:

- (a) Program I: Death Investigation and Certification
- (b) Program II: Agency Management
- (c) Program III: Fatality Review

2.3 PROGRAM I: DEATH INVESTIGATION AND CERTIFICATION

This program is comprised of six (6) primary Units that together enable the Office of the Chief Medical Examiner (OCME) to carry out its mission to investigate and certify deaths in the District of Columbia where jurisdiction has been accepted by our office. Within this program OCME provides the following services to governmental agencies, medical students and the public: training, educational presentations, internship programs, medical rotations, and committee meetings. Documents produced by this office for the public at large are Autopsy Reports (includes Toxicology Reports) and Annual Reports (for the agency as well as for the Fatality Review committees).

(a) **Forensic Pathology:** The purpose of Forensic Pathology is to provide in a timely manner decedent external and/or internal examination, documentation and analysis services to law enforcement, government agencies, interested parties and families to determine and understand the cause and manner of death.

Services comprised by the activity include: Death certificates; Autopsy reports; Postmortem examinations (autopsies and external exams), Microscopic exams, Neuropathology exams, Other consulting exams, Other consulting reports, Consultations, Court Testimony, Tissue/organ recovery approvals, Evidence collection, Training and Educational presentations, and Residency rotations.

(b) **Forensic Investigation:** The purpose of Forensic Investigation is to provide information and evidence gathering and medical interpretation services to OCME,

law enforcement agencies, legal counsel and the community to identify decedents and aid in the determination of the cause and manner of death.

Services comprised by the activity include: Initial death report, Death investigations, Investigation reports, Body identification reports, Cremation approvals, Public dispositions (unclaimed bodies), Customer inquiry responses and consultations, Training consultations, Educational Presentations, Internship program, and Safety and health recommendations.

- (c) **Mortuary Services:** The purpose of Mortuary Services is to provide body disposition and autopsy support services to OCME, the funeral industry and the public so they can have a body, which is prepared for autopsy or disposition in a timely manner.

Services include: Body removals/transport, Body intakes, Body storage, Body releases, Body radiographs (x-rays), Autopsy assistance, and Public dispositions (unclaimed bodies).

- (d) **Laboratory Services:** The purpose of Laboratory Services is to provide scientific support services to OCME, law enforcement agencies, legal counsel and the community so they can access timely, accurate and complete data and information.

Services include: Toxicology reports, Histology slides, Consultations, Court testimony, Training presentations, Educational presentations, and Research presentations.

- (e) **Grief Counseling:** The purpose of Grief Counseling is to provide assessment, Intervention and referral services to individuals and families of decedents so they can cope with issues of trauma and grief following the death of a loved one. Services include: Assessment interview, Grief consultations, Counseling sessions, Referrals, Educational materials, and Crisis intervention.

2.4 **PROGRAM II: AGENCY MANAGEMENT**

This program provides administrative services and support to the staff of the Office of the Chief Medical Examiner (OCME). These services include, but are not limited to personnel management (timekeeping; training and educational development; and labor relations (union)), contracting and procurement, risk management, fleet management, property management, financial management, information technology services, legal services, communications, and agency performance management.

- (a) **Personnel:** The purpose of the Personnel activity is to provide human resources services to department management so they can hire, manage, and retain a qualified and diverse workforce.

Services include: Candidate selection recommendations, Recruitment events, Job postings, Job analyses, Personnel policy interpretations, Personnel policy recommendations, Personnel policy and procedure updates, Employee complaint investigation reports, Employee relations management consultations, Grievance hearings, Employee Inquiry responses, and Organization development facilitations.

- (b) **Contracting and Procurement:** The purpose of the purchasing activity is to provide contracts management, purchasing, and technical assistance to department management and staff so they can obtain the services and commodities they need within budget, on time, and according to customer specifications.

Services include: Contract preparation, administration, monitoring and compliance, Bid requests/recommendations, Change orders, Technical assistance, and Purchase reports.

- (c) **Property Management:** The purpose of the facility support activity is to provide copying, mail/courier, and furniture/space allocation services to OCME staff so they can disseminate information and deliver services in a timely, efficient, and effective manner.

Services include: Large copy jobs, Copy machine provisions, Copy machine repairs, Internal mail service deliveries, External mail deliveries, Furniture allocations, Space allocations, Facility coordination, and Furniture relocations.

- (d) **Information Technology:** The purpose of the information technology activity is to provide network, telephone, and computer hardware and software support and information services to department management and staff so they can use technologies to produce, communicate, and manage information without undue delay.

Services include: Computer installation, repair, upgrades and preventative maintenance service calls; Computer hardware/software support, Programming, LAN maintenance, Software licenses and upgrades, Long range information systems plans, Telephone service repairs, Website hosting and management, and Email accounts.

- (e) **Financial Management:** The purpose of the financial services activity is to provide financial and budgetary information to department

program/administrative units in order to ensure the appropriate collection/allocation, utilization and control of city resources.

Services include: Agency budget (operating, capital, Intra-District), development and monitoring; Revenue and expenditures tracking reports, Revenue and expenditure estimates, Annual financial report, capital project/grant closeouts, Grant management/allocations, Budget variance analyses, Budget change requests, Fund certifications, Petty cash auditing and handling services, Accounts receivable services,

Cost allocations, Travel invoice payments, Audit monitoring and reports, Fixed asset reports, Fixed asset inventory, Vendor payments, Employee reimbursements, Purchase card training, Accounting entries, and Closing entries.

- (f) **Legal:** The purpose of the legal services activity is to provide legal advice, review, and support to OCME staff so they can ensure that the services provided by OCME are consistent with D.C. and federal laws, rules, and regulations.

Services include: Legal sufficiency reviews, Statutory and regulatory interpretations, Audits, Claims reviews, Legal opinions, Copies of laws and regulations, Regulation drafts, Contract reviews, Consultations, Research opinions, and Liaisons to OCC.

- (g) **Agency Management:** The purpose of the agency management activity is to provide leadership, strategic direction, and administrative support services to department managers and employees so they can achieve organizational and individual performance results.

Services include: Leadership events, Organizational development, Decision facilitations, Policy direction, Operational decisions, Policy decision recommendations, and Board and commission support.

- (h) **Fleet Management:** The purpose of the fleet management activity is to provide new and replacement vehicle and equipment services, requested repair services, preventive and preparatory equipment maintenance services, and fuel, lubricant, and parts services to OCME and other designated agencies so they can have the appropriate equipment/vehicles required to deliver timely and efficient services, can have safe, working vehicles in a timely manner, can have safe and reliable vehicles that are able to do the job, and can operate their vehicles/equipment required to deliver timely and efficient services.

Services include: Preventive maintenance schedules, Bid requests, Motor pool cars, Long term vehicle leases, and vehicle rentals.

- (i) **Communications:** The purpose of the communications activity is to provide service information and responses to our customers so they can have their needs met in a courteous, reliable, and timely manner; regular program communication services to OCME employees so they can have the knowledge and information they need to be effective in their jobs; and departmental information to the media, community associations, residents, and elected officials to increase public awareness of departmental programs, issues and challenges.

Services include: Informational bulletins, Informational meetings, New employee packages, Internal council/forum sessions/meetings, Media request responses, Promotional campaigns; Posters, brochures and newsletters; Speaking engagements, Media outreach services, website content, Workshops, School curricula, Freedom of Information act (FOIA) reports, Congressional inquiry responses, and Council inquiry responses.

- (j) **Risk Management:** The purpose of the risk management activity is to provide risk mitigation strategies and services to OCME and its employees so they can avoid exposure to risks and reduce the likelihood of injury and related costs.

Services include: Risk assessments, Risk mitigation plans, Risk reduction policies, Incident analyses, accident investigations, Risk Mitigation plan audits, Safety compliance, and Legal claims.

- (k) **Training and Employee Development:** The purpose of the training and employee development activity is to provide training and career development services to departmental staff so they can maintain/increase their qualifications and skills.

Services include: Occupational certification sessions, Computer-based training sessions, Internal educational consulting sessions, Employee handbooks, Policy manuals, Training assessments, Program management (special programs); Training classes, seminars and workshops, and Tracking system.

2.5 **PROGRAM III – FATALITY REVIEW**

The purpose of Fatality Reviews is to provide review and analysis services to District entities serving defined populations and to the public, so they can address systemic problems, provide better services and be accountable. The current Fatality Reviews include: Child Fatality Review Committee (CFRC), Mental Retardation and Development Disability Fatality Review Committee (MRDD FRC), and Domestic Violence Fatality Review Board. A Maternal Death Fatality Review Committee is being established.

Services include: internal agency death reviews, Service gap analyses, Policy/legislation/service recommendations, Information/education presentations, Annual and other statistical reports, and Referrals.

3.0 AGENCY PUBLIC-PRIVATE SECTOR RELATIONSHIPS

- 3.1 FUNCTION AND RESPONSIBILITY OF DISTRICT OF COLUMBIA CHIEF MEDICAL EXAMINER'S OFFICE:** The function of the D.C. Chief Medical Examiner's Office is to provide a medicological investigative service of the citizens of the District of Columbia. All activities and guidelines of the agency are established to this end. It is the responsibility of every employee to assist and cooperate in the investigation of death(s) that come within the jurisdiction of the Department in a courteous fashion rendering assistance wherever feasible within the limits of the Department.
- 3.2 INTERRELATIONSHIPS WITH THE PUBLIC AND PRIVATE SECTOR:** There are public and private agencies and institutions with which CME interacts with varying degrees of involvement and which have concurrent interest and jurisdiction regarding certain death cases. Interagency cooperation and coordination is a mandatory requirement for all Agency personnel. The following public and private agencies play a major role in such efforts:
- (a) **District of Columbia Department of Health's Office of Vital Records:** The agency certifies cause and manner of death for purposes of evaluation by the city's Office of Vital Records. The death certificate must correspond to the reporting requirements of the city's Office of Vital Records and to the requirements of the International Classification of Diseases (ICD) code.
 - (b) **Metropolitan Police Department (MPD):** The agency works with MPD's Violent Crime Branch (Mobile Crime Unit) in the investigation efforts toward determination of the cause and manner of death. Further, OCME must turn over all evidence, valuables and certain other decedent property to MPD.
- 3.3 FUNERAL HOMES:** When the autopsy or examination is completed by the agency the body will be released to a funeral home that the family has selected. The Agency will notify the appropriate funeral home and note the information both on and in the case file. A partially completed death certificate will be provided by the agency to the funeral home, usually at the time the body is picked up. In cremation approval cases, funeral homes will call the agency and relate all necessary information per a recorded telephone format. Under no circumstances will personnel of this agency ever recommend a funeral home to a family.
- 3.4 EXECUTIVE OFFICE OF THE MAYOR:** Records and files maintained by the OCME in accordance with D.C. Code Sec. 5-1412 are open to inspection by the Mayor or Mayor's authorized representative.

- 3.5 LAW ENFORCEMENT:** Records and files maintained by the OCME in accordance with D.C. Code Sec. 5-1412 are open to inspection by the U.S. Attorney General, the U.S. Attorney's assistants, the MPD and any other law enforcement agency or official.
- 3.6 CONFIDENTIAL MATERIAL:** Written information received from the police or hospitals such as a formal statement of a person, or medical/psychiatric evaluations are privileged material and will be withheld from public review to protect individual rights. D.C. Code
- 3.7 ATTORNEY GENERAL'S OFFICE:** The Attorney General is the city's chief prosecuting officer and represents the city in all criminal prosecutions. Records and files maintained by the OCME in accordance with D.C. Code Sec. 5-1412 are open to inspection by the Attorney General who will have access to all Agency case files at all times.
- 3.8 PRESS AND NEWS MEDIA:** The Agency will cooperate with the news media in releasing information not detrimental to ongoing police investigations or the administration of justice. Each contact with the media should inspire trust, generate confidence, cooperation, and approval of the inquiring body. Caution is to be observed, however, to avoid release of legally privileged information or representing opinion as fact. No opinion statements will be made by Agency personnel. In some cases, information will be released only for formal press release over the signature of the Medical Examiner or his/her designee. In homicide and unclassified cases, information released to the news media by the Agency will be limited to cause and manner of death as listed on the District of Columbia Death Certificate. The Public Information Officer is the only employee authorized to speak to or provide such information to the media.
- Admission of news media personnel to the Agency is granted with the same restrictions as to other members of the general public, (See Security Section within this manual).
- 3.10 MEDICAL OFFICES, HOSPITALS AND INSTITUTIONS:** The Agency cooperates with the local medical community by providing unclassified, unprivileged medical information to attending physicians, hospitals, and educational institutions.
- 3.11 RESEARCHERS:** Unclassified, unprivileged case file information is made available to legitimate legal and medical researchers, criminologists, sociologists and investigate news reporters. All requests for research will be in writing and directed to the Chief Medical Examiner for approval.

3.13 FATALITY REVIEW COMMITTEES: Records and files maintained by the OCME in accordance with D.C. Code Sec. 5-1412 are open to inspection by the Child Fatality Review Committee when necessary for the discharge of its official duties. OCME also provides the Mental Retardation and Developmental Disabilities Fatality Review Committee and Domestic Violence Fatality Review Board key information for the discharge of its official duties.

3.14 FIRE DEPARTMENT'S PARAMEDICAL PERSONNEL: All Fire Department rescue units work closely with the Agency and will provide information to the Agency via a computer/printer concerning cardio-pulmonary resuscitation (CPR) cases and/or cases in which death appears imminent. This information will then be transcribed by an Investigator and noted on the CASE INFORMATION. Should a death result the body will then come to the Agency.

3.15 TISSUE, BONE, CORNEA, AND OTHER ORGAN DONATION PROGRAMS:

(a) The Agency will assist other agencies that have a legitimate interest in organ, bone and tissue transplant programs and who have obtained the family permission for donations from a deceased by expediting the handling of this particular type of case. (See Organ Donation Policy) Close coordination and cooperation in this matter is this Agency's policy and working standard. When such a case is being worked, the Medical Examiner responsible for the case will be notified to assist in expediting such cases.

(b) All Medical Examiner personnel will assist in this process by witnessing telephone permission donations on the appropriate form provided by the agency staff. When the Agency is contacted by the donor teams concerning a transplant form persons whose death is imminent and which a medical examiner case , the case will be referred to the Medical Examiner on call.