

CHICKASAW COUNTY JOB DESCRIPTION

Name:		Department:	Medical Examiner Office
Title:	Certified Medical Examiner Investigator (CME-I)	FLSA:	Non-Exempt
Date:	January 1, 2017	Reports To:	Chief Medical Examiner/ Medical Examiner. Certified Medical Examiner-Investigator MUST work under the direction of the County Medical Examiner

PURPOSE OF POSITION

The Chickasaw County Certified Medical Examiner Investigator is responsible for the investigation of sudden deaths, which are unexpected, unnatural, suspicious or unattended, including but not limited to those deaths as described as follows:

- ♦ Violent death
- ♦ Death caused by criminal abortion, including self-induced
- ♦ Death related to disease thought to be virulent or contagious which may constitute a public hazard
- ♦ Death that has occurred unexpectedly or from unexplained cause
- ♦ Death of a person confined in prison, jail or correctional institute
- ♦ Death of a person when unattended by a physician during the period of 36 hours immediately preceding death
- ♦ Death of a person if the body is not claimed by relative or friend
- ♦ Death of a person if the identity of the deceased is unknown
- ♦ Death of a child under the age of two (2) years if death results from an unknown cause or if the circumstances surrounding the death indicate that sudden death syndrome may be the cause of death

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- ♦ Receives calls reporting deaths from police, medical or other sources and determines if an investigation is warranted.
- ♦ Investigates the cause and manner of death consistent with state statute which may include visiting death scene drawing diagrams, taking photographs, interviewing witnesses, family members, primary care physician, law enforcement or other pertinent individuals to obtain information about circumstances surrounding death.
- ♦ Performs external exams.
- ♦ Establishes evidence at the scene to establish an initial assessment of the cause and manner of death.

- ♦ Identify or assist with the identification of the decedent by examining the body and death scene or by working with the state medical examiner's office.
- ♦ Collects and preserves physical evidence in accordance with the established chain of custody procedures.
- ♦ Prepares and manages the Medical Examiner budget.
- ♦ Notifies next of kin personally or in conjunction with other law enforcement and judicial agencies.
- ♦ Arranges removal of decedents from death scenes and ensures transportation to funeral home, morgue or Iowa Office of the State Medical Examiner.
- ♦ Prepares written investigative reports or investigative findings and observations. Contacts physicians and medical facilities to obtain medical information pertinent to death investigation.
- ♦ Responsible for maintaining a database of deaths and to prepare and file correct paperwork to the State Medical Examiner's office along with the Chickasaw County Attorney's office within 14 days of death.
- ♦ Assist funeral homes in obtaining pertinent information of the deceased and provides information relevant to the death certificate.
- ♦ Consults with Chief Medical Examiner/Medical Examiner regarding necessary follow up information required for case investigation.
- ♦ Responds to inquiries from family members of the deceased, investigative agencies, medical personnel and general public in accordance with Federal and State Statutes.
- ♦ Help facilitate organ donation in applicable cases.
- ♦ Testify in both civil and criminal cases when subpoenaed.
- ♦ Chickasaw County Medical Examiner cases where the Certified Medical Examiner-Investigator (CME-I) was not present will still be responsible to work with the ME to make sure the paperwork gets filed and sent to appropriate agencies.
- ♦ The Certified Medical Examiner-Investigator (CME-I) will determine if an autopsy is needed and make a written request and determines whether the deceased goes to the State Medical Examiner office or Mercy North Iowa for an autopsy.
- ♦ Attend work-related meeting/training and professional development opportunities to keep well informed on trends and procedures in death field investigation.
- ♦ Establish effective working relationships with medical professionals, city, county government officials, law enforcement agencies, fire and rescue departments and the general public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ♦ Knowledge and ability to apply laws, policies, procedures and standard operating guidelines of death investigation.
- ♦ Knowledge of the legal provisions, concerning collection and admission of evidence in court.
- ♦ Knowledge of Iowa laws as they pertain to the duties of a Chief Medical Examiner, Medical Examiner and a Certified Medical Examiner-Investigator (CME-I).
- ♦ Knowledge of human anatomy, physiology, medical terminology, forensic pathology, police and forensic science, pharmacology and emergency medical services.
- ♦ Skill in identification and assessment of wounds to the human body.
- ♦ Skill in photography and identification techniques.
- ♦ Effective written and oral communication skills: Ability to interview relevant parties during stressful conditions.
- ♦ Ability to perform routine office clerical functions and to operate standard office equipment.
- ♦ Ability to maintain confidentiality and security of information as appropriate.

TRAINING AND EXPERIENCE

Three (3) years experience as a licensed EMT or any equivalent combination of training and experience that will provide the required knowledge, skills and abilities and three (3) years experience as a licensed nurse or EMT/paramedic. Must complete the St. Louis University School of Medicine's Basic Death investigation course within two (2) years and must have a valid EMT/paramedic or nursing license along with a valid driver's license. Must be able to respond to calls on a non typical basis. The Certified Medical Examiner-Investigator (CME-I) must be approved by the Chickasaw County Board of Supervisors and by the State Medical Examiner's office.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

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

Work is performed in indoor and outdoor environments and requires that the incumbent have and maintain the physical and mental stamina to perform death investigations and must be willing to accept the physical and mental discomforts inherent in the work. Must be able to maintain focus and provide an adequate work product during long periods of sleep deprivation. An incumbent is exposed to crime scenes which may have been of a violent nature and can be exposed to bodily fluids and biohazards on an occasional basis. The incumbent must be able to work effectively under high emotional stress.

An incumbent must have mobility of both arms and legs with the ability to move around the work area unassisted. Must have the ability and range of flexibility to climb stairs, ditches, maneuver uneven ground, etc., kneel, crawl, jump, twist, reach overhead, reach below knees, and to bend over or squat down to perform job functions. Must have the ability to stand or sit for extended periods of time.

An incumbent must have the manual dexterity in their hands to make handwritten notation and which permits use of a keyboard and to pick up small items, hand instruments and implements. Must have a sense of feeling in their hands and fingers to take a pulse rate. Must physically lift, roll, and turn over bodies. Must be able to lift, push, pull and carry supplies weighing up to 20 pounds on a frequent basis. Must be able to push, pull, lift and/or carry up to 75 to 100 pounds on an occasional basis.

Work hours are not consistent and the incumbent will be required to be on call and may perform duties at all hours of the day or night. Noise level can be moderate to intense. Vision abilities, correctable to normal ranges, include close vision, distance vision, depth perception and the ability to adjust focus and perform duties at night. Frequently uses peripheral vision to observe and monitor multiple persons and activity.

Communication abilities include the ability to talk and hear within normal ranges. The incumbent is required to listen to multiple audible inputs simultaneously. Constantly uses voice to communicate as a result, clear diction and audible volume is required.