

Medical Examiner's Investigator

Bargaining Unit: Varies

HENNEPIN COUNTY
Established Date: Oct 1, 1977
Revision Date: Nov 4, 2016

DEFINITION:

Under general supervision, conduct specialized medicolegal investigative work in the field and in the office of the Medical Examiner.

Job Functions (Duties/Responsibilities):

1. Conduct investigative activities within the prescribed statutory limits, departmental policies, regulations, directives and guidelines for registered medicolegal death investigators.
2. Direct and oversee investigative staff while on-duty.
3. Prepare comprehensive investigative reports for presentation to staff physicians, including active participation in case review process, preliminary determinations of cause and manner of death and guide investigation (including possible scene re-enactment's).
4. Assure that bodies are released when studies have been completed, the closest next of kin is directing release and identity has been confirmed.
5. Assure identity of decedent via scientific methods and obtain alternative scientific methods when indicated by departmental policy.
6. Identify, preserve, secure and transport bodies and evidence.
7. Communicate with survivors, funeral directors, attorneys, physicians, law enforcement, media and other overseeing groups in matters relating to death; provide assistance within prescribed guidelines.
8. Interview individuals and agencies, obtain pertinent background history and report findings related to circumstances prior to death.
9. Gather, inventory, secure, transport and arrange for release of decedent's property related evidence and clothing maintaining appropriate chain of custody.
10. Order X-rays, toxicological studies, follow-up reports and gather other pertinent evidence prior to autopsy.
11. Operate Medical Examiner's vehicle and assist with recovery, transportation, and processing of bodies and related evidence.

Essential Functions: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

Employment Standards:

Education and Experience:

One of the following:

- Bachelor's degree or higher in anatomy, biology, chemistry, nursing, physiology or a closely related field
- Thirteen (13) semester credits of college course work in anatomy, biology, chemistry, physiology, or a closely related field and one year of work experience:
 - a) handling bodies in a morgue, mortuary, or similar setting; or b) in a health care setting using medical terminology; or c) information gathering, analysis, and report writing.

Licenses and Certificates:

Registry certified (basic) as a Medicolegal Death Investigator by the American Board of Medicolegal Death Investigators within twelve (12) months of employment or upon meeting eligibility requirements. Valid driver's license and availability of an insured vehicle for county business may be required. Must obtain a Hennepin County driver's permit.

Knowledge, Skills and Abilities:

Knowledge of: equipment, procedures and practices used in forensic medical investigation; statutes and regulations governing disposition of property and body of deceased persons; common causes of death; policies, statutes and regulations governing pathological examinations and investigations; operational functions and responsibilities of Medical Examiner's Office; specific investigative techniques; record and report preparation

Ability to: lift, push, pull, and carry objects and body weights of at least 100 pounds, typically 4-8 times per day; work in all weather conditions, hazardous environments such as confined spaces, difficult terrain, and heights; be fitted for and wear a respirator; participate in pathological investigative procedures (i.e. postmortem examinations); collect, organize and document information from a variety of sources and circumstances; disseminate information verbally and in writing; order appropriate X-ray and toxicological studies; determine cause and preliminary manner of death; prepare and maintain appropriate records and reports; conduct specific investigative procedures; provide support and guidance in a caring and professional manner.

Skill in: use of related computer software and information access and entry; gathering photographic evidence using digital and film cameras.

The work assigned to a position allocated to this class may not include all the job functions or knowledge, abilities, skills and physical requirements indicated nor does the class specification include all work that may be assigned or restrict the emphasis of the work assigned.