

Medical Examiner Investigator Job Description

GENERAL SUMMARY

Primary functions of the job are to investigate the medically relevant circumstances surrounding deaths reported to the Office of the Medical Examiner in Saginaw County and prepare written reports documenting the investigative findings. This position will report to the Chief Medical Examiner. This position is part-time/full-time with County benefits if qualifying. This position will/may require travel by the employee in the employee's own vehicle.

EXAMPLES OF DUTIES

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Under the general supervision of the Chief Medical Examiner, investigates and reports the conditions surrounding unexpected, unattended and traumatic violent deaths and performs a variety of routine and complex work for the Chief Medical Examiner or his/her Deputy Medical Examiner.
- Respond to scenes of reported deaths and perform a skilled investigation
- Determine whether a death is within the Medical Examiner's jurisdiction and requires an investigation, based on Michigan Statutes and Saginaw County Office of Medical Examiner policies and procedures
- Maintain availability by pager or telephone during all work/on-call hours
- Prepare human remains for transport from a scene
- Communicate effectively with emergency personnel, law enforcement investigators, and others in order to obtain accurate and comprehensive information regarding the circumstances surrounding a death
- Communicate effectively and compassionately with the decedent's loved ones and other witnesses
- Obtain medical history, recent signs/symptoms of illness/injury from physicians, medical records, emergency personnel, relatives, witnesses, police and other involved persons
- Communicate effectively with Funeral Directors and funeral home personnel
- Speak and write in a clear, concise, accurate professional manner; maintain a clear professional demeanor in actions and appearance
- Submit clear, accurate and objective reports, in a computerized web-based records management system, in a prescribed format in a timely manner for all death investigations
- Assure that the legal next-of-kin is notified of the death as soon as possible
- Notify appropriate school administration when a school year is in session of deaths that will/may impact students, staff, and faculty (after NOK notification, which is primary).
- Maintain and upgrade professional knowledge and skills by attending continuing education seminars, training programs and appropriate courses and provide documentation of such additional education/training to the Chief Medical Examiner or designee
- Obtain ABMDI certification within one year of service, if applicant does not already meet ABMDI application requirements at time of hire
- Perform and document post-mortem examinations, obtain post-mortem blood and urine samples, requisition post-mortem radiographs and obtain post-mortem digital photographs at the direction of the Medical Examiner or forensic pathologist.

Medical Examiner Investigator Job Description

- Maintain the electronic death investigation record by entering all available information regarding scene and case investigation, uploading documents such as autopsy reports, postmortem examination, digital photographs, medical records, and all other documents pertaining to each death case in the Medical Examiner database.
- Communicate with appropriate law enforcement agency to make notification of the next of kin when an autopsy is to be ordered.
- Collaborate with the contracted provider of forensic autopsies, the contracted transport company, the prosecutor's office (when a case for prosecution is/may be involved), and Gift of Life (when appropriate) when an autopsy is to be completed and the associated logistical decisions (appropriate information entry into the electronic system will generate an automatic referral to the tissue procurement organization) for the appropriate path forward
- Assist with investigation, coordination, and disposition of unclaimed body cases
- Comply with the policies and procedures established by the Office of the Medical Examiner and Saginaw County.
- Maintains communication with the Medical Examiner Division office staff and others as needed
- May be called upon to represent the Office of Medical Examiner on task forces, committees, community collaboratives, etc., and periodically provide public education presentations, reports to organizations, agencies, and groups
- May be required to assist with grants, academic or community research, and other investigative or representative endeavors
- Other duties as assigned and appropriate for the given position.

TYPICAL QUALIFICATIONS

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Minimum of three (3) years of experience in law enforcement; as a first responder (e.g., Firefighter, EMT/Paramedic); as a licensed or certified nurse or medical care provider; or have any equivalent combination of education and experience which provides the knowledge, skills, aptitude, attitude, and abilities necessary to perform the work as determined by the Chief Medical Examiner; **OR...**
- Associate degree in criminal justice, forensic science, nursing or closely related field from a two-year university, college, or technical school. Bachelor's degree in one of these areas preferred, **AND**
- Must be acquainted and familiar with the Michigan Medical Examiner statutes (Public Health Code) and knowledgeable about which deaths are within the Medical Examiner's jurisdiction and require investigation
- Preferably at least 24 years of age
- Must possess a valid State Driver's License without record of suspension or revocation in any state, safe driving record, and be insurable
- Must possess a computer, have internet access, a cell phone and have reliable personal transportation to respond to death scenes and meetings as needed.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; use arms, hands to fingers, handle, and feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related natural and man-made elements.

Medical Examiner Investigator Job Description

- May be exposed to extreme behaviors of criminal suspects or prison inmates; angry, grieving family members, friends, or relatives; other individuals or groups that may pose an unsafe encounter environment.
- May occasionally be required to lift/move/manipulate over 100 pounds
- May be exposed to noxious odors and unpleasant conditions with handling of deceased human bodies
- Able to handle and manipulate a 'one-man stretcher' for body transportation
- Up to date with immunizations, including dTap, Hepatitis B, Hepatitis A, or other required vaccinations/immunizations as contemporary conditions are imposed.
- Need to have a tuberculosis skin test/QuantiFERON Gold test or equivalent on hire and annually thereafter

CONDITIONS OF EMPLOYMENT

(Minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- Incumbent will be required to serve in an "on-call" capacity and must be available to respond by telephone and in maintained personal vehicle when on-call.
- Must successfully pass background screening and have no felony convictions
- May be randomly approached and required for drug testing assessment

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives and/or legal counsel to resolve or may not be resolvable.

All questions or concerns should be directed first to one's immediate supervisor or, if that avenue is not available, the Chief Medical Examiner or their designee.