

**Coroner's Office
Final Performance Plan
FY 2008-09**

I. MISSION STATEMENT

The mission of the Coroner's Office is to keep current with advancements in forensic investigations, public health and the application of technology in forensics, while providing individual and personalized service to the families and agencies that require our services.

II. DEPARTMENT OVERVIEW

The Coroner's Office is responsible for investigating the cause and manner of all sudden or unexpected deaths within the County, or natural deaths where the person has not been seen under the close care of a physician. The office is also responsible for identifying any unknown decedent and locating the next of kin and preserving all criminal and/or civil evidence and personal assets and estates.

III. ACCOMPLISHMENTS FY 2007-08

- Successfully closed 99% of cases within the first two weeks of death
- Continued to make timely notifications to family members
- Continued to maintain an excellent rapport with other Coroner's Offices throughout the state and with the Coroner's Association

IV. GOALS AND INITIATIVES FY 2008-09

GOAL 1: Provide a safe and secure environment for the Coroner's activities that allows for utilization of the current advancements in forensic investigations, while maintaining safeguards for public health concerns

FY 2008-09 Initiatives

1. Identify a feasible location for a County Morgue Facility

GOAL 2: Streamline and evaluate services to ensure business activities are carried out in an effective, efficient and safe manner

FY 2008-09 Initiatives

1. Review contracted services for efficiency and cost effectiveness

GOAL 3: Provide training to staff to enable them to perform their duties in the most effective and efficient manner possible

FY 2008-09 Initiatives

1. Maintain mandated training standards
2. Implement training requirements
3. Provide the best service possible to the families of the deceased

**Coroner's Office
Final Performance Plan
FY 2008-09**

V. KEY CHALLENGES AND ISSUES

- The department is currently analyzing the feasibility of building a morgue within the Civic Center. If the site is determined not to be suitable a new location will need to be identified. If the proposed site is viable, the Coroner's Office will need funding for design, construction, equipment, and one full time employee. The new staff person will be assigned to the morgue, serve as a pathology technician, assist with autopsies, clean-up, process evidence and property, coordinate the receiving and transfer of bodies, work as a liaison with the local mortuaries, and maintain the facility.
- The Coroner's Office anticipates a \$104,500 increase in vender costs for autopsies services and lab work. The Coroner completes approximately 250 autopsies and requests 150 lab tests each year. Autopsies fees may increase as much as \$400 per case and lab tests could go up \$30 each.
- The Coroner's Office has maintained the same staffing level for over 30 years. Staff absences due to injury have created ongoing difficulties. If staffing issue continues, the department will need to hire an extra investigator to maintain its mandated responsibilities. The Coroner and Assistant Coroner have been working the injured staff member's 24 hr shift in order to maintain current salary costs.

VI. PERFORMANCE MEASURES

CORONER'S OFFICE

OBJECTIVE: Close Coroner's cases within two weeks

Measures	FY 06-07 Actual	FY 07-08 Estimate	FY 08-09 Estimate
Workload Measures			
Required number of staff hours	14,750	15,000	15,000
Number of cases closed annually	910	1,000	1,000
Efficiency Measures			
Average number of staff hours per case closure	15	15	15
Caseload per staff person	302	333	300
Effectiveness Measures			
Percent of cases closed within two weeks	98%	99%	99%

Department Comments:

These measures are used to determine the effectiveness and the efficiency of staff.