

MEDICOLEGAL DEATH INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for investigating sudden, unnatural, suspicious, or violent deaths. Conducting investigations will include interviewing witnesses, recording detailed observations of the scene, obtaining physical and trace evidence and conducting follow-up investigations. This position will also act as a liaison between the Dutchess County Medical Examiner's Office, law enforcement, other investigative agencies, families of decedents, and the general public. The work is performed under the general direction of a higher level supervisor with considerable leeway for the exercise of independent judgement. Supervision is not a function of this position. Lastly, the Medicolegal Death Investigator must be able to work weekends, holiday, evenings and other than normal work schedules.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbent in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Responds to any call reporting a death to the Dutchess County Medical Examiner's Office (DCME) and responsible for assigning and/or DCME case numbers;
2. Obtains preliminary information concerning the deceased to include but not limited to demographics, next of kin, medical history, medications if any, and circumstances of death;
3. Discusses case with law enforcement or fire investigative agencies involved in the death investigation;
4. Travels to the place of death in order to perform a physical examination of the deceased and to investigate the circumstances of death;
5. Retrieves medical specimens and/or medical records from but not limited to hospitals or local doctors when required;
6. Makes decisions as to whether the Medical Examiner will accept jurisdiction over cases and contacts the next of kin and informs of the decisions;
7. Arranges for transportation of the deceased to the Dutchess County Medical Examiner's Office;
8. Interacts with families, funeral directors, law enforcement, health care providers, organ procurement, and fire investigative agencies as necessary;
9. Generates written case reports, scene reports and supplemental reports (where applicable) in all cases investigated;
11. Contacts primary care physicians for medical history and information;
12. Attends autopsies and assists the Medical Examiner with questions and inquiries about circumstances of death as they arise;
13. May testify in court as required;
14. May assist with generating monthly statistics, conducting research and work as part of quality control.

MEDICOLEGAL DEATH INVESTIGATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern principles and practices of forensic death investigations;
Knowledge of methods, techniques, equipment and practices of handling deceased individuals;
Knowledge of procedures for evidence collection and processing;
Knowledge of a variety of software packages for word processing, data collection and spreadsheets;
Skill in objective observation;
Skill in operating office equipment to produce work accurately and efficiently;
Ability to interview witnesses and family members;
Ability to work cooperatively with professionals;
Ability to deal sympathetically and objectively with people under stress;
Ability to remain calm and act effectively in tense and potentially difficult situations;
Ability to present clear and accurate reports of investigation both written and orally;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's Degree in Pre-Med, Medical Technology, Criminal Justice, Nursing, Medicolegal Death Investigation, Forensic Science, or related field;
- OR: (B) Associate's Degree or certification from the American Board of Medicolegal Death Investigators (ABMDI) and two (2) years of full-time paid work Experience as a Medicolegal Death Investigator, Police Officer, Paramedic, Physician Assistant, Nurse Practitioner, Registered Nurse, or Funeral Director;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid work experience as a Medicolegal Death Investigator, Police Officer, Paramedic, Physician Assistant, Nurse Practitioner, Registered Nurse, or Funeral Director;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 03/14/22