LEAD MEDICOLEGAL INVESTIGATOR

**Purpose:**

Under general supervision of the Director of Operations or his/her designee, the Lead Medicolegal Investigator investigates and reports on the cause and manner of deaths; assists Medicolegal Investigators (MLIs) with simultaneous calls and cremations examinations and, provides guidance and training to MLI staff in the area of death investigation for cases that fall under the Medical Examiner’s Office jurisdiction. The position also assumes additional lead assignments relating to report review, responsibilities related to prescription drug seizure, inventory and destruction, maintenance of ME equipment and property, assurance of general compliance with state statutes and Department policy and procedures, and performs related work as required.

**Function:** • Investigate death scenes to determine cause and manner of death in accordance with Wisconsin State Statutes.

• Examines evidence at the scene to establish an initial assessment of the cause and manner of death as natural, suicidal, accidental, homicidal or undetermined.

• Assists in the identification of the decedent by examining the body and the scene of the death.

• Collects and preserves physical evidence in accordance with the established chain of custody procedures.

• Notifies the next of kin personally or in conjunction with law enforcement, judicial agencies or chaplain service.

• Supervises the removal of the body from the scene of death and the transport to the morgue.

• Obtains personal data and medical history on cases from hospital personnel, health care personnel, interviews with family, neighbors, friends and others.

• Testifies in civil and criminal court cases on the results of investigations and other expert information.

• Prepares and issues death certificates, disinterment permits, subpoenas, and other legally binding documents for embalming and cremation.

• Establishes and maintains effective working and public relations with various local and state law enforcement agencies, federal officers, county departments and the public.

• Assists at autopsies and subsequent cleaning, stocking and preparation of the morgue.

• Assists at autopsy with x-ray and photographic duties, collection and documentation of evidence recovered at postmortem examination.

• Provides guidance to the MLI staff in the area of death investigation methodology.

• Assures compliance with policies and procedures of the Medical Examiner’s Office.

• Assists MLI staff with simultaneous calls and cremations investigations.

• Provides investigative case review to ensure timeliness, completeness, clinical history, factual accuracy,

dissemination and departmental policy and procedure compliance.

• Assists in training of new and existing MLI staff.

• Coordinates the seizure, inventory and destruction of prescription medications assuring compliance with existing policies.

• Works with MLI staff, Medical Staff and Tissue Agencies to facilitate the mission of bone and tissue donation.

• Assists the Director of Operations or his/her designee with MLI, Morgue Tech, and support staff scheduling.

• Participate in the creation, education and implementation of new policies and procedures as directed by Medical Staff and the Director of Operations.

• Assists with the identification and disposition of unidentified and unclaimed persons.

• Assists the Director of Operations or his/her designee with the general care, maintenance and inventory of

departmental facilities, equipment, and supplies used in the day to day operation of the Department.

• Promptly communicates with the Director of Operations regarding successes and concerns of the Department and staff.

• Performs other duties as required.

**Prerequisites:** Education and Experience: Graduation from high school; any combination of training or experience equivalent to an associate degree in police science, medical technology or related field and at least 5 years experience as a Medicolegal Death Investigator; or Master’s Level training or higher and work experience to equal 5 years or more; and within 2 years obtain and maintain ABMDI certification.

Knowledge, Skills and Abilities:

• Considerable knowledge of Chapter 979 as well as other Wisconsin State Statutes concerning the investigation of death, disposition of human remains and property.

• Considerable knowledge of the Open Records statutes and HIPPA.

• Considerable knowledge of causes and manners of death and their manifestations with regard to the body,

scene and history.

• Considerable knowledge of investigative techniques, principles, and practices used in the research of cause and manner of death.

• Considerable knowledge of the morphological aspects of the causes of death with special attention to autopsy.

• Working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma.

• Ability to communicate with survivors of the decedent.

• Ability to establish and maintain effective working relationships with other public agencies and the general public.

• Ability to interpret a death scene, identify items of evidence and assess the condition of the body.

• Ability to take proper photographs of scene, body and evidence for documentation.

• Ability to use digital x-ray equipment.

• Ability to deploy and use equipment resources held by the Medical Examiner’s Office.

• Ability to use standard death investigation tools.

• Ability to physically remove a body from the scene of death and supervise the transport of the body to the

morgue insuring the preservation of any trace evidence.

• Ability to secure facts through investigation and inspections and to analyze and interpret these facts effectively.

• Ability to prepare and present accurate, objective, and thorough reports.

• Ability to provide constructive guidance to MLI staff during death investigations.

• Ability to interpret Departmental policies and procedures.

• Ability to respond to calls in a timely fashion.

• Oral and written communication skills.

• Strong organizational skills.

• Strong teaching skills

• Ability to manage multiple projects simultaneously

Special Requirements: Possession of or eligibility for a valid Wisconsin driver's license; access to reliable

personal motor vehicle transportation; availability to work evenings, weekends and holidays.

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

**Compensation:**

Starting wage is $33.50 with further increases up to $43.25 per hour plus excellent benefits including fully paid health and dental insurance premiums for full time employees, along with contributions towards retirement, and short/long term disability. Additional benefits available include long term care, vision coverage, flex spending account and deferred compensation programs paid in full by the employee.

Dane County is an Affirmative Action Employer operating under a civil service merit system.

To apply for this position go to jobs.countyofdane.com and follow the instructions.

Deadline to apply: Friday, April 29, 2016