

AMERICAN BOARD OF MEDICOLEGAL
DEATH INVESTIGATORS, INC.

POLICY AND PROCEDURES MANUAL

June 2024



**American Board
of Medicolegal
Death Investigators, Inc.SM**

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Table of Contents

I. Introduction.....	4
II. Purpose of the Manual.....	4
III. Objectives of the ABMDI.....	4
IV. Terms and Definitions	4
V. General Provisions.....	5
VI. Governing Body.....	6
VII. Executive Committee	7
VIII. Staff	7
IX. Use of ABMDI Letterhead and Logo	8
X. Indemnification of Officers.....	8
XI. Committees and Councils	8
2) Advisory Council.....	8
3) Nominating Committee	9
4) Ethics Committee.....	10
5) Newsletter Committee	10
6) Bylaws Committee	10
7) Policies and Procedures Committee	10
8) Continuing Education Committee.....	11
9) Presidential Advisory Committee	11
10) Finance Committee.....	11
11) Strategic Planning Committee	11
12) Outreach and Retention Committee	11
13) Internal Audit Committee	12
14) Educational Review Committee.....	12
XII. Meetings	12
XIII. Financial Management.....	13
XIV. Subcontracting.....	14
XV. Educational Consultant	14
XVI. Registry Certification	15
XVII. Board Certification.....	18
XVIII. Examinations	20
XIX. Certification.....	23
XX. Maintenance Fees	23

American Board of Medicolegal Death Investigators, Inc.

XXI. Recertification Requirements	23
1) General.....	23
2) Continuing Education Requirements	25
3) Accreditation Policy	27
XXII. Code of Ethics and Conduct.....	27
3) Process	28
XXIII. Confidentiality	31
XXIV. Applicant and Certificant Rights	31
XXV. Grievance Procedures	31
XXVI. Disclosure of Information.....	32
XXVII. Quality System.....	33
XXVIII. Accreditation	34
XXIX. Records Management.....	35
XXX. Document Retention Policy	35
XXXI. Fee Schedule.....	38
XXXII. Test Development.....	39
Appendix A: Code of Professional Responsibility	45
Appendix B: Advisory Council Confidentiality Statement	47
Appendix C: Registry Examination Information.....	50
Appendix D: Suggested Reading List for Registry Examination.....	51
Appendix E: Fundamental Tasks of Medicolegal Death Investigation.....	52
Appendix F: Registry Examination Retest	55
Appendix G: Suggested Reading List for Board Certification Examination	56
Appendix H: Advanced Skills Task for Board Certification Examination.....	57
Appendix I: Recertification Examination	59
Appendix J: Grading Confidentiality Agreement	60

I. Introduction

- 1) The American Board of Medicolegal Death Investigators was incorporated in 1998 as a national, not-for-profit, 501(c) (6), independent professional certification board to promote the highest standards of practice for medicolegal death investigators. The organization's headquarters are located in Lanham, MD.

II. Purpose of the Manual

- 1) To set forth the policies and procedures by which the Directors and staff of the American Board of Medicolegal Death Investigators (hereinafter referred to as "ABMDI") conduct business and discharge their responsibilities, as set forth in the ABMDI Bylaws. These policies and procedures have evolved since the inception of the organization in 1998 and through the Board's decisions and interpretations of the Bylaws. The manual shall be subject to constant revision. Suggested changes to the manual should be forwarded to the Executive Director to disseminate to Board members for discussion and approval.

III. Objectives of the ABMDI

- 1) To enhance and maintain professional standards by evaluating knowledge, competency, and skills of medicolegal death investigators based on examination.
- 2) Administer objective and reliable examinations (basic and advanced) in the field of medicolegal death investigation.
- 3) Recognize qualified individuals who demonstrate mastery of basic and advanced skills and knowledge of medicolegal death investigation by granting certificates to those individuals who have met all application requirements and successfully completed rigorous examination.
 - a) Certification renewal occurs every five (5) years to ensure the certificant is current in the field of medicolegal death investigation, maintains continuing education requirements and restates a commitment to abide by the Code of Ethics and Conduct and Professional Responsibility.
 - b) Disclaimer: Certification attests to the fact that the certificant has knowledge required to pass the ABMDI examination. The ABMDI makes no representation as to the certificant's work product or his/her skills on the job.
- 4) Encourage medicolegal death investigators to adhere to high standards of professional practice and ethical conduct when performing medicolegal death investigations.
- 5) Raise the level of professional competency in medicolegal death investigation by identifying appropriate accredited training courses for professional development that are accepted for continuing education purposes toward recertification.
- 6) Maintain a publicly accessible listing of individuals holding current ABMDI certification.

IV. Terms and Definitions

The following definitions are specific to this document:

- 1) *ABMDI*: American Board of Medicolegal Death Investigators

- 2) *Applicant*: an individual who has voluntarily applied for certification with the ABMDI.
- 3) *Board*: Board of Directors
- 4) *Certificant*: an individual who holds a certification by the ABMDI.
- 5) *Certificate*: document published and revocable by the ABMDI and in accordance with these policies and issued to an individual upon his/her fulfillment of the certification requirements.
- 6) *Competent practitioner*: a professional currently working in the field of medicolegal death investigation or has recently worked in the field, who is skilled in the specific area to be trained/evaluated.
- 7) *Educational Consultant*: subcontracted position in charge of statistical analysis, review and validation of ABMDI test questions.
- 8) *Examination*: Mechanism that measures a candidate's competence through written, oral, practical or observational means.
- 9) *Fellow*: an individual who holds Board Certification by the ABMDI.
- 10) *Inactive*: A certificant, or the file of such certificant, who is no longer considered in good standing and no longer entitled to certification benefits due to non-payment of maintenance fees.
- 11) *Medicolegal death investigator*: a professional having the legal authority to investigate deaths for a medicolegal (medical examiner/coroner) jurisdiction, who perform scene investigations, collects evidence and develops decedents' medical and social histories to assist the medical examiner/coroner in determining the cause and manner of death.
- 12) *Recertification*: To renew the certification.
- 13) *Registry Associate*: an individual who holds a Registry Certification by the ABMDI and does not have documented scene experience.
- 14) *Registry Diplomate*: an individual who holds a Registry Certification by the ABMDI and has documented scene experience.
- 15) *Revision/ Test Revision*: Revision involves making improvements to all aspects of an examination question, including the thesis, the organization, and the support and development of the ideas.

V. General Provisions

- 1) Prerequisites are published on the ABMDI website.
- 2) An application process is used to determine applicant's eligibility. Only those individuals qualified should apply for ABMDI certification.
- 3) Participation in the certification program is voluntary.
- 4) Certificates shall be awarded only to applicants who meet or exceed the criteria as described for Registry or Board Certification. Grandfathering into the ABMDI is not permitted for any reason.
- 5) Ownership of the certificate remains with the ABMDI. The certificate must be surrendered if certification status is revoked.

- 6) The ABMDI certification process is fair, objective, and shall apply on an equal basis to all persons applying for certification or recertification. The ABMDI understands the importance of impartiality in its certification activities.
- 7) The ABMDI complies with all applicable federal, state and local laws.
- 8) The ABMDI does not discriminate based on race, religion, ethnic or national origin, age, sex, sexual orientation or disability.
- 9) The ABMDI does not discriminate based on the applicant's membership with any professional association, affiliation with any type of medicolegal death investigation system, or require the applicant hold membership in any specific organization.
- 10) Every applicant and certificant shall adhere to the Code of Ethics and Conduct and Professional Responsibility.
- 11) The certification program may be amended periodically to maintain or update criteria and procedures. The changes will be dated and recorded at the ABMDI office and posted on the website at the Board's discretion. All changes to the certification requirements, including the exact nature of the changes and the effective date, will be posted on the website at least thirty (30) days in advance of taking effect, giving reasonable notice to all certificants and as practical, other interested parties.
- 12) Fees and other costs associated with the certification are established by the Board and are subject to change.
- 13) "Days" as referred to in this document will refer to calendar days.
- 14) A transmission by electronic mail is deemed equivalent to written communication and signature wherever called for within the Policy and Procedures manual.

VI. Governing Body

- 1) A Board of Directors consisting of a minimum of eleven (11) members governs the ABMDI by adherence to the Bylaws and Policy and Procedures manual. There shall be representation from both levels of certification (Registry and Board Certification), medical examiner, coroner and equivalent federal authorities with a balanced geographical representation.
- 2) The Board cannot elect a majority of its successor's during any given year. All Board members shall have served for a minimum of one (1) year on the Advisory Council. All Board members must be employed in a medicolegal system as a medicolegal death investigator, a supervisor of such investigations or a forensic pathologist at the time of appointment.
- 3) Board members shall be elected, as defined in the Bylaws.
- 4) The Board has complete authority to make all decisions relating to the management and operation of the organization as well as awarding certification. These decisions include, but are not limited to: approving applications for examination, verifying application information, administering the testing program, granting certification, renewing certification and investigating grievances. The Board may employ an Executive Director and other employees as deemed necessary to assist in the fulfillment of these duties.
- 5) A Board member has the duty to recuse him or herself from participation in any event when there is an actual or apparent conflict of interest.

- 6) The Board has the authority to pay legal obligations incurred by the organization, collect fees for services and to invest assets wisely.
- 7) Only the President of the organization or his/her designee may make statements representing the official opinions of the ABMDI. Any unethical, unprofessional or otherwise inappropriate statements may be subject to disciplinary action.
- 8) A Board member may be removed for failure to attend the annual meeting for two (2) consecutive years (unless there are extenuating circumstances), failing to actively participate, loss of certification or having engaged in matters of misconduct.
- 9) Duties of the Board
 - a) The Board shall exercise its legal and Bylaws authority and responsibility in the direction and conduct of the affairs of the ABMDI in order to promote and attain the objectives of the organization.
 - b) The Board shall supervise staff to ensure efficiency and quality of work.
 - c) The Board shall establish fees and assure appropriate procedures for payment of same.
 - d) The Board shall determine the date and place of the annual meeting.
 - e) Actions of the Board shall be adopted by a majority vote of the Board.
- 10) Officer Qualifications
 - a) Any Diplomate or Fellow in good standing shall be eligible to hold office after at least one (1) year's participation on the Board and one (1) year of certification.
 - b) Functional duties of the officers are described in the Bylaws.
 - c) Any officer may be removed during his/her term by a $\frac{3}{4}$ vote of the existing Board.
 - d) The Executive Committee shall fill vacant officer positions. The successor(s) shall hold office for the un-expired term or until the next election as established in the Bylaws.

VII. Executive Committee

- 1) The Board shall have an Executive Committee empowered to act on behalf of the Board on matters which require urgent action between meetings of the Board and to accomplish other specific designated tasks as established in the Bylaws.

VIII. Staff

- 1) The Executive Director will manage the daily affairs of the ABMDI at its headquarters located in Lanham, MD.
- 2) The Executive Director shall be considered a full-time employee.
- 3) The Executive Director reports directly to the Board and supervises staff.
- 4) The Board shall determine any bonus or additional compensation beyond salary for the staff positions.
 - a) Reimbursement will be submitted to the University of Baltimore for expense of salary and fringe benefits for the Executive Director
 - b) Additional staff will be reimbursed directly from the ABMDI bi-weekly.

- c) Staff procedures can be found in the employee handbook.

IX. Use of ABMDI Letterhead and Logo

- 1) The use of letterhead shall be used for conducting official ABMDI business and shall not be used for any other purposes. Certificants of the ABMDI cannot use the registered logo for self-publication purposes.
 - a) The misuse of ABMDI letterhead and/or logo will be subject to corrective action with possible legal consequences.

X. Indemnification of Officers

- 1) The ABMDI shall obtain Errors and Omissions insurance indemnifying Board members and staff. Aggregate coverage will be for \$1 million annually.
- 2) Each former and present Board member and staff shall be indemnified by the ABMDI against expenses actually and necessarily incurred by or imposed upon him/her (including but not without being limited to, judgments, costs, and counsel fees) in connection with defense of the action, suit or proceeding in which s/he is made a party by reason of being or having been in such a position except in relation to matters as to which s/he shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of his/her duties for the ABMDI. Such indemnification shall not be deemed exclusive of other rights to which such officer may be entitled, under any bylaws, agreements or as a matter of law, or otherwise.

XI. Committees and Councils

- 1) General Comments
 - a) The President appoints committee members and committee chairs annually for permanent and ad hoc committees with the exception of the Nominating Committee.
 - b) Committee members shall be Associates, Diplomates, or Fellows in good standing, or individuals with the necessary qualifications to fulfill specific committee requirements as deemed by the President.
 - c) Committee chair(s) arrange and preside over all committee activities to include correspondence, conference calls, email communications and meetings.
 - i) Committee members act under the direction of the chair.
 - ii) At all meetings of the committee, a majority of the members of the committee shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a majority of the members of the committee present at any meeting at which there is a quorum shall be the act of the committee, unless the action is one upon which, by express provision of the statutes, the Articles of Incorporation, the Bylaws or resolution of the Board, a different vote is required, in which case such express provision shall govern and control.
 - d) Committee Chairs will submit an annual report to the Executive Director at least fifteen (15) days prior to the annual meeting.

2) Advisory Council

- a) Duties are described in the Bylaws.
 - b) The President appoints Advisory Council members annually for a one (1) year term. Members shall be current ABMDI certificants in good standing. Members may be reappointed to serve successive terms. Membership should not exceed 25 certificants. All members of the Advisory Council shall be employees of their respective death investigation system at the time of their appointment to the Council or who have been previous members of the ABMDI Board, not to exceed two (2) such previous Board members.
 - c) Members of the Advisory Council shall have significant field investigation experience and represent the overall demographics of the applicant population served.
 - d) Any certificant considered in good standing shall submit their curriculum vitae or resume and a letter of reference along with a letter of support from their direct supervisor to be considered for an Advisory Council position.
 - e) A confirmation letter to the certificant will be mailed upon appointment. A letter may be sent to their supervisor if requested by the Advisory Council member.
 - f) Members of the Advisory Council shall attend a minimum of one (1) meeting a year. Failure to attend two (2) consecutive meetings may result in removal from the Advisory Council by the President.
 - g) Violations of the ABMDI Code of Ethics and Conduct are cause for termination from the Advisory Council. The member shall be notified in writing of such termination.
 - h) Notification will be given to those members whose term of service is complete.
 - i) Advisory Council members who are no longer eligible for certification or who cannot fulfill their duties, including completing committee work, meeting deadlines, or attending the annual meeting, must notify the Executive Director and President immediately in writing.
 - j) Advisory Council members shall not receive financial compensation for duties performed on behalf of the ABMDI.
- 3) **Nominating Committee**
- a) The Committee shall be constituted according to the Bylaws.
 - b) Rotating Board terms of three (3) years will be maintained to keep continuity to the Board and prevent nominating a majority of successors at any one election.
 - c) The committee shall identify potential candidates and review their qualifications after securing their willingness to serve.
 - d) The committee shall then make written recommendations for Board and officer positions and submit to the Executive Director at least thirty (30) days prior to the annual meeting.
 - e) The Executive Director will forward the slate of nominees to the Board of Directors at least fifteen (15) days prior to the annual meeting.
 - f) The election of officers and Directors shall be conducted at the annual meeting.
 - g) Board members shall have an equal vote.

- h) The Nominating Committee slate may be accepted or nominations from the floor may be made during the annual meeting, at which time elections are held. Current Board members or officers are not allowed to nominate from the floor for more than 50% of the candidates.
 - i) Votes are cast by secret ballot following the guidelines in the latest edition of the *Standard Code of Parliamentary Procedure* by the American Institute of Parliamentarians.
 - ii) The Executive Director shall tally ballots and officially announce elected positions during the Board meeting. Those elected shall be determined by a majority vote. Ties will be broken by a second vote using a simple majority.
 - i) Officers and Board members shall take office January 1 of the upcoming calendar year and shall hold office for such term not to exceed three (3) years as described by the Bylaws. Individuals may be reelected to successive terms, not to exceed nine (9) consecutive years for Directors and six (6) consecutive years for officers.
 - j) These term limits will not apply to the immediate Past President if the term of the President causes the time limit to be exceeded. The Past President will then continue in their role until which time that the President becomes Past President.
- 4) **Ethics Committee**
- a) There shall be a standing Ethics Committee, whose primary function will be:
 - i) To order or conduct investigations into alleged violations of the ABMDI Code of Ethics and Conduct as defined in the Bylaws of the organization and, as necessary, to serve as a hearing body concerning conduct of individual certificants which may constitute a violation.
 - ii) To act as an advisory body, rendering opinions on the ramifications of contemplated actions by individual certificants. Decisions of the Committee and/or the Board shall be based on a preponderance of evidence.
- 5) **Newsletter Committee**
- a) The ABMDI News is the official newsletter of the ABMDI. It is published biannually in electronic format via the list serve to Associates, Diplomates, and Fellows considered to be in good standing.
 - b) The President shall appoint the Editor and a minimum of three (3) additional committee members to ensure a quality, timely publication. The Executive Director is an ex-officio member.
 - c) Previous newsletters are archived at the ABMDI office, on the ABMDI website and available upon request.
- 6) **Bylaws Committee**
- a) This committee shall review and make recommendations concerning changes to the Bylaws and draft proposed language for such changes for presentation to the Board of Directors.
- 7) **Policies and Procedures Committee**
- a) A minimum of two (2) members of the Board shall be appointed to the committee.

- b) The Executive Director is appointed as a standing member of the committee and archives all copies of the manual for historical purposes.
- c) The purpose of the committee is to update this Policy and Procedure Manual. Revisions to the manual shall be made as needed to maintain a quality certification program. Revisions will be submitted to the Executive Committee for approval.
- d) The committee shall provide a current version of the Policy and Procedure Manual to be available on the ABMDI website.

8) **Continuing Education Committee**

- a) The Continuing Education Committee shall consist of at least the chairperson who is a Board member and one (1) Advisory Council member. The President may appoint additional members as needed.
- b) All requests for course accreditation will be reviewed by the Executive Director in accordance with the stated accreditation policy. The Executive Director will forward any questionable requests to the Continuing Education Committee for further review for approval or denial.
- c) ABMDI staff shall review all Associate, Diplomate, and Fellow recertification requests and approve or deny in accordance with recertification policy. They will contact the Continuing Education Committee should there be questionable documentation or further clarification needed.

9) **Presidential Advisory Committee**

- a) The founding members and past presidents of the ABMDI shall remain advisors to the Board of Directors for historical perspective and to provide assistance at the discretion of the President.

10) **Finance Committee**

- a) This committee shall review the budget and make recommendations regarding fiscal policy of the ABMDI.
- b) The committee shall be composed of a minimum of the Treasurer and at least one (1) other Director.
- c) The Executive Director shall be an ex-officio member of the committee.

11) **Strategic Planning Committee**

- a) The committee shall be responsible for making recommendations to the Board of Directors regarding short term, intermediate and long-term plans and changes to the organization required to better fulfill its purpose.
- b) The committee shall be responsible for identifying threats to the organization and recommending plans of action to the Board to eliminate the threats. In its recommendations to the Board, the committee shall develop objectives with strategies and tasks which may be forwarded to appropriate committees for completion.
- c) The committee shall be composed at a minimum of the Vice President, at least one (1) Board of Director and one (1) Advisory Council member. The Executive Director is a standing ex-officio member.

12) **Outreach and Retention Committee**

- a) The committee shall be responsible for provide guidance and support to applicants and certificants; and identify recertification and retention matters pertaining to certificants.

13) **Internal Audit Committee**

- a) The committee shall be responsible for conducting the internal audit of the organization.
- b) The committee shall be composed of at least one (1) Board of Director and one (1) Advisory Council member.
- c) Committee term limits are for three (3) year for continuity.
- d) If the subject matter of the audit requires a subject matter expert, committee members outside of the Advisory Council may be appointed.

14) **Educational Review Committee**

- a) The committee shall be responsible for grading all ABMDI short answer questions.
- b) The committee shall have three members. All members must be on the Board of Directors and Board Certified Fellows. The Executive Director and Educational Consultant will be ex-officio members.
- c) Committee members must sign the Grading Confidentiality Statement upon appointment to the committee.

XII. Meetings

- 1) *Standard Code of Parliamentary Procedure* by the American Institute of Parliamentarians, current edition, serves as the basis upon which the meetings are conducted and ultimately govern the procedures of all Board meetings.
- 2) The annual meeting of the Board shall be held at such time and place as determined by the Board.
- 3) Additional meetings of the Board may be called in accordance with the Bylaws of the organization.
- 4) Conference calls or email communication may be used in place of face-to-face meetings in order to facilitate business in a timely manner.
- 5) When ballots are necessitated by urgent business needs, the receipt of mailed or emailed votes by 100 percent of the total number of Board members, unless a Board member is not available for an extended period, shall constitute a quorum for the transaction of business by mail.
- 6) All meetings of the Board shall be fully recorded. Minutes shall be archived at the office.
- 7) **Quorum and Voting**
 - a) Officer and Board elections shall be held in conjunction with the annual meeting.
 - b) A quorum shall consist of two thirds (2/3) of the total Board. Each officer and Board member shall be entitled to one (1) vote.
 - c) To approve amendments to the Bylaws, a three-fourths (3/4) vote shall be obtained.

- d) For other motions at the Board meetings, a majority in favor of the motion shall be obtained.
- e) Proxy voting is not permitted.
- 8) Open Meetings
 - a) The annual meeting shall be open except on those matters ruled “in executive session” by the President.
 - i) All matters discussed in executive session should remain confidential and may only be discussed outside of the executive session with legal counsel, persons present during the executive session, or with absent board members if such a need is required, unless otherwise determined by the President.
 - ii) Matters of a sensitive nature (i.e. personnel issues, pending or threatened litigation, etc.) should be considered confidential and discussed only with legal counsel and other individuals whose need for information is required to further the best interests of the ABMDI.
- 9) Minutes
 - a) The Executive Director shall be responsible for the preparation and distribution of Board Minutes with approval by the Secretary.
 - b) After approval, the minutes from Board meetings shall be distributed to the Board within forty-five days (45) after the meeting. Notes from teleconference calls shall be distributed as soon as possible to the Board.
 - c) Minutes of the Executive Committee shall be distributed only to Executive Committee members. A summary will be prepared by the Executive Director for distribution to the Board of Directors.
 - d) Non-substantive editorial changes (i.e. grammar, spelling, typographical errors, punctuation, etc.) in the minutes can be performed by the Executive Director without approval from the Board.
- 10) Meeting Expenses
 - a) Board members are responsible for funding their own travel and meeting expenses.

XIII. Financial Management

- 1) Budget Preparation
 - a) The fiscal year will be recognized from July 1 – June 30. The annual budget shall be calculated on the basis of the fiscal year. The Executive Director and the Treasurer shall prepare the budget.
 - b) The proposed budget shall be distributed for review and comment to the Board at the annual meeting.
 - c) The Board shall approve the budget at its annual meeting.
- 2) Internal Audit Controls
 - a) The Executive Director will balance the finances monthly and forward a quarterly report to the Treasurer and President, who shall continuously evaluate the financial health of the organization.

- 3) Bank Accounts
 - a) The Executive Director is authorized to sign checks on behalf of the ABMDI following approval by the Treasurer.
- 4) External Audits
 - a) The Board shall require a certified audit by a licensed public accountant when deemed necessary, but not greater than every seven (7) years. A compilation may suffice. Federal law does not require an annual audit for non-profit organizations.
 - b) A professional accounting firm will complete and file the annual federal tax report in accordance with state statutes.

XIV. Subcontracting

- 1) The Board may subcontract with individuals or companies to assist in the operation(s) of the organization when deemed necessary.
- 2) Any agency or individual shall be reputable in the field of medicolegal death investigation and have no vested interest concerning the assignment.
- 3) A documented agreement or contract shall cover all services rendered. Fees paid for service must be appropriate for the service(s) rendered.
- 4) Any work performed by a subcontractor will be part of the annual internal audit to ensure that that work is performed in a manner consistent with ABMDI standards.

XV. Educational Consultant

- 1) An independent, professional Educational Consultant specializing in professional testing shall be subcontracted to provide testing expertise, develop cut scores, maintain the database of test questions and statistics, maintain records necessary for validation and reliability, and conduct test revision and cut score workshops.
- 2) The Educational Consultant shall record all information required to maintain statistical data necessary to support the reliability and validity of examinations.
- 3) Exams and examination scores shall be maintained by the Educational Consultant and testing software for sufficient time to allow for an appeal process.
- 4) The Educational Consultant shall report to the Board.
- 5) The Educational Consultant shall have no vested interest in the operation of the Board and does not have voting rights.
- 6) The Educational Consultant may guide the Advisory Council in developing and reviewing examinations by:
 - a) Occupational Analysis (defining the scope of assessment)
 - b) Task Analysis
 - c) Curriculum validation
 - d) Test item writing and assignment to content areas
 - e) Item validation (rating)
 - f) Pilot testing to medicolegal death investigators and non-investigators

- g) Cut score setting
- 7) The Educational Consultant shall recommend updates to the test bank as required by standards within the testing industry and changes in the medicolegal field.
- 8) The Educational Consultant shall maintain statistics on measures of validity and estimates of test reliability.

XVI. Registry Certification

- 1) Registry certification is the initial certification level.
 - a) Registry certification has two tracks, Associate and Diplomate.
 - i) A certified Registry Associate provides official recognition that an individual has acquired specialized knowledge and demonstrated proficiency in the standards of practice necessary to properly conduct a competent, thorough medicolegal death investigation without scene investigation experience.
 - ii) A certified Registry Diplomate provides official recognition that an individual has acquired specialized knowledge and demonstrated proficiency in the standards of practice necessary to properly conduct a competent, thorough medicolegal death investigation with scene investigation experience.
- 2) Application Criteria:
 - a) Individuals who are interested in becoming professional medicolegal death investigators certified by the ABMDI are expected to be knowledgeable of the National Institutes of Justice 2010 publication *Death Investigation: A Guide for the Scene Investigator* (and any subsequent revisions), other applicable medicolegal death investigation practice standards and techniques, and the ABMDI Code of Ethics and Conduct.
 - b) Applicants must be at least 18 years of age and have a high school diploma or equivalent.
 - c) Applicants shall currently be employed by a medical examiner/coroner jurisdiction or equivalent federal authority and have experience and responsibility to independently conduct medicolegal death investigations or supervise such investigations.
 - i) Associate:
 - (1) For applicants to independently conduct a medicolegal death investigation refers to the death investigator completing an investigative report and facets of a medicolegal death investigation, other than scene investigation.
 - (2) For applicants to “supervise such investigations” means that the applicant must have prior experience independently conducting medicolegal death investigations, as referenced above.
 - ii) Diplomate:
 - (1) For applicants to “independently conduct a medicolegal death scene investigation,” refers to the death investigator performing medicolegal death scene investigations in person on location at the death scene. This

includes but is not limited to, completing a body examination (e.g., document injuries and personally assess postmortem changes), photographing the scene, completing an investigative report, etc.

- (2) For applicants to “supervise such investigations” means that the applicant must have prior experience independently conducting medicolegal death scene investigations, as referenced in this document.
- iii) Applicants in reserve positions would not qualify as being currently employed as defined above unless they are currently activated.
- d) Applicants shall have experience conducting medicolegal death investigations.
 - i) 640 points are required and the activity must have been completed within five years of the date of application request submission.
 - (1) Employment Experience
 - (a) Minimum 384 points required, may be used for all 640 points.
 - (i) The following conversions may be used to determine eligibility.
 - a. Each on-call hour = 0.25 points
 - i. Maximum points= 100
 - b. Investigation of a natural death, no scene investigation = 1 point
 - c. Investigation of non-natural death, no scene investigation = 2.5 points
 - d. Investigation of a death with scene investigation = 5 points
 - i. For Diplomate a minimum of 100 points are required.
 - e. Secondary investigator or intern at the scene = 2.5 points
 - i. Maximum points= 100
 - 2. Case log with dates may be requested for verification.
 - (2) Advanced Degree
 - (a) Points are granted for highest degree, cannot claim more than one degree.
 - (i) Associates= 50 points
 - (ii) Bachelors= 100 points
 - (iii) Masters= 150 points
 - (iv) PhD= 200 points
 - (v) MD= 200 points
 - (b) Copy of degree, transcript or letter from registrar and Education Submission form required for approval.
 - (3) Education/Training
 - (a) Maximum of 40 points accepted.
 - (b) Course cannot be part of degree if degree was claimed for points.
 - (c) Teaching/Instructional hours are not accepted.
 - (d) Conversion for course points:
 - (i) One Educational Quarter= 10 points
 - (ii) One Educational Semester= 15 points
 - (e) Transcript with passing grade required for approval.
 - (4) Conferences/Courses
 - (a) Points are granted for each hour of the course.
 - (b) Maximum of 40 points accepted.

- (c) Approved courses must meet the same requirements as defined by XXI.2.d.
- (d) All courses must be relevant to the field of medicolegal death investigation.
- (e) Certificates of completion, including applicant's name, date, name of course, number of hours awarded and awarding agency and Education/Training Submission form must be submitted for approval.

(5) Viewing Forensic Autopsies

- (a) Points are granted for each hour attending autopsy.
- (b) Maximum of 64 points accepted.
- (c) Applicant must physically be in the autopsy room and able to communicate with Forensic Pathologist in order to claim hours.
- (d) Forensic Autopsy Viewing form is required for approval.
 - (i) Pathologists will be randomly contacted to verify information.

3) Application Requirements:

- a) Application materials shall be electronically sent from the office upon receipt of an application request. Application requests can be submitted through the ABMDI website.
- b) The application fee should accompany the request. Application materials will not be sent until fee is received.
- c) Application materials must be completed in their entirety and returned to the ABMDI office through the appropriate process prior to being able to schedule an examination.
- d) A Suggested Reading List and the Fundamental Tasks of Medicolegal Death Investigation are available on the ABMDI website as study references.
- e) Staff shall process the following items for accuracy and completion:
 - i) Signed Code of Ethics and Conduct
 - ii) Employment Verification Form
 - (1) ABMDI staff may request further documentation to verify the completed 640 hours of death investigation experience.
 - iii) Documentation submitted for points system, when applicable.
 - iv) Professional Reference Form or letter of professional reference
 - (1) A negative reference fails to meet the necessary pre-requisites for the applicant to continue with the application process. A one (1) year wait is required prior to submitting a new application request.
 - v) Fundamental Tasks of Medicolegal Death Investigation Checklist
 - (1) The applicant shall have knowledge of each of the skills listed.
 - (2) Each task must contain initials from the competent practitioner indicating whether the applicant has knowledge of the tasks and how to complete

them properly and independently or if the applicant has experience completing them.

4) Scope of Knowledge

- a) The scope of knowledge for the Registry exam is defined in the National Institutes of Justice 2010 publication *Death Investigation: A Guide for the Scene Investigator* (and subsequent revisions) and is further defined in the Fundamental Tasks of Medicolegal Death Investigation Checklist.
- b) The Board acknowledges that applicants may not be required to perform certain tasks covered on the examination in their daily operations but that the exam is national in scope; therefore, all applicants shall possess the defined scope of knowledge in order to pass the exam.
- c) Applicants can view example questions on the ABMDI website.

5) Upon successful completion of the Registry examination, the applicant will become an Associate or Diplomate of the ABMDI and be eligible to use designation (A-ABMDI or D-ABMDI) in describing their certifications. Registry numbers are assigned to certificants at that time.

6) Certificants are able to transition from Associate to Diplomate with documentation of scene experience.

- a) The following documents must be submitted in order for transition to be accepted.
 - i) Employment Verification Form,
 - ii) Case log of required 100 hours of scene experience.

7) Upon successful completion of the transition paperwork, the certificant's designation can be changed from A-ABMDI to D-ABMDI.

XVII. Board Certification

1) The advanced Board Certification examination is available to experienced Registered Diplomate medicolegal death investigators who prove their mastery of all aspects of medicolegal death investigation.

2) Application Criteria:

- a) The applicant shall provide documentation of a minimum of an Associate Degree from an accredited post-secondary institution.
- b) The applicant shall be a Registry Diplomate in good standing for at least six (6) months.
- c) Applicant shall currently be employed as defined in XVI.2.c.ii.
- d) The applicant shall have 4,000 hours of death investigation experience during the past six (6) years. The following on call conversions may be used to determine eligibility.
 - i) Each on-call hour = 0.25 hours
 - (1) Maximum 2,500 on call hours equal to a maximum of 625 hours of the 4,000 required hours
 - ii) Investigation of a natural death, no scene investigation = 1 hour
 - iii) Investigation of non-natural death, no scene investigation = 2.5 hours

- iv) Investigation of a death with scene investigation = 5 hours
- 3) Application Requirements:
- a) Application materials shall be electronically sent from the office upon receipt of an application request. Application requests can be submitted through the ABMDI website.
 - b) The application fee should accompany the request. Application materials will not be sent until fee is received.
 - c) Application materials must be completed in their entirety and returned to the ABMDI office through the appropriate process prior to being able to schedule an examination.
 - d) A Suggested Reading List and Advanced Skills Task List are available on the ABMDI website as study references.
 - e) The ABMDI staff shall process the following items for accuracy and completion:
 - i) Signed Code of Ethics and Conduct
 - ii) Documentation of at least an Associate Degree
 - iii) Employment Verification Form
 - (1) ABMDI staff may request further documentation to verify the completed 4,000 hours of death investigation experience.
 - iv) Forensic Science Specialist Reference Form
 - v) Administrator/Supervisor Reference Form
 - vi) Law Enforcement Reference Form
 - (1) A negative reference fails to meet the necessary pre-requisites for the applicant to continue with the application process. A one (1) year wait is required prior to completing a new application with new application materials, including references.
- 4) Scope of Knowledge
- a) The scope of knowledge for the Board Certified exam is defined minimally in the National Institutes of Justice 2010 publication *Death Investigation: A Guide for the Scene Investigator* (and subsequent revisions) and will rely heavily on the applicant's cumulative experience and further training in medicolegal death investigation, which might include independent study and attendance at workshops, seminars, and other training venues. As a minimum, and given that the examination is broad based and encompasses the forensic sciences generally, the applicant is required to have at least an Associate Degree.
 - b) The Board acknowledges that applicants may not be required to perform certain tasks covered on the examination in their daily operations but that the exam is national in scope; therefore, all applicants shall possess the defined scope of knowledge, time in service, a degree, and specific forensic references in order to pass the exam.
- 5) Upon successful completion of Board Certification examination, the certificant will achieve Fellow status with the ABMDI and be eligible to use designation (F-ABMDI) in describing their certifications.

XVIII. Examinations

1) General

- a) ABMDI examinations are constructed to parallel field-based national standards. The Registry and Board Certification exams are crafted and kept up-to-date by the Advisory Council, made up of a panel of subject matter experts (SMEs) from both public and private sector agencies (coroner and medical examiner). Advisory Council members are selected based on their expertise and experience in the occupational field and knowledge of national standards.
- b) The test development process used is a modified Angoff Method. The Angoff Method is when SMEs review every test question to determine the number of medicolegal death investigators with 640 hours of experience that will correctly determine the test answer.
- c) Examinations must be scheduled within twelve (12) months of receipt of application packet. If the certification exam is not scheduled, with the exception of extenuating circumstances, all fees are forfeited and the application is considered defaulted. The applicant shall reapply and pay current fees in order to start the process again.
- d) Examinations are computer based and are proctored virtually using a live, remote proctoring service through an ABMDI subcontractor.
- e) The ABMDI does not discriminate against persons with disabilities and will make reasonable accommodations for testing in accordance with the Americans with Disabilities Act (ADA), as long as the ABMDI receives notice at the time the exam is scheduled.
- f) Multiple choice portions of the examination are composed of validated questions within specific discipline areas. There are a specific number of questions per curriculum area. Test questions are drawn from a bank of validated questions and rotated to ensure test integrity.
 - i) The testing bank shall contain enough questions to be able to administer an alternate examination if a version of the examination is compromised.
- g) Based on standard testing calculations, applicants are allowed four (4) hours to complete the written (multiple-choice) section.
- h) For the Board Certification examination, knowledge of scene investigation shall be demonstrated through a written performance evaluation.
 - i) Applicants will be asked to provide information regarding the identification and collection of evidence, interviewing techniques and written skills using medicolegal language.
 - ii) The applicants will be given 30 minutes to evaluate each of three (3) different death investigation scenarios.

2) Provisions for Examination

- a) Examinations will not be scheduled until all fees are paid in full.
- b) Upon completion of the application materials, applicants will receive an email advising that they can now sit for the examination.

- c) The applicant will receive an email from the proctoring service advising their examination is ready and will be provided a link to access a live remote proctor.
 - i. The testing location should be quiet and devoid of distracting movement. The room should have ample lighting, comfortable seating, and adequate workspace.
 - ii. The proctor must confirm the identity of the applicant using a valid government issued photo identification.
 - iii. Applicants may not utilize unauthorized aids during the examination.
- d) An applicant who is scheduled to test, but is prevented by circumstances from doing so, must notify the ABMDI office of such cancellation immediately.
- e) In the case of a cancellation, the testing fee may be applied to a future test date. The candidate is responsible for fees established at the time of application.

3) Grading

- a) A passing score for each section of the examination is predetermined using standard cut score methods. The applicant shall successfully pass each section of the exam.
- b) The testing platform will provide pass/fail scores for initial testing to the applicant directly as well as to the ABMDI office.
- c) A pass/fail score will be released and recorded by the ABMDI. The testing agency will not report numerical scores.
- d) The ABMDI shall officially notify the applicant of the examination results.
- e) If the examination is successfully passed, a certificate and wallet card will be mailed to the Associate, Diplomate or Fellow.

4) Failing the Examination

- a) The applicant shall submit the required paperwork to the ABMDI office in order to schedule a retest. All paperwork must be completed and fees paid in full prior to the retest being scheduled.
- b) At least thirty (30) days should exist between testing dates.
- c) The applicant will be required only to retest for the section(s) of the examination which were failed.

5) Provisions of Re-examination

- a) The applicant may retest the section(s) failed on the original examination and first retest.
- b) At least thirty (30) days shall exist between testing and retesting. A separate fee will be required for each section retested.
- c) Retesting is accomplished by offering equivalent forms of the examination questions which measure the same knowledge and skill area and are weighted the same difficulty rating as predetermined by the Educational Consultant.
- d) Retests are computer based and are proctored virtually using a live,remote proctoring service through an ABMDI subcontractor.
- e) The testing agency shall notify the candidate and the ABMDI office of the results.

- f) If the applicant fails the retest, a second retest may be administered thirty (30) days after the original retest date. The procedures above are again applicable.
- g) The applicant has three (3) attempts to successfully pass the entire certification examination within an application cycle. Following the third failure, a remediation process must be completed. This process shall consist of the following:
 - i) The applicant shall restart the application process in its entirety and accumulate an additional 640 hours of experience as a medicolegal death investigator before submitting a new application for certification.
 - ii) The applicant shall utilize a different competent practitioner(s) to sign off on the task list and pay all associated fees as with an original application.
- h) If a remediation applicant fails to pass the examination after an additional three (3) attempts, they shall be prohibited from applying for certification in the future.

6) Revisions to the Examination

- a) The Advisory Council and Board members shall meet at least once a year to review the test bank and evaluate it for current knowledge and technologies to ensure that the examination remains reliable and valid to the profession.
- b) Questions are reviewed after one hundred (100) administrations or one (1) year of offering.
- c) The Educational Consultant shall consider test revision every three (3) years after statistical review. Revision is mandatory every five (5) years.
- d) The Educational Consultant, as an indicator of individual test item performance, shall also review item analysis. Poorly performing test items are marked for review by the Advisory Council.
- e) Test revision shall consist of revising, rewriting, eliminating or adding new questions as deemed necessary under the supervision of the Educational Consultant. Such revision shall meet the requirements set forth in the initial test development.
- f) The performance sections shall be revised and updated as deemed necessary, using the guidelines previously established.
- g) The ABMDI Board shall approve all revisions to the testing program.

7) Examination Security

- a) Any company or individual contracted to perform duties related to ABMDI certification testing shall have no vested interest in the certification program or a conflict with the task assigned.
- b) Security of the test bank shall be vested with a professional testing agency or secure online examination software. Examination software should be ISO and SOC 2 compliant.
- c) All test items shall be secured via a secured server.
- d) Access to test items shall be restricted to employees of the Educational Consultant and the Executive Director.
- e) Test questions are selected from a validated test bank.

- f) In the case that a test item was to become public, an equivalent form of the compromised exam shall be created from the validated test bank and made available. Testing shall be suspended until such equivalent form is available.

XIX. Certification

- 1) The ABMDI shall have the authority to issue certificates to persons who have complied with all application requirements and passed certification examination(s).
- 2) Certificates shall be valid for a period of five (5) years from the date the examination is deemed as a passing grade.
- 3) Certificates shall be numbered, bear the certificant's name, status of certification as a medicolegal death investigator, date of issue, expiration date, and the signatures of the ABMDI officers.
- 4) Certificates remain the property of the ABMDI, but persons to whom a certificate is issued shall be entitled to its continued possession unless and until such certificate is revoked.
- 5) Certificates may be denied or revoked for the following reasons:
 - a) Violation of the ABMDI Code of Ethics and Conduct.
 - i) Policies regarding ethical violations are found elsewhere in this document.
 - b) Conviction of a certificant in a court of a felony.
 - c) Determination that the certificant was not in fact eligible to receive such certificate at the time of its issuance.

XX. Maintenance Fees

- 1) The Board shall determine the annual maintenance fee.
- 2) Notice to certificants shall be sent by electronic mail no later than November 1 of the calendar year. The annual maintenance fee is due by March 31 of the following calendar year.
- 3) If payment is not received by March 31 of the following calendar year, the certificant will no longer be considered in good standing and their status will be listed as inactive on the web site, the certificant file becomes inactive and the certificant loses certification benefits to include email listserv access and receipt of newsletter.
- 4) Should the certificant choose to reactivate his/her file before certification expires, they will be assessed all unpaid maintenance fees along with a late fee for each year. All debts must be paid in full before reactivation.

XXI. Recertification Requirements

- 1) **General**
 - a) Recertification is mandatory every five (5) year certification period.
 - b) ABMDI staff will prepare an ongoing list each year indicating the Diplomates and Fellows who will be required to submit recertification documents during the upcoming year.
 - c) The ABMDI office shall notify the certificant six (6) months prior to certification expiration advising the certificant to send in proof of 45-hours of ABMDI approved

continuing education along with a link to complete the other required paperwork electronically.

- d) All requirements shall be completed and received in the ABMDI office along with the required fees prior to the date of certification expiration.
- e) A review by ABMDI staff of the prior five (5) year certification period to assess any prior violations or pending claims of noncompliance of the ABMDI Code of Ethics and Conduct that may impact recertification.
- f) A signed Code of Ethics and Conduct, Employment Verification Form, required forty-five (45) hours of continuing education and the administrative fee must be received by ABMDI before recertification is granted.
- g) In lieu of the Employment Verification Form, proof of continued competency may suffice. Continued competency includes maintenance of continuing education requirements, maintenance of good standing with the ABMDI and:
 - i) Applicant shall currently be employed as defined in XVI.2.c, or If not currently employed as above, successful passing of a recertification exam with associated examination fee.
 - (1) The recertification exam must be completed no sooner than six (6) months prior to the end of the certification period and no later than the end of the certification period.
 - (a) Only one (1) such extension of certification during a single period of unemployment as a medicolegal death investigator will be granted.
- h) Continuing education submissions shall be entered in its entirety through the certificant's ABMDI profile.
 - i) Continuing education submissions will be reviewed as entered into the certificant's profile.
 - (a) If the submission does not contain all of the required information it will be denied for credit and that will be displayed in the certificant's profile.
 - ii) Questionable continuing education submissions shall be forwarded to the Continuing Education Committee for review.
 - iii) All certificants meeting recertification requirements shall receive an email from the ABMDI office indicating that they are recertified for another five (5) year period. A new certification card and certificate label will be mailed within ninety (90) days.
 - iv) A current certificant may submit a written request to the ABMDI office requesting retired status. They shall be required to have maintained good standing with the ABMDI for at least 10 years. If this status is granted by the Executive Director or their designee, their listing with the ABMDI will be changed to "A-ABMDI-Retired", "D-ABMDI-Retired" or "F-ABMDI-Retired". Retired certificants will no longer have an active certification, will not be required to submit maintenance fees or need to recertify. Retired certificants will maintain their access to the ABMDI list serve.
 - v) If a certificant fails to meet all of the recertification requirements and their account expires the individual shall reapply to the ABMDI and pay all current

fees in order to regain certification status. They must complete the application process in its entirety and sit for the certification examination again.

2) Continuing Education Requirements

- a) Forty-five (45) hours of approved ABMDI continuing education are required for the five (5) year certification period.
- b) Continuing Education hours must be accumulated after the certificant's certification date and before their expiration date.
- c) Certificants are responsible for documenting forty-five hours (45) of ABMDI approved continuing education on the ABMDI website in their profile. Documentation must show proof of attendance, number of hours per offering, dates of attendance and approving agency.
 - i) It is recommended that certificants keep a photocopy of all continuing education documentation submitted.
- d) Approved ABMDI continuing education includes but is not limited to courses accredited by: American Medical Association, American Nursing Association, American Academy of Physician Assistants, American Society for Clinical Pathology, American Bar Association, College of American Pathologists, Emergency Medical Services, Federal Emergency Management Agency, International Association for Continuing Education and Training, Peace Officer Standards and Training (or equivalent), Pennsylvania Coroner's Education Board, US Department of Homeland Security or a post-secondary institution recognized by a national educational accrediting agency. Current approved training shall be maintained by the ABMDI office and shall be published on the website.
 - i) All courses must be relevant to the field of medicolegal death investigation.
 - ii) If a course is not approved for continuing education credits by one of the above-mentioned agencies it must be approved in accordance with the ABMDI accreditation policy.
 - iii) The same course may not be used twice within the same certification period.
- e) The following activities can be used for continuing education hours, when the appropriate documentation is submitted.
 - i) Seminars, Workshops and Conferences
 - (1) Documentation must show proof of attendance, number of hours per offering, dates of attendance and approving agency.
 - ii) College and University Courses
 - (1) A passing grade is required.
 - (2) Copy of transcript is required.
 - (3) Conversion for credits is:
 - (a) One Instructional Hour: One (1) Continuing Education Hour
 - (b) One Educational Quarter: Ten (10) Continuing Education Hours
 - (c) One Educational Semester: Fifteen (15) Continuing Education Hours

iii) Leadership

- (1) Leadership positions acceptable for continuing education credit include:
 - (a) officer of a state or national organization of which death investigators are members (ABMDI not included),
 - (b) editor of a professional journal or book on a death investigation related topic,
 - (c) active member of a national panel producing a substantial written product,
 - (d) chair of a national conference or meeting, or
 - (e) other similar leadership positions with justifiable professional learning experience.
- (2) Proof of attendance with copy of minutes is required.
- (3) One (1) hour of continuing education is granted per leadership activity.
- (4) Maximum of five (5) hours of continuing education credit will be granted for leadership activities within a certification period.

iv) Published/ Refereed Article

- (1) Materials acceptable for continuing education credit include:
 - (a) Publications in peer reviewed journals,
 - (b) A chapter in an edited book, or
 - (c) A published book.
 - (i) Must be relevant to the field of death investigation.
- (2) Ten (10) hours of continuing education credit is granted per article.
- (3) ABMDI newsletter articles are worth one (1) hour of credit.
- (4) Maximum of ten (10) hours of continuing education credit will be granted for a published/ referred article within a certification period.

v) Presentation/Teaching

- (1) Presentation
 - (a) Presentation must be presented by the certificant at a national or state meeting on a topic relevant to death investigators.
 - (b) A copy of the agenda stating the name and date of the conference, the name of the lecture and the name of the presenter is required.
- (2) Teaching
 - (a) One Instructional Hour: One (1) Continuing Education Hour
 - (b) One Educational Quarter: Ten (10) Continuing Education Hours
 - (c) One Educational Semester: Fifteen (15) Continuing Education Hours
 - (d) A syllabus showing the name and dates of the course, the length of the course and the name of the instructor is required.

- (3) Maximum of fifteen (15) hours of continuing education credit will be granted for presentations and teaching within a certification period.

3) **Accreditation Policy**

- a) Seminars, workshops or conferences not approved by one of the designated approved agencies for continuing education credits can apply for approval through the ABMDI prior to the start of the course.
- b) All requests must be submitted at least sixty (60) days prior to the start date of the program.
- c) All requests must include:
 - i) The signed Course Accreditation Form, which can be found on the ABMDI website,
 - ii) A brochure or schedule of the conference, which must include actual hours of instruction,
 - iii) Curriculum vitae or resume of each instructor,
 - iv) Course outlines or objectives for each lecture, and
 - v) The required processing fee.
- d) Each course will be reviewed to determine the following:
 - i) Whether the course material is relevant to medicolegal death investigations, including but not limited to whether the course material is consistent with existing and/or developing standards of practice, scientific principles, and applicable law,
 - ii) The instructors are qualified to teach the material,
 - iii) If the instructor is a certificant, a review of any pending and/or existing claims against the instructor for noncompliance with the Code of Ethics and Conduct that may impact accreditation,
 - iv) The amount of actual instructional hours,
 - v) Any other deficiencies in the material that may prevent ABMDI from approving accreditation.
- e) Once a course is approved it will be issued a course accreditation number, which is good for one (1) year.
- f) Re-accreditation for a previously approved course is required after a one (1) year period. For re-accreditation a new Course Accreditation Form is required along with proof that the material and instructors have not changed. If material and instructors have changed, the new material must be provided. In either situation ABMDI shall review the request consistent with the Accreditation Policy standard set forth above in Section XXIV.3.b-e.
- g) Courses that are approved by one of the approved agencies but would like to advertise ABMDI credits must provide a Course Accreditation Form, a brochure or schedule of the conference, which must include actual hours of instruction, and proof of the approval of credits from the outside agency.

XXII. Code of Ethics and Conduct

- 1) The Code of Ethics and Conduct is set forth in the Bylaws.
- 2) Any certificand/applicant of the ABMDI who has violated any of the provisions of the Code of Ethics and Conduct shall be liable to disqualification from obtaining a certificate, censure, or revocation of their Certificate by action of the Board upon recommendation of the Ethics Committee. Any sanction will require ratification by a three-fourths (3/4) vote of the Board of Directors. The certificand/applicant will be notified in writing by certified mail of the sanction.
 - a) "Censure" will consist of a written statement from the Ethics Committee of ABMDI defining the disapproved action of the certificand and the opinion of the Ethics Committee as to why the action did not adhere to the Code of Ethics and Conduct. The listing of the certificand on the ABMDI website will not be effected. Censure will be used for infractions which are felt by the Committee to be of a lesser degree of seriousness than those warranting a higher degree of action. Any further incidents of similar nature may result in the certificand's credentials being revoked.
 - b) "Revocation" will consist of removal of a certificand's credentials and the name of the certificand removed from the ABMDI website. Revocation will be used for infractions which are felt by the Committee to be of a serious nature.
 - i) Revoked certificands would be able to apply if stated in their revocation letter or upon review of the application by the Board of Directors at time of application, if not specified in revocation letter.

3) **Process**

- a) All complaints must be received in written format at the ABMDI office and must be signed by the accuser to open an investigation.
- b) Written complaints or allegations against an applicant or certificand to the ABMDI office shall promptly be transmitted to the Chair of the Ethics Committee by the Executive Director.
 - i) If there is an Ethics complaint involving a current Advisory Council or Board member, the President will be notified by the Executive Director. If needed, an Ad Hoc Ethics Committee will be appointed to prevent a conflict of interest. Advisory Council and Board duties of the certificand will be suspended until the investigation process is complete.
- c) The Ethics Committee shall determine whether the alleged complaint(s) or allegation(s) fall within its jurisdiction and whether there is probable cause to believe that the complaint(s) or allegation(s) may be well founded.
- d) If the Ethics Committee, in its preliminary determination, finds that it does not have jurisdiction or that there is a lack of probable cause to believe that the complaint(s) or allegation(s) may be well founded, it shall close the case. The accusation and the results of the investigation shall remain confidential.
- e) If the Ethics Committee finds that it has jurisdiction and probable cause, prompt notice of the filing of the complaint or allegation(s) (within thirty (30) days of determination of both), omitting the name of the complainant(s), shall be given to

the accused. The Committee shall assemble written information from both the accused and the complainant(s) and any other pertinent sources, which shall permit the Committee to determine whether the allegation requires further action.

- f) The accused shall submit written information within thirty (30) days of initial notification of complaint or allegation to the ABMDI office via email or mail.
- g) The Committee may appoint an individual to investigate the allegation and present the evidence to the Committee.
 - i) If the investigation is still ongoing six (6) months after initial notification to the accused, the ethics committee must notify the President.
- h) If, based on the results of an investigation, the Committee decides to dismiss the allegation(s) without formal hearing, it may do so. The Committee shall issue a report to the Board of Directors, setting forth the basic facts but omitting the names of the parties, and stating the reason(s) for its decision to dismiss. The Committee will then close the case and the name of the accuser, the accusation and the results of the investigation shall remain confidential.
- i) If the Committee decides to formally hear the case, it shall give the accused a reasonable opportunity to be heard. The complainant(s) shall also be given a reasonable opportunity to be heard.
 - i) Any additional information from the accused must be submitted via email or mail to the ABMDI office fifteen (15) days prior to the scheduled right to be heard date.
- j) If the Committee decides to dismiss the allegations after a formal hearing, it may do so. The same procedure will be followed as in XXVI.3.h.
- k) If the Committee's decision is that unethical conduct occurred on the part of the accused, the Committee shall issue a report to the Board of Directors including a recommendation for censure or revocation of the certificate.
- l) The degree of sanction imposed upon the accused may take into consideration, but are not limited to, the following discretionary criteria:
 - (1) Seriousness of the offense.
 - (2) Whether the offense directly relates to the duties of the death investigator.
 - (3) The time since the offense occurred.
 - (4) Whether the offense involved interpersonal violence.
 - (5) Whether the offense involved a minor or person of diminished capacity.
 - (6) Whether the certificant's actions and conduct before and after the offense occurred are consistent with the ability to hold a position of public trust.
- m) The Board will then review the report and any written submission provided by the certificant. They will then ratify, overturn or modify the decision or remand the

case to the Ethics Committee for further action. The decision shall require a vote of three-fourths (3/4) of the members of the Board. If a three-fourths (3/4) vote is not received, then the matter shall automatically be remanded back to the Committee for further action. The party accused of unethical conduct will then be notified of the action by registered return receipt mail. The nature and conditions of any sanction shall be provided to the certificant in writing. The names of the complainant(s) shall be kept confidential.

- n) The accused has the right to appeal the action of the Committee to the Board of Directors. The request for appeal shall be submitted to the Executive Director in writing within thirty (30) days of notification as evidenced by the return receipt. The Executive Director shall immediately advise all members of the Board of Directors of the appeal. The Executive Director will supply copies of the entire case file, including the names of all parties in the matter, to the accused upon request and the confidentiality of the matter is waived.
 - i) There may be limited circumstances in which the disclosure of identity of the complainant(s) may result in adverse actions, such as but not limited to work retaliation, against the complainant(s). The Board of Directors, upon consultation with the Ethics Committee, may withhold the name of the complainant(s) from disclosure, upon notice of appeal and the subsequent release of the case file and waiver of the confidentiality of the associated matter, where the Board of Directors votes in favor of withholding such disclosure of the complainant(s) to the certificant.
 - o) If an appeal is requested, the complainant(s) will be immediately notified.
 - p) The accused shall file any written statements s/he may wish to submit on his/her behalf with the Executive Director within thirty (30) days of notice of appeal. Upon request to the Executive Director, an additional thirty (30) days shall be granted to either party.
 - q) The Board of Directors shall consider all information submitted by the appellant, including any additional information provided by either party. The Board of Directors shall then prepare a written statement of the reason for its actions and file the same with the Executive Director not more than sixty (60) days following receipt of the appeal.
 - r) If upon appeal, the revocation has been overturned, the certification shall be reinstated. If reinstated, the required maintenance fee payment shall be the annual maintenance fee for the year that revocation is lifted.
 - s) No member of the Board of Directors, officers or Executive Director who is the subject of an Ethics Committee investigation, or who has any other conflict of interest, shall participate in any manner before the Board concerning ethics.
- 4) Confidentiality
- a) After a complaint is resolved, the matter shall be treated as confidential and all correspondence between members of the committee and the parties of the complaint shall refer to the case by file number only.
 - b) Other than the reports to the Board, the members of the Ethics Committee, staff or any appointed investigator(s) shall scrupulously avoid any disclosure of the investigation and accord the respondent the fullest opportunity for access to

information, opportunity to respond to the charges, to present evidence, and to be represented by counsel.

- c) The Ethics Committee has the authority to communicate by written correspondence, telephone, fax and e-mail, providing that communications are confidential.

5) Case Files

- a) Files of the Ethics Committee on open cases shall be securely maintained by the Chair who shall transfer them to the new Chair upon leaving office. Case files on closed cases shall be sealed by the chair and transferred to the ABMDI office where they shall be stored in a secure space designated for this purpose. Access to these files shall be available only to the Executive Director or Chair of the Ethics Committee. Other members of the Ethics Committee and Board of Directors shall destroy their files when a case is closed. The Chair of the Ethics Committee may maintain a summary of past cases with identifying information redacted.

XXIII. Confidentiality

- 1) The applicant is required to sign a *Code of Ethics and Conduct* prior to sitting for the certification exam, agreeing that s/he shall not disclose exam content with other individuals.
- 2) Information that is not public knowledge and is learned through the Ethics Committee shall remain confidential.
- 3) Annually, Board members shall sign a *Confidentiality Agreement* regarding information learned about an applicant/certificant, which is not public knowledge, through his/her position on the board and to disclose any potential conflict of interest.
- 4) Individuals signing the *Confidentiality Agreement* may discuss information among themselves as necessary to complete their assignments, disclose information to a third party upon written consent of the applicant or certificant, or upon subpoena from a court of competent jurisdiction.
- 5) Any breach of confidentiality shall result in charges brought forth to the Ethics Committee.

XXIV. Applicant and Certificant Rights

- 1) An individual submitting an application who does not meet the prerequisites shall be notified in writing of the deficiency.
- 2) A certificant/ applicant has the right to examine his/her file at the ABMDI office upon written request and by appointment.

XXV. Grievance Procedures

- 1) Complaints due to violations of Code of Ethics by a certificant or applicant are to follow policy XXVI.
- 2) All other appeals, complaints, inquiries or disputes should be reviewed by the Executive Director at the time they are received.

- 3) If the appeal, complaint, inquiry or dispute can be answered by the ABMDI Bylaws or Policy and Procedures Manual, that information will be forwarded to the complainant by the Executive Director within thirty (30) days.
 - a) If the appeal, complaint, inquiry or dispute directly involves the Executive Director it will immediately go to the Executive Committee.
- 4) If the appeal, complaint, inquiry or dispute cannot be answered within the ABMDI Bylaws or Policy and Procedures Manual, the Executive Director will forward to the Executive Committee.
 - a) Any committee members with a possible or perceived conflict of interest must recuse themselves from the investigation. There must be a minimum of three (3) committee members to continue the review.
 - b) Submission, investigation and decision of appeals or complaints shall not result in any discriminatory actions against the appellant or complainant.
 - i) The Board of Directors will be notified of the appeal, complaint, inquiry or dispute for informational purposes only. All identifying information will be redacted.
 - c) If the appeal, complaint, inquiry or dispute is further disputed the committee will forward it to the Board for determination.
 - i) The Board must notify the appellant or complainant within thirty (30) days that the matter is under review.
 - ii) The Board should complete the review within ninety (90) days of receipt of the appeal, complaint, inquiry or dispute. If the review cannot be completed within this time due to extenuating circumstances the appellant or complainant must be notified of the extension.
 - iii) After the review is completed the Board shall notify the appellant or complainant of the results of the review and if any corrections or corrective actions were taken.
- 5) Records of all appeals, complaints, inquiries or disputes will be kept on record at the ABMDI office. These records will include all correspondence, investigations and any corrective actions identified.
 - a) The Executive Committee and/or Board may request history of previous actions taken for review when making decisions. All personal information of previous appeals, complaints, inquiries or disputes will be redacted prior to review.

XXVI. Disclosure of Information

- 1) Information contained within applicant and certificant files shall be considered confidential and is not released to third parties.
- 2) Information contained within working files shall be available to any member who demonstrates a need for such information to conduct official business for the ABMDI with the exception of certificant files, Ethics Committee records and records deemed necessary to be attorney-client privileged communications.

- 3) Upon receipt of a subpoena or other legal process requesting the disclosure of information concerning an applicant or certificant, the ABMDI shall consult with legal counsel concerning remedies and duties imposed upon by the law.
- 4) Where the law requires disclosure of information, the applicant or certificant shall be notified immediately of the inquiry and of the information provided.
- 5) The ABMDI President shall rule on any dispute between the requester and policy.
- 6) The Board shall approve in advance the release of Board meeting minutes, committee meetings, Treasurer or Executive Director reports, financial records or budgets to anyone other than an officer or Board member.
- 7) Certification status of all active and inactive individuals shall be made available on the ABMDI website. They shall be listed as an Associate, Diplomate or Fellow, including the date of certification. Inquiries pertaining to certification status of an individual shall be directed to the website. Possession of an ABMDI certificate alone is not to be considered as proof of a certificant's ABMDI status.
- 8) A Directory shall be continually updated containing address, telephone, fax, email information and certification level for Associates, Diplomates, and Fellows unless they have specifically requested in writing not to have their information published. The Directory is the property of the ABMDI and shall be available on the website.
- 9) It is the responsibility of the certificant to notify the ABMDI office of any change in information.
- 10) Testing information shall be released to the applicant via US postal mail or email.
- 11) Copies of the Bylaws and Policy and Procedure Manual, as well as all records of revisions and proposed revisions to these documents, shall be made public record.
- 12) Certificant files shall be made available to the Forensic Specialties Accreditation Board (FSAB) upon request, to comply with guidelines published in FSAB quality assurance standards.

XXVII. **Quality System**

- 1) General
 - a) The Executive Director shall, in a continuous manner, conduct evaluations and recommend changes to the Board that would enhance the certification process or office operations.
 - b) An outline of all substantive changes to the standards used to credential (evaluate), test and certify applicants shall be maintained indefinitely.
 - c) Staff shall conduct annual audits of files for accuracy and completeness. Any deficiencies shall be documented and addressed immediately for resolution.
- 2) Management Review
 - a) An annual management review will be conducted by the Vice President, or their designee, and presented at the annual Board meeting.
 - b) The review will consist of information reviewed from multiple sources to include results of internal audits, feedback received, previous management reviews and appeals and complaints.

- c) Information that will be analyzed will be in regard to impartiality, preventive and corrective actions addressed, fulfillment of objectives and any changes.
 - d) The annual management review report should discuss any ways to improve the effectiveness or organization of management and if any additional resources are needed.
- 3) Internal Audits
- a) An internal audit of all ABMDI functions addressed within this manual will be completed annually and presented at the annual Board meeting.
 - i) All functions and performance expectation are defined on the audit review checklist.
 - ii) Due to the number of policies and procedures to be reviewed the audit will be segmented and conducted over a three (3) year period. A specified schedule of which policies and procedures to be reviewed each year will be provided to the committee. There will be an audit review matrix kept by the Executive Director to ensure that each policy and procedure is reviewed in a three (3) year period.
 - iii) The segment of policies and procedures reviewed will be what is included in the annual report.
 - b) The audit will be conducted by the Internal Audit Committee with the Executive Director as an ex-officio member.
 - i) If the subject matter of the audit requires a subject matter expert, committee members outside of the Advisory Council may be appointed.
 - c) Audit results should be compared to previous audit results to ensure there are not any ongoing issues.
 - d) Any deficiencies found during the audit should be reported to the Executive Committee at that time. The Executive Committee will work with the audit committee to prepare a remedial action plan.
 - i) The remedial action plan must also include:
 - (1) The deficiency identified
 - (2) The cause of the deficiency
 - (3) The actions to be taken to correct the deficiency and prevent reoccurrences
 - ii) Once the remedial action plan is made, actions should be taken within 60 days.
 - iii) The remedial action plan and effectiveness must be included in the annual report.

XXVIII. Accreditation

- 1) The ABMDI shall remain accredited by the Forensic Specialties Accreditation Board (FSAB) and shall adhere to all standards set forth and be subject to an on-site evaluation as a requirement for reaccreditation.
- 2) FSAB shall conduct the on-site evaluation at the ABMDI office.

- 3) The Executive Director shall prepare all required documents for review.
- 4) The President will decide who will participate as the ABMDI representatives in the on-site evaluation.
- 5) All representatives of the ABMDI shall cooperate fully with the FSAB assessors.
- 6) ABMDI shall be responsible for the travel expenses for two (2) FSAB assessors and the ABMDI representatives.

XXIX. Records Management

- 1) The Executive Director shall be responsible for the quality system of all ABMDI files and documents.
 - a) The Executive Director will be responsible for document updates and will approve all documents for adequacy prior to issue. A review and approval of all updates will be done annually by the Board.
 - b) Documentation of all document changes shall be kept by the Executive Director and to ensure the most current versions are being used and that obsolete documents have been removed. The archiving of documents must include the date each became effective and date each was superseded or dropped.
- 2) In accordance with Article XV of the Bylaws, staff shall be responsible for keeping permanent records of all meetings of the Board, a record of all actions taken by the Board without a meeting, and a record of all actions taken by committees.
- 3) The Board shall retain all documents submitted in compliance with any part of its program, with the exception of testing documents held by the professional testing agency, in accordance with the Document Retention Policy.

XXX. Document Retention Policy

- 1) Purpose
 - a. The ABMDI ensures the appropriate retention and disposal of records and documents to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by ABMDI or are of no value are discarded at the proper time. The ABMDI complies with the requirements of the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding.
- 2) Policy
 - a. General Guidelines

Records should not be kept if they are no longer needed for the operation of the organization or required by law. Records may be stored electronically to reduce these issues.

The ABMDI established retention, destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified

categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation-relevant documents and any other pertinent factors. All officers, directors, and employees are expected to comply fully with the record retention and destruction policies and schedules.

a. Exception for Litigation-Relevant Documents

All officers, directors, and employees should note the following exception to any stated destruction schedule: If you believe, or ABMDI informs you, that ABMDI records are relevant to litigation or potential litigation (i.e., a dispute that could result in litigation), then all scheduled destruction of potentially relevant records must cease and you must preserve those records until it is determined that the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records.

b. Minimum Retention Periods for Specific Categories of Records

1. Organizational Documents

Organizational records include ABMDI's Articles of Incorporation, By-laws and IRS Form 1023, Application for Exemption. Organizational records should be retained permanently. IRS regulations require that Form 1023 be available for public inspection upon request. Policy and Procedure Manual and its revisions should also be retained permanently.

2. Tax Records

Tax records include, but may not be limited to, documents concerning payroll, capital asset purchases and sales, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning ABMDI's revenues. All records, including income tax and informational returns (including Form 990), payroll taxes and supporting documentation should be retained permanently.

3. Employment Records/Personnel Records

ABMDI should keep personnel files that reflect performance reviews and any complaints brought against ABMDI or individual employees under applicable state and federal statutes. ABMDI should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. A copy of the Employee Handbook, and each revision thereof, should be retained permanently. Employment applications should be retained for three (3) years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven (7) years after separation from service.

4. Members, Board and Board Committee Meetings

Meeting minutes and reports presented at Board meetings should be retained permanently. Advisory Council and Committee histories will be retained permanently.

5. Certificant Records

ABMDI should keep certification applications, ethics investigations and other certification records for seven (7) years after an individual ceases to be a certificant of ABMDI. Database of certificant files will be kept permanently.

6. Contracts

Real Estate purchase and sale contracts and records should be retained permanently. Leases and general contracts, along with supporting documentation, should be retained for seven (7) years after termination.

7. Legal Documents

Litigation documents should be retained for seven (7) years after the close of the matter. Court orders and judgments should be retained permanently, as should legal opinions.

8. Intellectual Property Documents

Intellectual Property documents, including trademark and copyright registrations, should be retained permanently.

9. Insurance

Expired insurance policies, insurance records, accident reports, claims and related documentation should be kept permanently.

10. Audit Records

Audit reports and financial statements should be kept permanently.

11. Banking and Accounting

Accounts payable ledgers, accounts receivable ledgers, bank statements, bank reconciliations, electronic funds transfers, cancelled checks and credit card records should be kept for seven (7) years.

12. Correspondence

Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for three (3) years. Website updates will be saved for five (5) years.

13. Newsletters

Copies of ABMDI newsletters will be retained permanently.

c. Storage of Records

1. Tangible Records

Tangible records of active and inactive certificants should be stored in the secure main office. Defaulted and expired tangible records may be stored in a secure off-site storage facility.

2. Electronic Records

All e-mails sent or received should be reviewed within ninety (90) days after receipt or sending. E-mails related to the conduct of ABMDI's business and falling into one of the categories listed above should be retained accordingly. Those e-mails being retained should either be printed and stored as tangible evidence or backed up and stored electronically. This back-up should be performed as needed to ensure that important documents are retained and,

in any case, not less often than annually. Electronic records should be backed up by cloud storage. All electronic records are stored on password protected devices.

d. Destruction/Deletion

1. Tangible records

Tangible records should be destroyed by shredding or some other means that will render them unreadable and unable to be reconstructed.

2. Electronic records

ABMDI will direct its IT contractors to ensure that electronic records are properly and permanently destroyed. All duplicate records must be destroyed along with the originals.

e. Administration of Policy

2. The Executive Director shall be responsible for administering and overseeing this Policy, including performing the following functions:

- a. Implementing the Policy;
- b. Ensuring that employees are properly educated, understand and follow the Policy;
- c. Providing oversight on actual retention and destruction;
- d. Ensuring proper storage of documents;
- e. Suspending the destruction of documents upon foreseeable litigation; and
- f. Communicating with the Board of Directors regarding any issues pertaining to the implementation and administration of the Policy.

3. All questions relating to document retention and/or destruction should be directly addressed to the Executive Director.

f. Adoption of Policy

1. Executive Committee Adoption

The Executive Committee of ABMDI has adopted this Policy as of the date set forth below. Amendments to this Policy may be adopted in conformance with ABMDI's Bylaws.

XXXI. Fee Schedule

Registry Application Fee	\$50
Replacement Application Fee	\$15
Registry Exam Fee with proctoring	\$400
Registry Retest Fee with proctoring	One Section- \$150 Two Sections- \$250 Three or more sections- \$350
Board Certification Application Fee	\$100

American Board of Medicolegal Death Investigators, Inc.

Board Certification Examination Fee with proctoring	\$450
Board Certification Retest Fee with proctoring	One Section- \$150 Two Sections- \$250 Three or more sections- \$350
Recertification Administrative Fee	\$25 (every five (5) year)
Recertification Test Fee with proctoring (if unemployed at time of recertification)	\$250
Recertification Retest Fee with proctoring	One Section- \$100 Two Sections- \$150 Three or more sections- \$200
Annual Maintenance Fee	\$50
Late Fee	\$25
Replacement Certificate Fee	\$50
Replacement Recertification Sticker	\$25
Course Accreditation Fee	
• original accreditation	\$100
• approved by another agency or reaccreditation	\$50

XXXII. **Test Development**

1) Historical Testing Processes

The ABMDI contracted with a professional test development and validation agency, Occupational Research and Assessment, Inc. (ORA), to develop two (2) levels of a certification test for medicolegal death investigators based on criteria demonstrated to be objective, valid and reliable.

Test Development Agency

Advisory Committee

The test development committee consisted of 14 veteran medicolegal death investigators from medical examiner and coroner jurisdictions representing various geographic locations throughout the country. The subject matter experts were nominated by their medical examiner, pathologist or coroner based on knowledge, experience and competence within the field.

Purpose of the Certification Examination

The purpose of the certification exam is to verify the knowledge, skills and abilities of medicolegal death investigators pursuant to a specific domain of knowledge.

Domain of Knowledge

There was no domain of knowledge for medicolegal death investigators prior to 1994. A technical working group of 144 professionals from across the country participated in a National Medicolegal Panel to establish guidelines. The project was co-sponsored by the National Institutes of Justice and the Centers for Disease Control and Prevention. After being selected, the Advisory Council then used a national survey distributed to medical examiners and coroners to create and validate a domain of knowledge.

ORA Test Development Process

ORA used the following nine procedures to develop and validate the certification test for medicolegal death investigators.

Phase 1: Needs/Occupational Analysis

Phase 1 had two objectives. First, the assessment of research need, and second, the development of a conceptual framework for the field of medicolegal death investigation. This was accomplished by literature review and a national survey of medical examiner and coroner offices

Phase 2: Job and Task Analysis

Using a DACUM (**D**eveloping **A** **C**urricul**U**M) method, "judges" from various geographic locations and employment circumstances (medical examiner/coroner) participated in a 2- day workshop to develop the skill and knowledge requirements for individuals who wished to call themselves medicolegal death investigators. The result of the workshop was the job profile, which consisted of duties and tasks considered essential for a professional medicolegal death investigator.

Phase 3: Curriculum Validation

The job profile or task-list was used to develop a survey instrument for national distribution. The development team identified respondents as experts in the field of medicolegal death investigation.

Phase 4: Objective Test Item Writing and Coding

Because there was no existing set of test questions available, the Advisory Council developed a test bank using data collected during the DACUM process. These written items were then coded to specific tasks.

Phase 5: Item Validation

Occupational Research and Assessment employs two types of validity evidence: content and criterion-related.

Content validity is related to how adequately the content of, and responses to, the test samples the medicolegal domain. All drafted test items were reviewed for bias and edited before the Advisory Council was reconvened to review each item in the test bank. To quantify each test item as valid, items were then run through a rating process to establish a point value for *importance* (for success as a medicolegal death investigator), *frequency* (of performance on the job), *difficulty* (compared to other questions in the test bank) and *level* (of education required to answer each

item successfully). This detailed, systematic, critical inspection of test items is the single best way to determine content validity.

Phase 6: Test Construction

After national validation of the curriculum and test item writing, rating and review, the Advisory Council was directed through an item selection process. The DACUM research identified the percentage of test items required (by duty and task) on the test. The sorting process identified the highest rated (by importance) items within each duty area as well as the "easy" to "difficult" item progression. Using this data, the Advisory Council had the difficult task of granting "final approval" to each item with acceptable importance ratings. Once the final list of items was identified, each went through a final edit, and the correct answer was verified.

Phase 7: Pilot Testing

A final draft of the certification examination was pilot-tested at national training Conferences (i.e., Saint Louis University's Medicolegal Death Investigator Training Course). Individuals submitted complete demographic information, years of experience as a medicolegal death investigator, specific duties and tasks performed on the job, as well as educational background and training programs completed/certifications held. This data was used to verify pilot test results.

Phase 8: Standards Setting

The certification examination is a "criterion-referenced" test (as opposed to a "norm-referenced"). Using data from the pilot testing and ratings of each item on the test, the Advisory Council established and set criterion levels for each section of the examination. Test takers must meet or exceed the criteria set for each of the eight (8) sections to achieve passing each section of the test. In other words, a number of correct responses within each section will indicate "competent" levels of knowledge and skill. Each section may have different criteria cutting score.

Phase 9: Test Reliability

Initially, the test-retest method was established to estimate the reliability of the certification examination. Advisory Council members as well as others were asked to take the same examination twice. The scores provided a measure of stability (i.e. does an individual's score remain stable over time?). Because a data bank was used to create the tests, different examinations were administered to the same people and their scores correlated (i.e., does an individual's score remain consistent across versions of the same test?). The information provides a measure of equivalence.

The split-half estimates were then used for measures of internal consistency. This method basically takes the test and splits it in half, then the two halves are treated as separate tests for statistical comparisons. The Pearson product moment correlation coefficient is used to estimate the reliability of a test half as long as the original. The Spearman-Brown statistic then estimates what the reliability of the entire test would be.

Conclusion

This process provides a basis for focusing on continual educational efforts in the actual needs of practitioners. The function of the evaluation instruments is two-fold: (1) to identify individuals who appear to possess the skills, knowledge and abilities necessary to be a competent medicolegal death investigator, and (2) to identify areas of training needed for individuals who fall short of established standards. In addition, the validated test specifications will allow training efforts to focus on essential areas of knowledge. Training should follow a standardized curriculum for agencies, educational institutions, training organizations, and professional associations that wish to prepare individuals as professional medicolegal death investigators. The testing will ensure adherence to a standard set of skills and knowledge.

Performance Examination

The Advisory Council designed the performance examination for the Board Certified test to measure the applicant's skills and practical ability in actual case assignments. Developing the performance section consisted of the following four phases.

Phase 1: Daily Work Analysis

The Advisory Council determined the kinds of cases handled routinely by medicolegal death investigators. Such cases involve scene investigations followed by written reports for deaths including natural, suicide, homicide or accident.

Phase 2: Case Construction

The Advisory Council constructed the cases so that the correct answer was predetermined. Each case consisted of analyzing a set of photographs and reviewing a written scenario about the death. The examinee must then determine (1) at least five items of evidence (2) ask at least ten questions to be asked of the suspect or witnesses (3) using medicolegal terms, write a brief description of the scene.

Phase 3: Case Validation

Each test case in the bank was administered to Advisory Council members. In order to validate the case as typical of routine cases handled by medicolegal death investigators and to ensure that the case provided sufficient information to allow a competent medicolegal death investigator to further investigate, Advisory Council members had to agree on its suitability and to reach the same opinion/conclusion for the case to be accepted for performance evaluation.

Using standardized answers or key words sheets developed by the Advisory Council to score open-ended items controls performance test reliability, two (2) members are used to review the subjective items, which include the description of the scene and body. The two (2) reviews are then correlated as a measure of consistency. The evidence and investigative questions are treated as objective "matching" type items and are subjected to the same methods as described for the written testing.

Phase 4: Pilot Testing

The test taker would receive three (3) cases for examination from the following categories

(1) suicide (2) accident (3) homicide or (4) natural: The cases would be assigned from a bank of cases in each of the three (3) categories. The cases were pilot tested at national training conferences.

Test Revisions

ORA reviewed the performance of both certification exams every three (3) years to identify areas that are not performing well. If necessary, the Advisory Council met to address problem areas.

Every five (5) years, a two-day test revision workshop is scheduled to review (1) the continued validity of the identified domain of knowledge and (2) that all test items are related to the validated domain. Items are then reviewed for importance and difficulty.

The ABMDI decided that exams were administered by an ORA trained proctor or by a certified proctor located with a college or university. To ensure that the certification examination remains free of bias, the ABMDI contracted with ORA to grade the examinations and maintain the security of the test bank.

2) Current Testing Processes (starting January 1, 2024)

Using the validated test questions developed by subject matter experts (SMEs) and honed by the Advisory Council, all available test questions were reviewed and recategorized in 2023. The original eight sections were narrowed to seven to best align with the exam content and subdivisions in each section. The categories were created and approved by the ABMDI Advisory Council in 2023, with all changes effective January 1, 2024.

The purpose of cut scores is to develop a minimum competency level on the subject matter being tested (Cascio et al., 1988). Cut scores are determined through a multistage process involving experts and educators, with a relationship to the purpose of the examination (Cascio et al., 1988; McClarty et al., 2013). Each question was reviewed for its difficulty level to base cut scores on the examination itself and not on group performance or broad generalization of topic expectations without content review.

The modified Angoff Method was used to determine the level of difficulty for each question, based on the review of at least three SMEs. There are two major steps to the modified Angoff Method, with an initial review of each question and a secondary review of all questions when the range and average were determined and discussed (Yim & Shin, 2020). The second review of each question assists with quality control, reducing variances, and allowing for further content discussion. The modified Angoff Method was determined to be scientifically sound, with additional insight increasing rating precision (Shulruf et al., 2016;).

Each SME was provided with an anonymous form to rate a question based on the number of medicolegal death investigators with 640 hours of experience that will correctly answer the question. The rating went from 0 investigators to 100 investigators, with a minimum of three SMEs reviewing each question. SMEs also had the option to remove or reword the question due to confusion, changes in practices, or other reasons. At least three SMEs had to agree that the question should be removed for it to be taken out of the current question pool.

The Educational Consultant reviewed the ratings once submitted and determined averages and the range of each question. If the range was over 30, the question was scheduled to be reviewed again to determine if the wording needed to be revised for clarity or if the question should be removed from the question pool (ASI, 2014). The question would be reviewed a third time if the rating range was over 30, with continued variances of 30 or more being removed from the question pool due to large discrepancies in the acceptable minimal standard for the questions.

Each question was grouped with other questions in the section, with the average taken for each question to create the cut score for the section. For example, if the average for all available questions in Section 1 was 70.5%, the test taker will need to earn 70.5% or higher on the answered questions to pass the section. The entire test is not averaged with one cut score, as there is the opportunity to retake only the section(s) failed (ABMDI Policy & Procedures XXII Section 1)

Examination revisions are conducted per ABMDI Policy & Procedures XXIII.

References:

ASI. (2014). *The Angoff Method of standard setting*. Board of Canadian Registered Safety Professionals.

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Cascio, W., Alexander, R., & Barrett, G. (1988). Setting cutoff scores: Legal, psychometric, and professional issues and guidelines. *Personnel Psychology*, 41(1), 1-24.

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Shulruf, B., Wilkinson, T., Weller, J., Jones, P., & Poole, P. (2016). Insights into the Angoff Method: Results from a simulation study. *BMC Medical Education*, 16(134). <https://doi.org/10.1186/s12909-016-0656-7>

Yim, M., & Shin, S. (2020). Using the Angoff method to set a standard on mock exams for the Korean Nursing Licensing Examination. *Journal of Educational Evaluation for Health Professionals*, 17(14), 1-11. <https://doi.org/10.3352/jeehp.2020.17.14>

Appendix A: **Code of Professional Responsibility**

The ABMDI certified individual is expected to embrace the following principles:

Personal Knowledge:

- Be knowledgeable of all federal, state and county laws that dictate the authority and responsibility of the medicolegal jurisdiction served and the position of medicolegal death investigator.
- Be knowledgeable of medical, legal, law enforcement, forensic science and environmental information that will aid in conducting complete death investigations and apply this knowledge.
- Be proficient in the use of available investigative tools and knowledgeable of alternative resources accessible through other agencies.

Personal Behavior:

- Treat all those you come in contact with in your position as an investigator with respect, courtesy, fairness and consideration.
- Maintain a professional working relationship with all members of your office and cooperating agencies so that a positive rapport will be established between the agencies with whom you interact.
- Maintain an effective communication system with all forensic and ancillary personnel, to ensure that department and other persons involved in the death inquiry will be informed as to the progress of each case.
- Stay abreast of the 'state of the art' by attending continuing educational programs and conferences, establishing professional relationships with medicolegal death investigators in other jurisdictions and obtaining and maintaining ABMDI certification.
- Educate and publish scholarly works dealing with the field of medicolegal death investigation to assist fellow investigators.

Death Investigations:

- Maintain an open and objective approach to each death investigation for which you are responsible.
- Conduct thorough, timely, scientific and systematic death investigations of all persons whose deaths are reported to you.
- Accurately record statements made by witnesses, noting any discrepancies, additions or misinformation and present this information to the office and the courts.
- Prepare a complete, detailed report of each death that is reported to you as expediently as possible without sacrificing accuracy or thoroughness.
- Disseminate investigative information rapidly to departmental staff, forensic scientists and law enforcement personnel to achieve a coordinated, efficient and complete death investigation.
- Assist in accurately determining the decedent's identification.
- Identify, locate and notify the decedent's next of kin in the most rapid manner possible without sacrificing accuracy or civility.
- Maintain an effective communication system with all forensic and ancillary personnel so that departmental and other persons involved in the inquiry will be informed as to the progress of the investigation.

Office Etiquette:

- Conduct or attend regularly scheduled conferences with your superior and/or fellow investigators to review death investigations and methodology so that the highest quality death investigation can be achieved by ongoing assessment of investigative methods, policies and procedures.
- Suggest to superiors' new methods, policies and procedures that may improve the quality and/or accuracy of death investigations performed.
- Assist in the training and development of new investigative staff members as requested.
- Suggest at appropriate times those budget items that would/could increase the effectiveness or efficiency of investigative and departmental staff.

Appendix B: **Advisory Council Confidentiality Statement**

ABMDI Advisory Council Confidentiality Statement

The Advisory Council of the American Board of Medicolegal Death Investigators having access to the submitted documentation is obligated under ABMDI guidelines to treat all information not disclosed in public documents as confidential.

An Advisory Council or Board member has the duty to recuse himself or herself from participation in any event which there is an actual or apparent conflict of interest.

An Advisory Council or Board members shall refrain from exercising personal or public conduct adverse to the ABMDI.

Name: _____

Signature: _____

Date: _____

This statement is signed at the annual meeting.

The American Board of Medicolegal Death Investigators (ABMDI) Conflict of Interest Policy applies to members of the Board of Directors, Executive Committee, Committee Members, Advisory Council members or any other individual who is in a position to influence the policies and procedures of the ABMDI.

The following ethical and legal obligations pertain to each individual above while performing duties on behalf of the ABMDI:

1. Duty of Loyalty – each person should make decisions based on the best interests of ABMDI.
2. Duty of Confidentiality - The Advisory Council and Board of Director member having access to testing documents are obligated under ABMDI guidelines to treat all information not disclosed in public documents as confidential.

An Advisory Council or Board member has the duty to recuse himself or herself from participation in any event which there is an actual or apparent conflict of interest.

3. Duty to Disclose Conflict of Interest – each person should make an annual disclosure of any financial or commercial interest, whether actual or perceived, in any commercial interest or organization.

The Conflict of Interest Disclosure Statement must be signed annually by individuals named above. This document will be held in the ABMDI office by the Executive Director and can only be accessed by other Officers or Executive Committee members of ABMDI. Further access of these statements can be disclosed and open for discussion to the Board of Directors if a member of the Executive Committee or Officer deems it necessary to resolve a potential conflict of interest.

If a specific matter arises during meeting discussions where a conflict of interest is present, the individual should make a full disclosure of the conflict. The person may participate in the discussion at hand, but may not vote. If the conflict is deemed substantial, the President may disqualify the individual from participating in the discussion of the matter. If the conflict or the handling of the conflict is disputed, the matter shall be referred to the Ethics Committee for review.

American Board of Medicolegal Death Investigators

Conflict of Interest Disclosure Statement

I attest that I have read ABMDI's Conflict of Interest Policy. I agree to respect the confidentiality of sensitive information deemed as such by ABMDI Bylaws and disclose any outside interests that may appear bias to any discussions or actions that I may participate in associated ABMDI business.

I do not, nor have any immediate family members or business partners, have a material financial interest that is likely to be impacted by a decision of a committee or board upon which I serve.

Exceptions to this statement are: _____

I do not, nor do I have any immediate family member or business partner, that expects to serve within the next 12 months as an officer, director, chair or consultant, nor has served as such in the last 12 months, with any commercial entity that is likely to be impacted by a decision of a committee or board upon which I serve.

Exceptions to this statement are: _____

If matters arise in which I have, or may have, a perceived conflict of interest, I will disclose this conflict when the matter arises. I may be asked by the President to abstain from voting on the matter. I understand that omissions or a violation of this Policy shall result in referral of the matter to the Ethics Committee for review.

I also attest to the fact that I have read and am familiar with the ABMDI Policy and Procedures Manual and I agree to abide by all ABMDI Policies and Procedures.

Printed Name: _____

Signature: _____ Date: _____

Appendix C: Registry Examination Information

General Testing Information

Test questions: 240

Time limit: 4 hours (240 minutes)

Mode: Electronic with proctor

Examination Breakdown

<u>Topic</u>	<u># of Questions</u>	<u>% of Graded Exam</u>	<u>Time Allotted</u>
1. Interagency Communication	23	10%	23 minutes
2. Communication with Families	23	10%	23 minutes
3. Scene Response and Documentation	41	18%	41 minutes
4. Body Assessment and Documentation	41	18%	41 minutes
5. Completing the Investigation	33	14%	33 minutes
6. Additional Medicolegal Death Investigator Duties	23	10%	23 minutes
7. Forensic and Medical Knowledge	46	20%	46 minutes
Pilot Questions (excluded from grading)	10	0%	10 minutes
<i>Total</i>	<i>240</i>	<i>100%</i>	<i>240 minutes</i>

Appendix D: Suggested Reading List for Registry Examination

Clark, S.C., Ernst, M.F., Haglund, W.O., Jentzen, J.M. Medicolegal Death Investigator: A Systematic Training Program for the Professional Death Investigator. Occupational Research and Assessment, Inc.: Big Rapids, MI, 1996.

Dudley, MH. Forensic Medicolegal Injury and Death Investigation. CRC Press. 2017.

Eliopoulos, L. Death Investigator's Handbook. Paladin Enterprises: Boulder, CO, 2003.

Geberth, V. Practical Homicide Investigation: Tactics, Procedures and Forensic Techniques, 3rd ed. CRC Press: Boca Raton, FL, 2015.

National Association of Medical Examiners (NAME), 2006 Forensic Autopsy Performance Standards

National Guidelines for Death Investigation. U.S. Department of Justice, Office of Justice Programs. Washington DC: 2011.

Spitz, W.U. Medicolegal Investigation of Death: Guidelines for the Application of Pathology to Crime Investigation. Charles C. Thomas: Springfield, IL, 2005.

Wagner, S. Color Atlas of the Autopsy. CRC Press. Boca Raton, FL. 2004

Wagner, S. Death Scene Investigation: A Field Guide. CRC Press. 2009

Appendix E: **Fundamental Tasks of Medicolegal Death Investigation**

Fundamental Tasks of Medicolegal Death Investigation

1. Interagency Communication
 - a. Jurisdiction
Understand jurisdiction of the medical examiner/ coroner and of the decedent and scene
 - b. Collect Essential Information
Establish decedent profile and determine essential information
 - c. Interact with Law Enforcement
Establish a cooperative relationship and understand their responsibilities and duties
 - d. Interact with Funeral Homes
Establish a cooperative relationship and understand their responsibilities and duties
 - e. Interact with Media
Understand how to communicate with the media
 - f. Ancillary Agencies
Knowledge of agencies that work alongside the medical examiner/ coroner
 - g. Release of Information
Knowledge of HIPAA compliance and legal aspects of releasing information
2. Communication with Families
 - a. Death Notification
Knowledge of how to appropriately notify next of kin
 - b. Obtain Information
Understand what information is essential to collect from family and how to obtain the information
 - c. Identification Viewing
Understand how to prepare families for the condition of the decedent upon viewing
 - d. Inform of Procedures
Knowledge of what procedures the family should be aware of during and after the investigation
 - e. Recognize Reactions
Knowledge of common reactions of family members during and after the investigation
 - f. Facilitate Requests
Knowledge of how to facilitate and address requests made by family during and after the investigation
 - g. Report Findings
Knowledge of how information should be released to the family during and after the investigation to include autopsy results
3. Scene Response and Documentation

- a. Scene Arrival
Understand the role of the medical examiner/ coroner on scene and the importance of collaboration
 - b. Securing the Scene
Knowledge of how to properly secure a scene
 - c. Scene Safety
Understand when a scene is considered safe
 - d. Professionalism
Understand the importance of professionalism while conducting investigations
 - e. Dignity of the Deceased
Understand how to maintain dignity of the deceased throughout the investigation
 - f. Scene Equipment
Knowledge of equipment commonly used during investigations to include PPE and cameras
 - g. Scene Photography
Knowledge of proper scene photography techniques including what should be photographed
 - h. Scene Documentation
Knowledge of how to properly and thoroughly document a scene
 - i. Scene Evidence
Identification and collection of evidence and distinguishing from personal property
 - j. Effective Witness Interviews
Knowledge of how to conduct interviews with witnesses during and after the investigation
4. Body Assessment and Documentation
- a. Body Photography
Knowledge of proper body photography techniques including what should be photographed
 - b. Physical Assessment
Knowledge of how to conduct a physical assessment of the body, to include the following:
 - i. Anatomy
 - ii. Resuscitative Artifacts
 - iii. Surgical Artifacts
 - iv. Postmortem Changes
 - v. Injury Recognition
5. Completing the Investigation
- a. Identification
Knowledge of the proper and acceptable ways of identifying remains
 - b. Compose Investigative Narrative

Knowledge of how to complete a clear, concise narrative report

c. Follow Up

Knowledge of duties that need to be performed to complete an investigation to include:

- i. follow up with other agencies
- ii. complete required forms
- iii. release of evidence and
- iv. chain of custody

d. Interacting with Forensic Pathologists

Knowledge of information needed for the Forensic Pathologist to determine the cause and manner of death or make other decisions in regards to the investigation process

e. Facilitate Organ and Tissue Donation

Knowledge of organ and tissue donation and the donation process

f. Manners of Death

Knowledge of the different manners of death

g. Certification of Death

Knowledge of the death certification process

6. Additional Medicolegal Death Investigator Duties

a. Health and Wellness

Recognition and maintenance of health and wellness

b. Unidentified/ Unclaimed Remains

Knowledge of disposition of unidentified and/ or unclaimed remains

c. Multiple Fatalities

Knowledge of proper response and scene processing involving multiple fatalities

d. Testimony

Knowledge of appropriate courtroom behavior, preparation, and types of testimony

7. Forensic and Medical Knowledge

a. Forensic Science

Knowledge of forensic science to include forensic specialties (e.g., ballistics, toxicology, entomology, anthropology, odontology, etc.)

b. Forensic Pathology

Knowledge of basic forensic pathology

c. Medical Knowledge

Understand basic medical terminology and disease processes

Appendix F: Registry Examination Retest

An examination retest is needed if one or more of the seven sections of the Registry Examination is failed. You will be notified of which sections you will need to retest on, with the retest being only on the failed sections. The number of questions and time provided for the retest examination is dependent on the areas failed.

The Registry Examination test question breakdown is:

<u>Topic</u>	<u># of Questions</u>	<u>% of Graded Exam</u>	<u>Time Allotted</u>
1. Interagency Communication	23	10%	23 minutes
2. Communication with Families	23	10%	23 minutes
3. Scene Response and Documentation	41	18%	41 minutes
4. Body Assessment and Documentation	41	18%	41 minutes
5. Completing the Investigation	33	14%	33 minutes
6. Additional Medicolegal Death Investigator Duties	23	10%	23 minutes
7. Forensic and Medical Knowledge	46	20%	46 minutes
Pilot Questions (excluded from grading)	10	0%	10 minutes
<i>Total</i>	<i>240</i>	<i>100%</i>	<i>240 minutes</i>

The question breakdown and time allotted will assist with determining how many questions will be in your retest and the time allotted. If section 1 is failed, the retest will be 23 questions in length with a 23-minute time limit. If sections 2 and 4 are failed, the retest will be 64 questions in length with a 64-minute time limit. If sections 3, 5, and 7 are failed, the retest will be 120 questions in length with a 120-minute time limit.

Appendix G: **Suggested Reading List for Board Certification Examination**

Clark, S.C., Ernst, M.F., Haglund, W.D., Jentzen, J.M. Medicolegal Death Investigator: A Systematic Training Program for the Professional Death Investigator. Occupational Research and Assessment, Inc.: Big Rapids, MI, 1996.

DiMaio, D., DiMaio, V. Forensic Pathology, 2nd Edition. Elsevier Science Publishing Co.: New York, NY, 2006.

Dudley, MH. Forensic Medicolegal Injury and Death Investigation. CRC Press. 2017.

Eliopoulos, L. Death Investigator's Handbook. Paladin Enterprises: Boulder, CO, 2003.

Froede, R. Handbook of Forensic Pathology. 2nd edition. College of American Pathologists: Northfield, IL, 1995.

James S., Nordby, J. Forensic Science- An Introduction to Scientific and Investigative Techniques. CRC Press. Boca Ratan, FL. 2009.

National Guidelines for Death Investigation. U.S. Department of Justice, Office of Justice Programs. Washington DC: 2011.

Saukko, P., Knight, B. Knight's Forensic Pathology. Fourth Edition. CRC Press, 2016.

Shemonsky, N. "Jurisdiction on Military Institutions." American Journal of Forensic Medicine and Pathology. 14(1): 39-42.

Spitz, W.U. Medicolegal Investigation of Death: Guidelines for the Application of Pathology to Crime Investigation. Charles C. Thomas: Springfield, IL, 2005.

Sudden, Unexplained Infant Death Investigation: Guidelines for the Scene Investigator and Training Text. CDC, January 2007.

U.S. Equal Employment Opportunity Commission
<http://www.eeoc.gov> - Types of Discrimination

Appendix H: **Advanced Skills Task for Board Certification Examination**

A. Investigating Specific Death Scenes

Investigate drug-related deaths
Investigate child deaths
Investigate motor vehicle deaths
Investigate blunt force deaths
Investigate firearms deaths
Investigate fire deaths
Investigate asphyxia deaths – hanging
Investigate asphyxia deaths – drowning
Investigate asphyxia deaths - mechanical
Investigate asphyxia deaths – chemicals
Investigate sharp force injury deaths
Investigate electrocution deaths
Investigate deaths by therapeutic complications
Investigate deaths involving police action
Investigate toxicological deaths (poison)

B. Investigating Multiple Fatalities

Investigate deaths in plane/train/auto crashes
Investigate weather-related deaths
Investigate bomb-explosion deaths

C. Investigating Atypical Death Scenes

Investigate masqueraded deaths
Investigate media sensitive deaths
Investigate deaths by animals
Investigate deaths from infectious causes

D. Investigating Institutional Deaths

Investigate deaths in custody (wards of the state)
Investigate deaths in extended care facilities (nursing, group homes)

E. Demonstrating Leadership Skills

Demonstrate professionalism by positive role modeling and mentoring
Assume responsibility to recognize and correct deficiencies (procedures/policies)
Maintain high personal performance standards

Demonstrate positive professional interactions with coworkers and colleagues

F. Demonstrating Legal Knowledge

Solicit legal opinions

Demonstrate knowledge of legal procedures

Demonstrate knowledge of unique case problems

Review a death certification

Recognize agency jurisdiction

G. Communicating Skills

Demonstrate interviewing skills

Demonstrate report writing skills

Counsel families regarding autopsy findings and address concerns

H. Demonstrating Advanced Forensic Science Knowledge

Collect data/material for odontology

Collect data/material for anthropology/archeology

Collect data/material for toxicology

Collect data/material for entomology

Conduct postmortem identification

Collect data/material for serology

Collect data/material on ballistics/firearms

Collect data/material for tool marks

Collect trace evidence (latents, alternative light)

Collect data/material using advanced photography

Appendix I: Recertification Examination

General Testing Information

Test questions: 102

Time limit: 2 hours and 40 minutes (160 minutes)

Mode: Electronic with proctor

Examination Breakdown

<u>Topic</u>	<u># of Questions</u>	<u>Time Allotted</u>
1. Interagency Communication	10	10 minutes
2. Communication with Families	10	10 minutes
3. Scene Response and Documentation	18	18 minutes
4. Body Assessment and Documentation	18	18 minutes
5. Completing the Investigation	14	14 minutes
6. Additional Medicolegal Death Investigator Duties	10	10 minutes
7. Forensic and Medical Knowledge	20	20 minutes
Scenario Questions (2 parts each)	2	60 minutes
<i>Total</i>	<i>102</i>	<i>160 minutes</i>

Appendix J: Grading Confidentiality Agreement

ABMDI Educational Review Committee Grading Confidentiality Statement

Every member of the ABMDI Educational Review Committee shall sign this form at the time of appointment to the committee and annually thereafter if reappointed.

As a member of the ABMDI Educational Review Committee I understand I will have access to ABMDI examination questions and answers. I will not disclose any information, such as examination questions, answers, or general testing scope, to anyone outside of those on the Committee. I shall not copy, duplicate or personally use any ABMDI examination question.

I shall recuse myself if I believe there to be any actual or apparent conflict of interest when issued an examination to grade. I will notify the ABMDI office immediately as to not delay grading.

I attest to the fact that I have read the above statement and will abide by the ABMDI Bylaws, Policy and Procedures and Code of Ethics and Conduct in regard to all confidentiality matters.

Name: _____

Signature: _____

Date: _____