

SCOPE OF SERVICES	QUALIFICATIONS, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES	RATES
<p style="text-align: center;"><b><u>Medical Investigator I</u></b></p> <p>This is professional work which involves conducting independent and confidential clinical forensic death investigations of accidental, criminal, homicidal, suicidal or suspicious deaths, or deaths of undetermined circumstances, to determine if such deaths fall under the jurisdiction of the County’s Office of the Medical Examiner.</p> <p>A. Investigator Services to be performed as requested by the Medical Examiner, or designee:</p> <ol style="list-style-type: none"> <li>1. Investigate death scenes which fall under the jurisdiction of the Office of the Medical Examiner. Under the direction of the Medical Examiner, perform initial body examination/scene assessment, gather forensic evidence and medical information, collect specimens as warranted, take forensic photographs, and record detailed observations.</li> <li>2. Recommend the release of the deceased or the need for an autopsy on the basis of a preliminary investigation. May assist forensic pathologist with autopsy as needed.</li> <li>3. Take official possession of the body and arrange for transport to the County morgue, funeral home, or other appropriate institution. Maintain chain of custody for decedent, evidence, and specimen transports.</li> </ol>	<p style="text-align: center;"><b><u>Medical Investigator I</u></b></p> <p>A. Graduation from a regionally accredited college or university or one accredited by the New York State (“NYS”) Board of Regents to grant degrees with a Bachelor's Degree in health science or a related field; <b>or</b></p> <p>B. Bachelor's Degree in progress with at least six (6) months of experience in a health-care field or as a field investigator in a medical examiner's office or law enforcement agency preferred; <b>or</b></p> <p>C. At least three (3) years of experience as a death investigator in a medical examiner's office or law enforcement agency; <b>and</b></p> <p>D. A valid driver's license.</p>	<p style="text-align: center;"><b><u>Medical Investigator I</u></b></p> <ul style="list-style-type: none"> <li>• \$14 per hour on-call rate</li> <li>• \$40 per phone case</li> <li>• \$60 per call out</li> <li>• \$100 per off-duty call out</li> <li>• \$20 per hour for County observed holidays;</li> <li>• Mileage reimbursement at standard County rate at time of travel</li> <li>• \$50/6 month cell phone stipend</li> </ul>

<p align="center"><b><u>Medical Investigator I</u></b></p>		
<p>4. Make field investigations of facts surrounding deaths, which include interviewing witnesses, and reviewing police records, hospital records, committals, mental status, financial status/problems, events leading to death, and facts leading to victim identification.</p> <p>5. Obtain or coordinate positive identification of bodies through visual personal identifications, affidavits, x-rays, dental records, descriptive evidence, fingerprint evidence, or whatever appropriate means necessary.</p> <p>6. Provide information to the next of kin and other family members of the deceased regarding cause of death, manner, and circumstances surrounding the death.</p> <p>7. Maintain constant and proper liaison with federal, state, and local officials, hospitals, law enforcement, hospice staff, funeral directors, the medical community, ambulance and other first responders, prison officials, court personnel, and the legal community.</p> <p>8. Prepare detailed and accurate reports in a timely manner in accordance with all medical and legal rules and regulations.</p> <p>9. Testify in court and serve as an expert witness.</p>		

<p style="text-align: center;"><b><u>Medical Investigator I</u></b></p> <p>10. Attend training as determined appropriate by the County's Commissioner of Health, Medical Examiner, and/or Principal Medical Investigator.</p> <p>11. Perform other services/duties as assigned.</p> <p>B. Requirements:</p> <p>1. Scheduling: On or before the 20<sup>th</sup> of each month, Consultant will provide sufficient dates reflecting availability to work, so that a minimum of five (5) shifts per month may be scheduled for the following month. Failure to either submit availability in a timely manner, or provide a sufficient number of dates so that five (5) shifts can be scheduled, may result in Consultant not being scheduled.</p> <p>2. Meeting Attendance: Consultant will attend at least ten (10) of twelve (12) investigator meetings each year. Attendance at less than ten (10) meetings per year, or absence from more than two (2) consecutive monthly meetings at any point in a year, may result in Consultant not being scheduled to work.</p> <p>3. Invoicing: Monthly invoices must be submitted no later than the 10<sup>th</sup> of the month for the prior month's services. No Consultant that has an outstanding invoice will be scheduled to work.</p> <p>4. Physical condition commensurate with the demands of the position.</p>		
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<u>Medical Investigator II</u>	<u>Medical Investigator II</u>	<u>Medical Investigator II</u>
<p>This is professional work which involves conducting independent and confidential clinical forensic death investigations of accidental, criminal, homicidal, suicidal or suspicious deaths, or deaths of undetermined circumstances, to determine if such deaths fall under the jurisdiction of the County's Office of the Medical Examiner.</p> <p>A. Investigator Services to be performed as requested by the Medical Examiner, or designee:</p> <ol style="list-style-type: none"> <li>1. Investigate death scenes which fall under the jurisdiction of the Office of the Medical Examiner. Under the direction of the Medical Examiner, perform initial body examination/scene assessment, gather forensic evidence and medical information, collect specimens as warranted, take forensic photographs, and record detailed observations.</li> <li>2. Recommend the release of the deceased or the need for an autopsy on the basis of a preliminary investigation. May assist forensic pathologist with autopsy as needed.</li> <li>3. Take official possession of the body and arrange for transport to the County morgue, funeral home, or other appropriate institution. Maintain chain of custody for decedent, evidence, and specimen transports.</li> </ol>	<p>A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in health science or a related field; <b>or</b></p> <p>B. Bachelor's Degree in progress with at least two (2) years of experience as a medicolegal investigator in a medical examiner's office or law enforcement agency preferred; <b>or</b></p> <p>C. At least four (4) years of experience as a medicolegal investigator in a medical examiner's office or law enforcement agency; <b>and</b></p> <p>D. ABMDI certification (basic) recommended within one (1) year of appointment; <b>and</b></p> <p>E. A valid driver's license.</p>	<ul style="list-style-type: none"> <li>• \$16 per hour on-call rate</li> <li>• \$40 per phone case</li> <li>• \$60 per call out</li> <li>• \$100 per off-duty call out</li> <li>• \$20 per hour for County observed holidays;</li> <li>• Mileage reimbursement at standard County rate at time of travel</li> <li>• \$50/6 month cell phone stipend</li> </ul>

<p align="center"><b><u>Medical Investigator II</u></b></p>		
<p>4. Make field investigations of facts surrounding deaths, which include interviewing witnesses, and reviewing police records, hospital records, committals, mental status, financial status/problems, events leading to death, and facts leading to victim identification.</p> <p>5. Obtain or coordinate positive identification of bodies through visual personal identifications, affidavits, x-rays, dental records, descriptive evidence, fingerprint evidence, or whatever appropriate means necessary.</p> <p>6. Provide information to the next of kin and other family members of the deceased regarding cause of death, manner, and circumstances surrounding the death.</p> <p>7. Maintain constant and proper liaison with federal, state, and local officials, hospitals, law enforcement, hospice staff, funeral directors, the medical community, ambulance and other first responders, prison officials, court personnel, and the legal community.</p> <p>8. Prepare detailed and accurate reports in a timely manner in accordance with all medical and legal rules and regulations.</p> <p>9. Testify in court and serve as an expert witness.</p>		

<p style="text-align: center;"><b><u>Medical Investigator II</u></b></p> <p>10. Attend training as determined appropriate by the County's Commissioner of Health, Medical Examiner, and/or Principal Medical Investigator.</p> <p>11. Perform other services/duties as assigned.</p> <p>B. Requirements:</p> <p>1. Scheduling: On or before the 20<sup>th</sup> of each month, Consultant will provide sufficient dates reflecting availability to work, so that a minimum of five (5) shifts per month may be scheduled for the following month. Failure to either submit availability in a timely manner, or provide a sufficient number of dates so that five (5) shifts can be scheduled, may result in Consultant not being scheduled.</p> <p>2. Meeting Attendance: Consultant will attend at least ten (10) of twelve (12) investigator meetings each year. Attendance at less than ten (10) meetings per year, or absence from more than two (2) consecutive monthly meetings at any point in a year, may result in Consultant not being scheduled to work.</p> <p>3. Invoicing: Monthly invoices must be submitted no later than the 10th of the month for the prior month's services. No Consultant that has an outstanding invoice will be scheduled to work.</p> <p>4. Physical condition commensurate with the demands of the position.</p>		
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<u>Medical Investigator (Senior)</u>	<u>Medical Investigator (Senior)</u>	<u>Medical Investigator (Senior)</u>
<p>This is professional work which involves conducting independent and confidential clinical forensic death investigations of accidental, criminal, homicidal, suicidal or suspicious deaths, or deaths of undetermined circumstances, to determine if such deaths fall under the jurisdiction of the County’s Office of the Medical Examiner.</p> <p>A. Investigator Services to be performed as requested by the Medical Examiner, or designee:</p> <ol style="list-style-type: none"> <li>1. Investigate death scenes which fall under the jurisdiction of the Office of the Medical Examiner. Under the direction of the Medical Examiner, perform initial body examination/scene assessment, gather forensic evidence and medical information, collect specimens as warranted, take forensic photographs, and record detailed observations.</li> <li>2. Recommend the release of the deceased or the need for an autopsy on the basis of a preliminary investigation. May assist forensic pathologist with autopsy as needed.</li> <li>3. Take official possession of the body and arrange for transport to the County morgue, funeral home, or other appropriate institution. Maintain chain of custody for decedent, evidence, and specimen transports.</li> </ol>	<ol style="list-style-type: none"> <li>A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in health science or a related field; <b>or</b></li> <li>B. Bachelor’s degree in progress with at least four (4) years of experience as a medicolegal investigator in a medical examiner’s office or law enforcement agency preferred; <b>or</b></li> <li>C. At least four (4) years of experience as a medicolegal investigator in a medical examiner’s office or law enforcement agency, with at least two (2) years as a senior field investigator; <b>and</b></li> <li>D. Must have experience vouchering and transporting evidence; <b>and</b></li> <li>E. ABMDI certification (basic) recommended within one (1) year of appointment; <b>and</b></li> <li>F. A valid driver’s license.</li> </ol>	<ul style="list-style-type: none"> <li>• \$17 per hour on-call rate</li> <li>• \$40 per phone case</li> <li>• \$60 per call out</li> <li>• \$100 per off-duty call out</li> <li>• \$20 per hour for County observed holidays;</li> <li>• Mileage reimbursement at standard County rate at time of travel</li> <li>• \$50/6 month cell phone Stipend</li> <li>• \$25 per hour for Additional Services</li> </ul>

<p style="text-align: center;"><b><u>Medical Investigator (Senior)</u></b></p> <p>4. Make field investigations of facts surrounding deaths, which include interviewing witnesses, and reviewing police records, hospital records, committals, mental status, financial status/problems, events leading to death, and facts leading to victim identification.</p> <p>5. Obtain or coordinate positive identification of bodies through visual personal identifications, affidavits, x-rays, dental records, descriptive evidence, fingerprint evidence, or whatever appropriate means necessary.</p> <p>6. Provide information to the next of kin and other family members of the deceased regarding cause of death, manner, and circumstances surrounding the death.</p> <p>7. Maintain constant and proper liaison with federal, state, and local officials, hospitals, law enforcement, hospice staff, funeral directors, the medical community, ambulance and other first responders, prison officials, court personnel, and the legal community.</p> <p>8. Prepare detailed and accurate reports in a timely manner in accordance with all medical and legal rules and regulations.</p> <p>9. Testify in court and serve as an expert witness.</p>		
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<p style="text-align: center;"><b><u>Medical Investigator (Senior)</u></b></p> <p>10. Attend training as determined appropriate by the County's Commissioner of Health, Medical Examiner, and/or Principal Medical Investigator.</p> <p>11. Field calls from funeral homes regarding autopsies, transports, and miscellaneous issues.</p> <p>12. Notify police of autopsy schedule, and coordinate attendance at autopsy as warranted.</p> <p>13. Ensure that documents/photographs are available for weekend autopsies.</p> <p>14. Mitigate issues with relatives of decedents, including timing of autopsies, decedent property issues, obtaining medical records, and securing autopsy reports.</p> <p>15. Participate in community activities / represent Medical Examiner's Office as requested.</p> <p>16. Prepare and present community education programs.</p> <p>17. Perform other services/duties as assigned.</p>		
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<p style="text-align: center;"><b><u>Medical Investigator (Senior)</u></b></p> <p>B. Additional Services:</p> <p>When directed by the Medical Examiner, or designee, Consultant may perform such Additional Services as listed in this Section B. Such Additional Services will not be performed simultaneously with other services and will be scheduled separately.</p> <ol style="list-style-type: none"> <li>1. Serve as liaison to hospitals, physicians, and laboratories in procuring medical records and lab specimens.</li> <li>2. Serve as liaison to police agencies, funeral homes, and families concerning evidence and the disposition of personal property. Transfer evidence and property as necessary. Ensure chain of custody.</li> <li>3. Coordinate with police and associates of the deceased to identify/locate next of kin.</li> <li>4. Monitor holding times of death certificates. File death certificates within seventy-two (72) hours, when warranted, in compliance with NYS law.</li> <li>5. Coordinate with the County’s Department of Social Services to arrange for County burial of unclaimed remains, as appropriate.</li> <li>6. Coordinate for out-of-country burial (embassy liaison) when warranted.</li> </ol>		
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<p><b><u>Medical Investigator (Senior)</u></b></p>		
<p>7. Assist in the preparation of state and federal grant applications and funding requests. Ensure compliance with grant reporting requirements.</p> <p>8. Assist in the preparation of and maintenance of the Medical Examiner’s Office Mass Fatality Response Plan and Operations Manual. Attend disaster drills and participate in regional disaster task forces.</p> <p>9. Conduct background investigations of prospective Medical Investigators and interns, and retrieve investigator equipment upon separation.</p> <p>10. Conduct and/or assist in infant/child death investigations, including scene reenactments, under the direction of the Medical Examiner.</p> <p>11. Participate in child fatality review meetings in cooperation with investigative and support agencies.</p> <p>12. Perform other services/duties as assigned.</p>		

<u>Medical Investigator (Senior)</u>		
<p>C. Requirements:</p> <ol style="list-style-type: none"><li>1. Scheduling: On or before the 20<sup>th</sup> of each month, Consultant will provide sufficient dates reflecting availability to work, so that a minimum of five (5) shifts per month may be scheduled for the following month. Failure to either submit availability in a timely manner, or provide a sufficient number of dates so that five (5) shifts can be scheduled, may result in Consultant not being scheduled.</li><li>2. Meeting Attendance: Consultant will attend at least ten (10) of twelve (12) investigator meetings each year. Attendance at less than ten (10) meetings per year, or absence from more than two (2) consecutive monthly meetings at any point in a year, may result in Consultant not being scheduled to work.</li><li>3. Invoicing: Monthly invoices must be submitted no later than the 10<sup>th</sup> of the month for the prior month's services. No Consultant that has an outstanding invoice will be scheduled to work.</li><li>4. Physical condition commensurate with the demands of the position.</li></ol>		

<u>Medical Investigator (Principal)</u>	<u>Medical Investigator (Principal)</u>	<u>Medical Investigator (Principal)</u>
<p>This is professional work which involves conducting independent and confidential clinical forensic death investigations of accidental, criminal, homicidal, suicidal or suspicious deaths, or deaths of undetermined circumstances, to determine if such deaths fall under the jurisdiction of the County's Office of the Medical Examiner.</p> <p>A. Investigator Services to be performed as requested by the Medical Examiner, or designee:</p> <ol style="list-style-type: none"> <li>1. Investigate death scenes which fall under the jurisdiction of the Office of the Medical Examiner. Under the direction of the Medical Examiner, perform initial body examination/scene assessment, gather forensic evidence and medical information, collect specimens as warranted, take forensic photographs, and record detailed observations.</li> <li>2. Recommend the release of the deceased or the need for an autopsy on the basis of a preliminary investigation. May assist forensic pathologist with autopsy as needed.</li> <li>3. Take official possession of the body and arrange for transport to the County morgue, funeral home, or other appropriate institution. Maintain chain of custody for decedent, evidence, and specimen transports.</li> </ol>	<p>A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree preferred; <b>and</b></p> <p>B. At least five (5) years of experience as a medicolegal investigator in which at least three (3) years were served in the capacity of a senior medicolegal investigator; <b>and</b></p> <p>C. Advanced ABMDI certification recommended within two (2) years of appointment; <b>and</b></p> <p>D. A valid driver's license.</p>	<ul style="list-style-type: none"> <li>• \$30 per hour on-call rate</li> <li>• \$40 per phone case</li> <li>• \$60 per call out</li> <li>• \$100 per off-duty call out</li> <li>• Mileage reimbursement at standard County rate at time of travel</li> <li>• Cell phone supplied by County, if approved by Chief Medical Examiner and County's Commissioner of Health</li> </ul>

<p style="text-align: center;"><b><u>Medical Investigator (Principal)</u></b></p> <p>4. Make field investigations of facts surrounding deaths, which include interviewing witnesses, and reviewing police records, hospital records, committals, mental status, financial status/problems, events leading to death, and facts leading to victim identification.</p> <p>5. Obtain or coordinate positive identification of bodies through visual personal identifications, affidavits, x-rays, dental records, descriptive evidence, fingerprint evidence, or whatever appropriate means necessary.</p> <p>6. Provide information to the next of kin and other family members of the deceased regarding cause of death, manner, and circumstances surrounding the death.</p> <p>7. Maintain constant and proper liaison with federal, state, and local officials, hospitals, law enforcement, hospice staff, funeral directors, the medical community, ambulance and other first responders, prison officials, court personnel, and the legal community.</p> <p>8. Prepare detailed and accurate reports in a timely manner in accordance with all medical and legal rules and regulations.</p> <p>9. Testify in court and serve as an expert witness.</p>		
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<p style="text-align: center;"><b><u>Medical Investigator (Principal)</u></b></p> <p>10. Attend training as determined appropriate by the Medical Examiner and/or the County's Commissioner of Health.</p> <p>11. Perform other services/duties as assigned.</p> <p>B. Additional Responsibilities:</p> <p>1. Receive telephone calls, and coordinate cases with other Medical Investigators as necessary.</p> <p>2. Schedule Medical Investigator shifts to ensure adequate coverage twenty-four (24) hours a day, seven (7) days a week.</p> <p>3. Provide education and training of Medical Investigators.</p> <p>4. Review and proofread reports prepared by other Medical Investigators.</p> <p>C. Requirements:</p> <p>1. Meeting Attendance: Consultant will attend at least ten (10) of twelve (12) investigator meetings each year. Attendance at less than ten (10) meetings per year, or absence from more than two (2) consecutive monthly meetings at any point in a year, may result in Consultant not being scheduled to work.</p>		
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<p style="text-align: center;"><b><u>Medical Investigator (Principal)</u></b></p> <p>2. Invoicing: Monthly invoices must be submitted no later than the 10th of the month for the prior month's services. No Consultant that has an outstanding invoice will be scheduled to work.</p> <p>3. Physical condition commensurate with the demands of the position.</p>		
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