

ISO/IEC 17020

5.1 Administrative Requirements

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5.1.1 The Spokane County Medical Examiner's Office is a department of Spokane County, a governmental agency. As such, the office is a governmental entity, and is held legally responsible for all inspection activities.

5.1.2 The Spokane County Medical Examiner's Office is a department in Spokane County government. Spokane County itself is responsible for multiple government functions as specified by law including roads, Sheriff, prosecution, elections, courts, building permits, etc. The Medical Examiner's Office is a distinct and separate department, and is separately located some miles from the main county campus. The medical examiners and medical examiner office manager are directly supervised by the appointed County Chief Executive Officer (CEO). The CEO is appointed and supervised by the Board of County Commissioners (BOCC). (Organization Chart for Spokane County Attached.)

5.1.3 Washington State RCW 68.50.010 legally establishes the Coroner's (Medical Examiner's) jurisdiction over remains in a broad set of circumstances. Competencies are further verified by NAME accreditation and by **Resolution 98 0665** of the Spokane County Board of County Commissioners.

Inspection activities for which the Spokane Medical Examiner's Office is competent:

1. Performing autopsies and documenting via autopsy reports
2. Assuming jurisdiction in deaths, as required by law
3. Transporting decedents for examination and storage
4. Proper storage of bodies
5. Release of bodies as prescribed by legal next-of-kin
6. Generating statistics regarding deaths in Spokane County
7. Ordering and interpreting toxicology and other ancillary tests as required by professional judgment
8. Maintaining chain of custody of evidence
9. Death scene investigations and reports
10. Inventorying, safeguarding, and releasing decedent personal property
11. Administering the county indigent fund
12. May perform inquests
13. Maintaining confidentiality
14. Orientation, training, and continuous education of death investigators and other staff

15. Recognizing and collecting evidence
16. Photographic documentation of death scenes and postmortem examination
17. Determining the cause and manner of death on the death certificate and completing other prescribed portions of the death certificate
18. Providing expert court testimony
19. Maintaining and archiving records related to all above competencies

5.1.4 The Spokane County Medical Examiner's Office is a department of a legal entity, Spokane County. Spokane County is self-insured and is a member of the Washington State County Risk Pool. (The risk pool is a Joint Self-insurance liability program.) Documentation of adequate insurance is attached. (See Certificate of Membership in the Washington Counties Risk Pool MLC. Number: 20172018RISKPOOL.SPCO)

5.1.5. The primary functions of the Spokane County Medical Examiner's Office is to perform inspections (autopsies) for Spokane County, the legal entity of which it is a part. However, the office all performs autopsies for other counties in Idaho and Washington on a referral basis. These autopsies are performed based on signed "Agreements for Medical Examiner Services" with each referral county, and the relationship is further defined by the Spokane County Medical Examiner Policy: **Procedures in Outside County Cases.**

2017-18 Spokane County Organization Chart

