

**Mission**

The mission of the Franklin County Coroner's Office is to serve and protect the interests of the community by maintaining the highest standard of professionalism and integrity in determining the cause and manner of death. We are a dedicated team that is committed to providing excellence, compassion, and respect to every family and community member.

**Strategic Focus**

**Primary Initiative:** Processing & Identification of Decedents - The increase the efficiency in processing and identification of decedents within the Morgue Program. We have recently acquired LEADS access for our fingerprint scanner for identification of decedents with fingerprints on file with law enforcement agencies. We now utilize drying cabinets for forensic processing as our capabilities have expanded.

**Primary Issue:** Postmortem Processing and Identification - The Morgue Program, which is closely involved in determining cause and manner of death, works with funeral homes in bringing decedents to families in a timely fashion, assists in identification of decedents, is an educational experience for students, law enforcement and the legal system, with the new CT scanner will be able to perform digital autopsies adding to research in this area. The Morgue Program is experiencing an increase in caseload of processing and identifying decedents. With the additional scope of work associated with the postmortem processing request by law enforcement (fingerprinting, evidence collection and preservation) and the scientific process of positive identification for families (fingerprinting, radiograph and odontology comparison, and DNA) due to these expanding processes the workload has increased. - In order to improve the efficiency of the forensic processing and identification process, hiring of a morgue technician will ensure staff will be able to meet the demands that are requested of them and adhere to NAME accreditation.

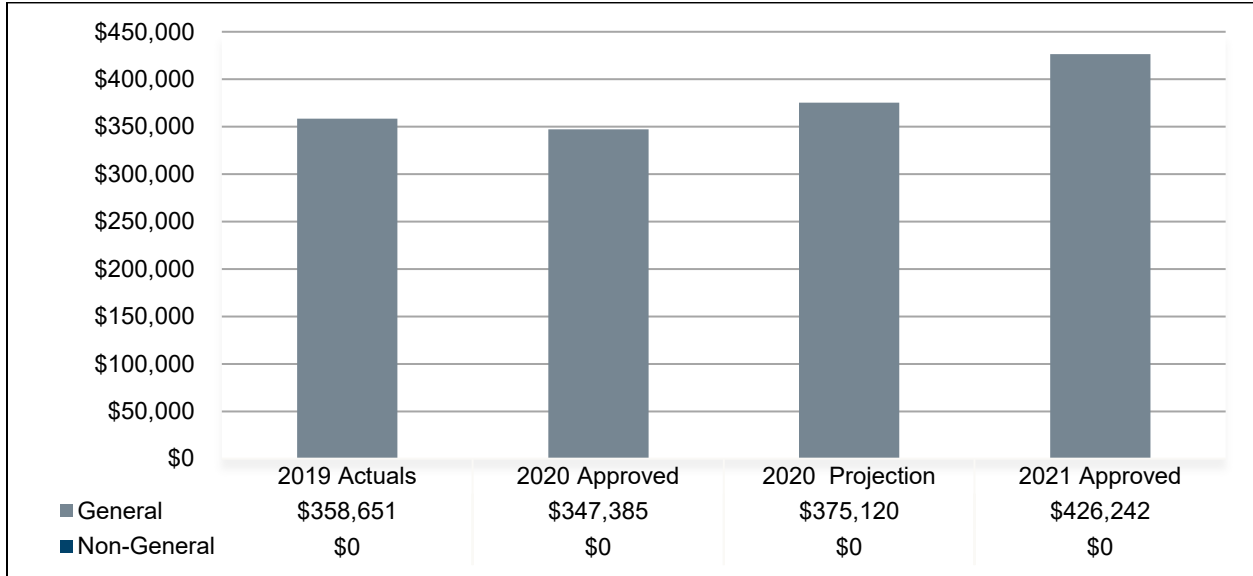
**Performance Spotlight**

**Measure:** Percent of examinations completed within 48 hours of arrival

**Program:** Morgue

About this measure		Why it is important	
This measure tracks the number of cases that arrive to our facility and require an examination, the examination is to be completed within forty-eight (48) hours of arrival.		This measure supports that the decedent will have an examination completed in a timely fashion therefore the transfer of care can be continued to the funeral home for the families to continue through the grieving process.	
What is being done			
This measure manages that the efficiency of the morgue program meets our mission that we are serving the decedent and the families to have their loved one returned to their care in a reasonable amount of time, providing them with cause and manner of death, and data that is needed to support local law enforcement, legal system and public health officials.			
2019 Actual	2020 Budget	2020 Projected	2021 Budget
98.8%	99.0%	98.0%	98.0%

**Budget Summary – Revenues**



**Primary Revenue Sources by Fund Type**

Fund Type	Fund Name (Number)	Primary Revenue Sources
General	• General Fund (1000)	<ul style="list-style-type: none"> <li>• Out of County Autopsies</li> <li>• Coroner Reports</li> <li>• State Toxicology Grant</li> <li>• Public Health Grant</li> </ul>
Special	None	N/A
Debt	None	N/A
Capital	None	N/A
Enterprise /Internal	None	N/A

**Comparison: 2020 Approved to 2020 Projection**

	<b>2020 Approved</b>	<b>2020 Projection</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$347,385	\$375,120	\$27,735	8.0%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$347,385</b>	<b>\$375,120</b>	<b>\$27,735</b>	<b>8.0%</b>

The \$27,735 increase from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- Increased State grant reimbursements for toxicology screenings related to victims of a drug overdose.

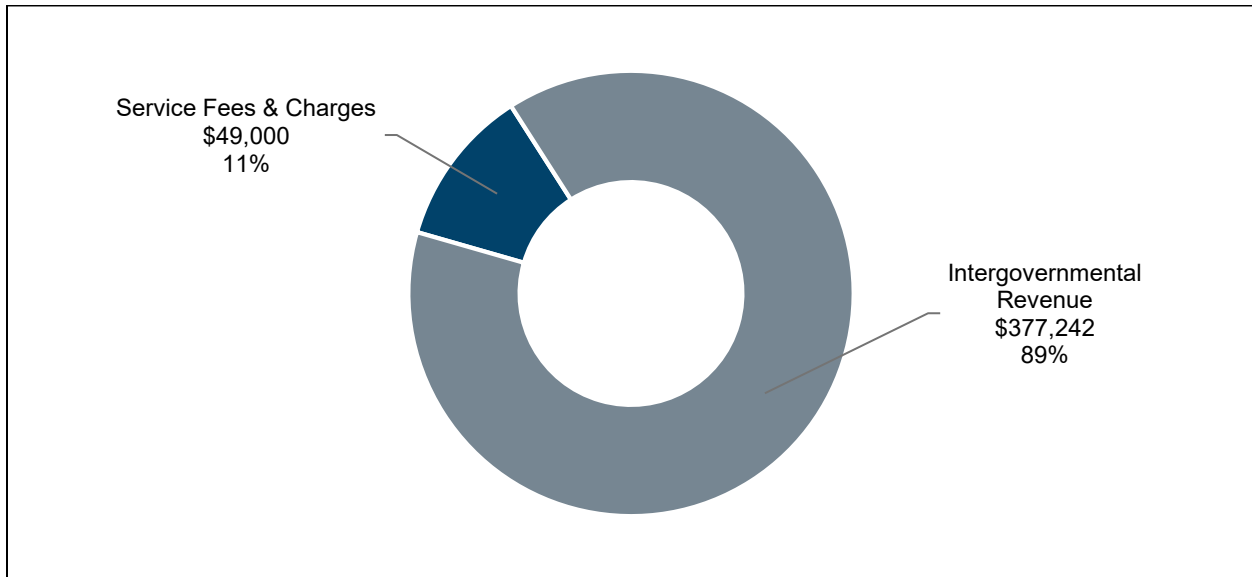
**Comparison: 2020 Approved to 2021 Approved**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$347,385	\$426,242	\$78,857	22.7%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$347,385</b>	<b>\$426,242</b>	<b>\$78,857</b>	<b>22.7%</b>

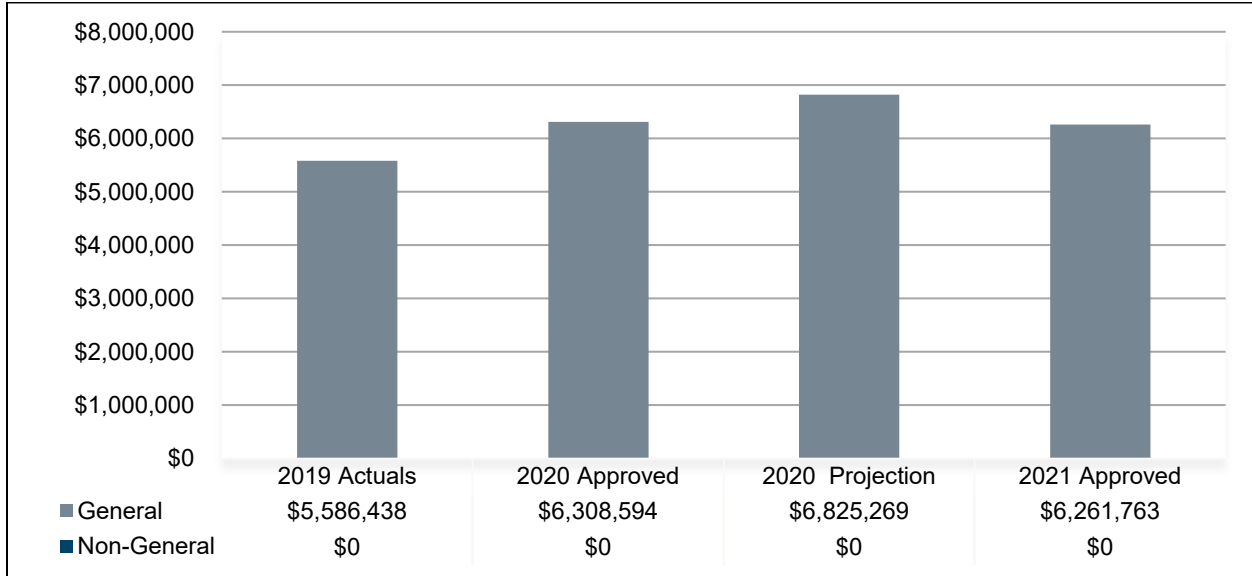
The \$78,857 increase from the 2020 Approved Budget to the 2021 Approved Budget is primarily attributed to:

- The additional Overdose to Data Action Grant funding obtained in 2020; and increased State grant reimbursements for toxicology screenings related to victims of a drug overdose.

**2021 Approved Budget  
Revenues by Category**



**Budget Summary – Expenditures**



**Significant items in the 2021 Approved Budget**

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$5,174,947	82.6%
MEDICAL SUPPLIES	\$250,000	4.0%
BODY TRANSPORT SERVICES	\$230,000	3.7%
IT SOFTWARE SUBSCRIPTION AND MAINTENANCE	\$125,718	2.0%
LAB & TESTING SERVICES	\$94,750	1.5%
PERISHABLE REAGENTS	\$72,000	1.1%
SAFETY & SECURITY SERVICES	\$54,600	0.9%
PROFESSIONAL SERVICES-OTHER	\$32,200	0.5%
MEDICAL/LAB/THERAPEUTIC EQUIP < \$5,000	\$30,000	0.5%
OFFICE MATERIALS & SUPPLIES	\$22,000	0.4%
<i>OTHER</i>	<i>\$175,548</i>	<i>2.8%</i>
<b>TOTAL</b>	<b>\$6,261,763</b>	<b>100.0%</b>

**Comparison: 2020 Approved to 2020 Projection**

	2020 Approved	2020 Projection	Variance	
			\$	%
General Fund	\$6,308,594	\$6,825,269	\$516,675	8.2%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$6,308,594</b>	<b>\$6,825,269</b>	<b>\$516,675</b>	<b>8.2%</b>

The \$516,675 increase from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- Additional personnel costs for contract pathologists and termination payouts, along with additional costs for body transport and medical supplies as a result of COVID-19.

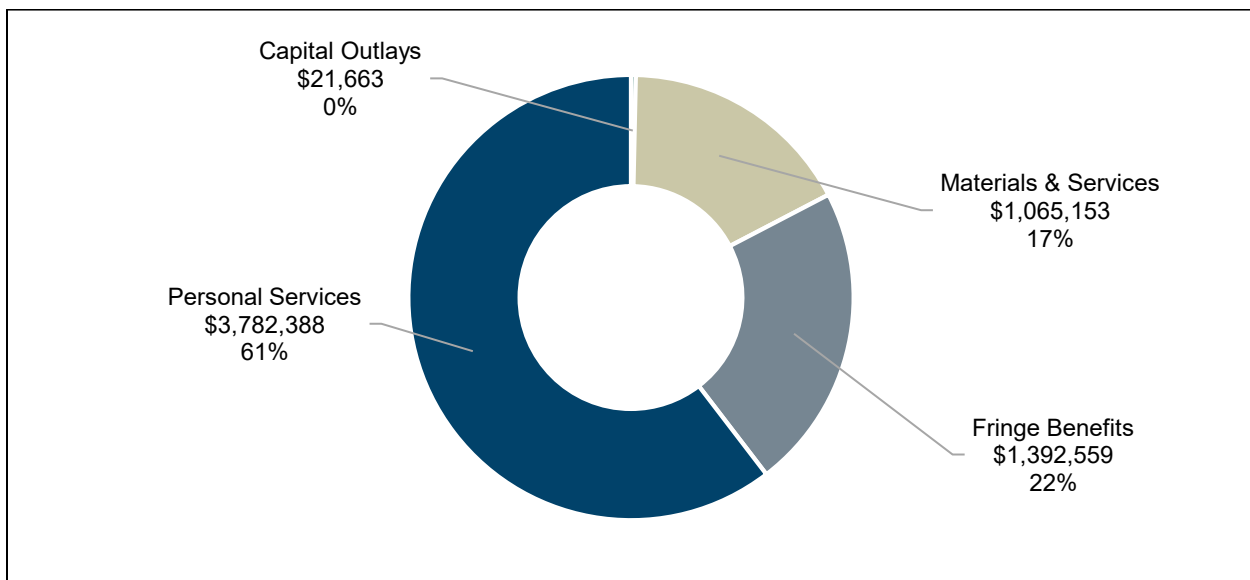
**Comparison: 2020 Approved to 2021 Approved**

	2020 Approved	2021 Approved	Variance	
			\$	%
General Fund	\$6,308,594	\$6,261,763	(\$46,831)	-0.7%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$6,308,594</b>	<b>\$6,261,763</b>	<b>(\$46,831)</b>	<b>-0.7%</b>

The \$46,831 decrease from the 2020 Approved Budget to the 2021 Approved Budget is primarily attributed to:

- Decreases in equipment and materials costs associated with the new Franklin County Forensic Science Center, as well as various reductions to meet the cuts included in the budget guidance as a result of COVID-19.

**2021 Approved Budget  
Expenditures by Category**



**Budget Summary – FTEs**

	2020 Budget	2021 Approved	Approved Budget as % of Total FTEs
General Fund	44	47	100.0%
Non-General Fund	0	0	0.0%
<b>Total Agency FTEs</b>	<b>44</b>	<b>47</b>	<b>100.0%</b>

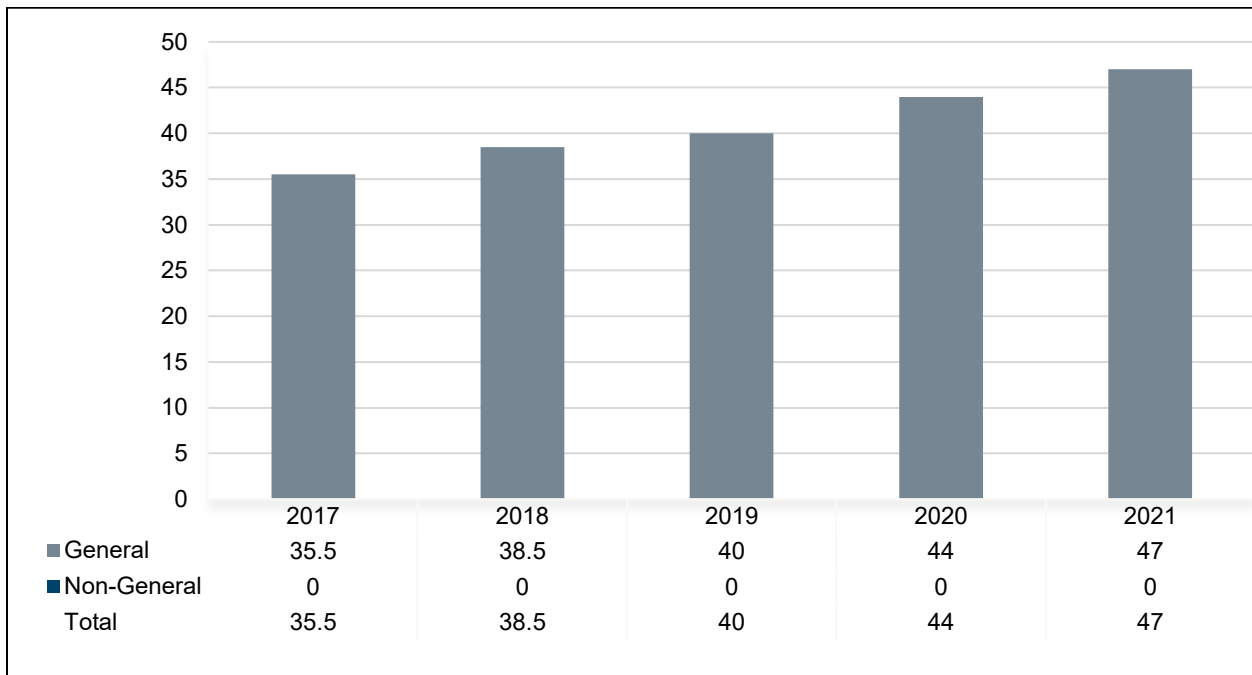
The 3.00 FTE increase from the 2020 Budget to the 2021 Approved is due to the addition of three full time positions: a Morgue Technician approved via resolution in June; an Investigator hired in March utilizing vacancy savings to assist in Franklin County's efforts to fight the growing opiate epidemic, and a Request for Results (RFR) for a grant-supported Overdose Investigator & Intervention Specialist.

**New Positions**

Position Title	# of Positions	Annual Salary	Source
Morgue Technician	1	\$43,763	Resolution No. 0427-20
Investigator	1	\$45,843	**
Overdose Investigator/Intervention Specialist	1	\$43,763	RFR

Details regarding FTEs requested via RFR are available in the Request for Results section.

**Budgeted FTE History**



**Vacancy Credit**

The vacancy credit process is designed to more accurately reflect the true expenditures for Personal Services and Fringe Benefits within the agency budget request. The calculations for the budget process begin with funding all approved positions for the entire year. Vacancy credits take into account that not all approved positions will be filled for the entire year. The methodology historically used by OMB to estimate an agency's vacancy credit utilizes a four-year history of unused personnel budgets to estimate an appropriate vacancy credit. However, vacancy credits may vary from the four-year average due to staffing trends or the number of positions supported within a fund.

**Salaries & Wages**

	<b>2020 Budget</b>	<b>Four-year Average</b>	<b>2021 Approved</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	2.0%	3.4%	2.0%	0.0%	-1.4%

The 2021 vacancy credit is in line with the 2020 Budget and the Four-year Average.

**Fringe Benefits**

	<b>2020 Budget</b>	<b>Four-year Average</b>	<b>2021 Approved</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	6.0%	7.7%	7.0%	1.0%	-0.7%

The 2021 vacancy credit is in line with the 2020 Budget and the Four-year Average.

**Request for Results**

A Request for Results is a request for additional appropriations to support a new initiative or expand existing services. A Request for Results contains a detailed description of the new initiative, justification for why the increase in appropriations is necessary, and the expected outcomes. In addition to the amount of additional appropriations, a Request for Results should identify any new revenue or savings expected to be achieved from the new initiative. The Office of Management & Budget reviews each Request for Results to determine if adequate justification is provided and sufficient resources are available. The County Administrator makes a recommendation based on this review, with the Board of Commissioners making the final decision on whether the item is included in the budget.

Overdose Investigations & Intervention Specialist			
	Fund Type	Amount Requested	Amount Approved
<b>Recommended</b>	General Fund	\$73,515	\$73,515
	<b>Request Description:</b> This request is for a full time Overdose Investigation & Intervention Specialist to meet the operational demands of quality overdose investigations performed by the Franklin County Coroner's Office.		
	<b>Justification:</b> The addition of this position is included in the 2021 budget to deal with the increasing number of overdoses in central Ohio – including as a result of the opioid epidemic. This position will be fully funded in 2021 by the Overdose to Action Grant.		



**Toxicology**

**Program Purpose:**

The purpose of the Toxicology Program is to provide thorough, accurate and timely toxicology testing results. This service is provided for the forensic pathologists of the Franklin County Coroner's Office, as well as regional coroners, law enforcement and public health officials, to assist in the solution or interpretation of toxicology issues. The information can be used to educate the public

**ORC Reference Mandating this Program:**

Chapter 313

**Program Services:**

Forensic toxicology cases assigned; accessioning of case specimens; establishment of chain of custody; preparation of case files; drug classes screened in blood by ELISA immunoassay; electrolytes/clinical chemistries quantified in vitreous; drugs screened in blood and urine by gas chromatography/mass spectrometry; fentanyl analogs and novel opioids screened in blood by liquid chromatography/tandem mass spectrometry; drug evidence or paraphernalia identified; drugs confirmed and quantified in biological specimens; specimens identified for special testing and sent out to reference laboratories; toxicology report drafted; certified and delivered to forensic pathologist; drug levels interpreted, ; quality control assays performed, and controls prepared, analyzed, and calibration curves validated; analytical instrumentation maintained and repaired; new assays developed - validated - implemented; supplies – parts - equipment purchased; maintenance - retrieval of specimens and data; disposal of specimens, documents, and evidence/medications; receiving and responding to information requests; provide toxicology opinions and testimony; prepare letters; make court appearances; give toxicology lectures and presentations,

**Core Principle:**

Provide Community Safety, Security & Effective Justice

**Linkage to Core Principle:**

The Toxicology Program provides community safety, security, and effective justice by providing forensic results as facts to determine cause and manner of death; as evidence in civil or criminal cases; and as data for public health officials which can be used to educate the community on preventable deaths

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$542,390	\$542,986	\$596	0.1%
Fringe Benefits	\$221,654	\$222,236	\$582	0.3%
Materials & Services	\$269,769	\$246,319	(\$23,450)	-8.7%
Capital Outlays	\$34,000	\$0	(\$34,000)	-100.0%
<b>Total Expenditures</b>	<b>\$1,067,813</b>	<b>\$1,011,541</b>	<b>(\$56,272)</b>	<b>-5.3%</b>

**Pathology**

**Program Purpose:**

The purpose of the Pathology Program is to provide forensic examination services for the county coroners so they can determine the manner and cause of death.

**ORC Reference Mandating this Program:**

Chapter 313

**Program Services:**

Document forensic examination findings through dictation, body chart diagrams, and photography; Produce a forensic examination/autopsy report; Provide expert court testimony and deposition in the field of forensic pathology; Evaluation and forensic interpretation of death scene investigation information, reports from law enforcement and first responders; Perform forensic autopsies, forensic external examinations, and medical chart review; Perform and interpret anthropological examinations; Perform radiography and interpret images; Tissue sample collection for histologic processing and interpretation including special stains; Interpretation of toxicological findings; Processing of decedents for collection of forensic evidence including but not limited to clothing, drugs, projectiles and sexual assault specimens; Collect specimens and interpret bacterial cultures and viral polymerase chain reaction (PCR) testing; Perform scientific identification of decedents through fingerprint collection using specific forensic techniques, comparison of antemortem and postmortem radiography including dental, DNA specimen collection from decedents and living relative, and DNA blood spot card collection on decedents under 65 years old; Complete death certificates, affidavits, and supplemental certifications; Provide autopsy consultation and support; Daily pathology/toxicology progress report conference.

**Core Principle:**

Provide Community Safety, Security & Effective Justice

**Linkage to Core Principle:**

The Pathology Program supports public health and the judicial system by determining the cause and manner of death. This information is used to alert and educate the public about potential health issues and causes of preventable deaths. It is also utilized as unbiased forensic information for the judicial system.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$1,520,168	\$1,477,048	(\$43,120)	-2.8%
Fringe Benefits	\$360,357	\$353,120	(\$7,237)	-2.0%
Materials & Services	\$581,669	\$615,932	\$34,263	5.9%
<b>Total Expenditures</b>	<b>\$2,462,194</b>	<b>\$2,446,100</b>	<b>(\$16,094)</b>	<b>-0.7%</b>

**Community Relations**

**Program Purpose:**

The purpose of the Community Relations Program is to provide information to the public so they can know the services provided by, and the responsibilities of, their elected official's office.

**ORC Reference Mandating this Program:**

Chapter 313; Section 313.121

**Program Services:**

Children's Hospital Trauma Conferences, Grant Hospital Trauma Conferences, OSU Trauma Conferences, Franklin County Safe Communities, Sudden Unexplained Infant Death Investigation Subcommittee, Child Fatality Review Boards, Community presentations, Grief Counseling Reports, Coroner Tours, Family Relations, Media Communications Services, Specific Community Reports, Annual Report, Brochures for Families, Community Hospitals and Physicians.

**Core Principle:**

Provide Community Safety, Security & Effective Justice

**Linkage to Core Principle:**

The Community Relations Program provides community safety, security, and effective justice by serving the community efficiently and respectfully through collaborative efforts with higher learning institutions, media and law enforcement agencies. Families of decedents will also be served with compassion, respect and efficiency as they are assisted through the grief process.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$93,879	\$90,644	(\$3,235)	-3.4%
Fringe Benefits	\$40,317	\$40,220	(\$97)	-0.2%
Materials & Services	\$6,000	\$2,000	(\$4,000)	-66.7%
<b>Total Expenditures</b>	<b>\$140,196</b>	<b>\$132,864</b>	<b>(\$7,332)</b>	<b>-5.2%</b>

### Records Management

**Program Purpose:**

The purpose of the Records Management Program is to provide case file management services to staff and the public so they can access data pertaining to the death of an individual or groups of individuals.

**ORC Reference Mandating this Program:**

Chapter 313, Sections 313.09 & 149.43

**Program Services:**

Production of death certificates, Computer informatics, Addressing of issues relating to phone call inquiries, Interaction with families and public, Grief counseling, Public records requests responses, Maintenance of case files, Maintenance of Archive files, Compilation of case reports, Data verifications, Statistical reports, Support Supplemental to the Investigations Program.

**Core Principle:**

Provide Community Safety, Security & Effective Justice

**Linkage to Core Principle:**

The Records Management Program strengthen the bond between the public safety offices, courts and the community by meeting the requirements of the Ohio Public Records Law which requires that the office provides for prompt inspection of the records and copies within a responsible amount of time.

### Program Budget Overview

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$458,563	\$561,798	\$103,235	22.5%
Fringe Benefits	\$196,820	\$253,094	\$56,274	28.6%
Materials & Services	\$94,378	\$119,749	\$25,371	26.9%
Capital Outlays	\$83,830	\$21,663	(\$62,167)	-74.2%
<b>Total Expenditures</b>	<b>\$833,591</b>	<b>\$956,304</b>	<b>\$122,713</b>	<b>14.7%</b>

### Investigations

**Program Purpose:**

The purpose of the Investigation's Program is to provide medicolegal death investigation; information, identification, and notification services to staff members, law enforcement agencies, and families so they can be informed in a timely and accurate manner as obligations to the deceased are fulfilled.

**ORC Reference Mandating this Program:**

Chapter 313

**Program Services:**

Medical records ordering, collection and distribution; Investigative data entry, Death investigations (written scene reports, supplemental documentation, photographic scene documentation and evidence collection); Next of kin searches and locations, Data relay to internal clients, Supplemental report ordering, expediting, collection and distribution, Records ordering, collection and distribution, Decedent Identifications, Court testimony, Intra-agency/interagency investigation co-ordination, Sudden Unexplained Infant Death Investigation protocol completion per Center for Disease Control guidelines, Residence searches, Unclaimed body dispositions, American Board of Medicolegal Death Investigation credential maintenance (educational), Investigator led community relations/outreach and education, Professional in-service training, Professional mentoring for staff and students.

**Core Principle:**

Provide Community Safety, Security & Effective Justice

**Linkage to Core Principle:**

Provide quality customer service to residents through efficient and effective internal services by conducting and producing investigations. Provide efficient and quality centralized services to county agencies and other governmental agencies as our product is a necessary element to their product.

### Program Budget Overview

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$355,767	\$742,297	\$386,530	108.6%
Fringe Benefits	\$166,067	\$349,319	\$183,252	110.3%
Materials & Services	\$32,100	\$20,487	(\$11,613)	-36.2%
Capital Outlays	\$28,540	\$0	(\$28,540)	-100.0%
<b>Total Expenditures</b>	<b>\$582,474</b>	<b>\$1,112,103</b>	<b>\$529,629</b>	<b>90.9%</b>

**Morgue**

**Program Purpose:**

The purpose of the Morgue Program is to provide decedent preparation, secure body storage, and process forensic specimens for the toxicologists and pathologists so they can perform their examinations and analysis in a safe and efficient manner while ensuring chain of custody.

**ORC Reference Mandating this Program:**

Chapter 313

**Program Services:**

Cleaning, disinfecting and maintenance of equipment, gurneys, tools and area; Histology laboratory maintenance, Preparations of histology specimens for delivery to histology contractor, Coordination of body pick up from place of death, Archiving DNA sample cards for subsequent retrieval, Post mortem preparation of the body (religious situations), Secure storage of property and valuables and ensuring their proper release to family members, Release of decedents to funeral homes, Maintaining of chain of custody of the body, Radiographic examination processing and equipment maintenance, Forensic photography and identification of decedents, Facilitation of law enforcement access to decedents, Secure storage of forensic evidence for law agencies, Ensure safe containment of chemical, radiological and biological hazards and properly document, Storage of bodies until arrangements can be made or family located

**Core Principle:**

Provide Community Safety, Security & Effective Justice

**Linkage to Core Principle:**

The Morgue Program provides quality customer service to the residents of Franklin County through efficient and effective internal services by producing an end product which will aid the families in healing and having questions answered. The Morgue Program also provides assistance to the vulnerable populations in the community and families in need by accommodating religious beliefs or cultures and guiding families by educating them on final disposition.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance \$</b>	<b>%</b>
Personal Services	\$721,959	\$354,507	(\$367,452)	-50.9%
Fringe Benefits	\$349,472	\$170,629	(\$178,843)	-51.2%
Materials & Services	\$133,464	\$60,666	(\$72,798)	-54.5%
<b>Total Expenditures</b>	<b>\$1,204,895</b>	<b>\$585,802</b>	<b>(\$619,093)</b>	<b>-51.4%</b>

**Educational Outreach Program**

**Program Purpose:**

The purpose of the Educational Outreach Program is to utilize experiential learning opportunities to educate future medical, legal, and forensic professionals.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Observation of Autopsies, Seminars, Presentations at Primary and Secondary Schools, Internships and Shadowing for students in higher educational institutions, Forensic Rotations and Fellowships for Medical Students and Physicians.

**Core Principle:**

Provide Community Safety, Security & Effective Justice

**Linkage to Core Principle:**

The Educational Outreach Program improves the quality of service delivery of public safety and justice services through commitment to ongoing public training.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$13,612	\$13,108	(\$504)	-3.7%
Fringe Benefits	\$3,819	\$3,941	\$122	3.2%
<b>Total Expenditures</b>	<b>\$17,431</b>	<b>\$17,049</b>	<b>(\$382)</b>	<b>-2.2%</b>