

**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.

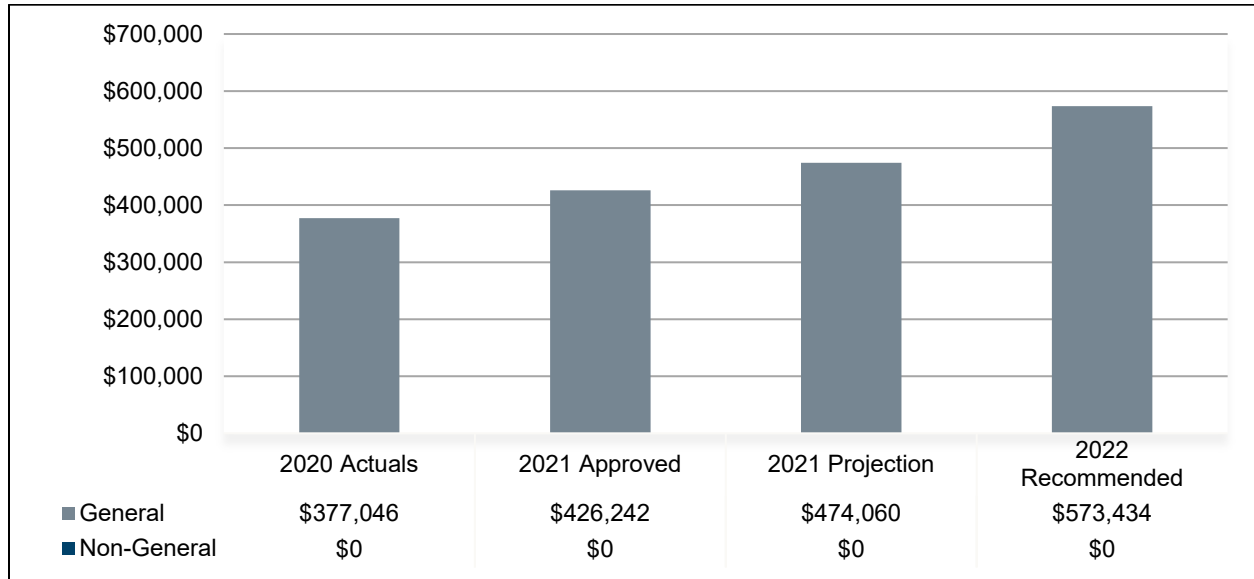
**Performance Spotlight**

**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.			
2020 Actual	2021 Budget	2021 Projected	2022 Budget
91.7%	98.0%	95.0%	95.0%

**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> <li>• Suicide Investigation Grant</li> </ul>
Special	None	N/A
Debt	None	N/A
Capital	None	N/A
Enterprise /Internal	None	N/A

**Comparison: 2021 Approved to 2021 Projection**

	<b>2021 Approved</b>	<b>2021 Projection</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$426,242	\$474,060	\$47,818	11.2%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$426,242</b>	<b>\$474,060</b>	<b>\$47,818</b>	<b>11.2%</b>

The \$47,818 increase from the 2021 Approved Budget to the 2021 Projection is primarily attributed to:

- A Suicide Prevention Foundation Grant received during the year.

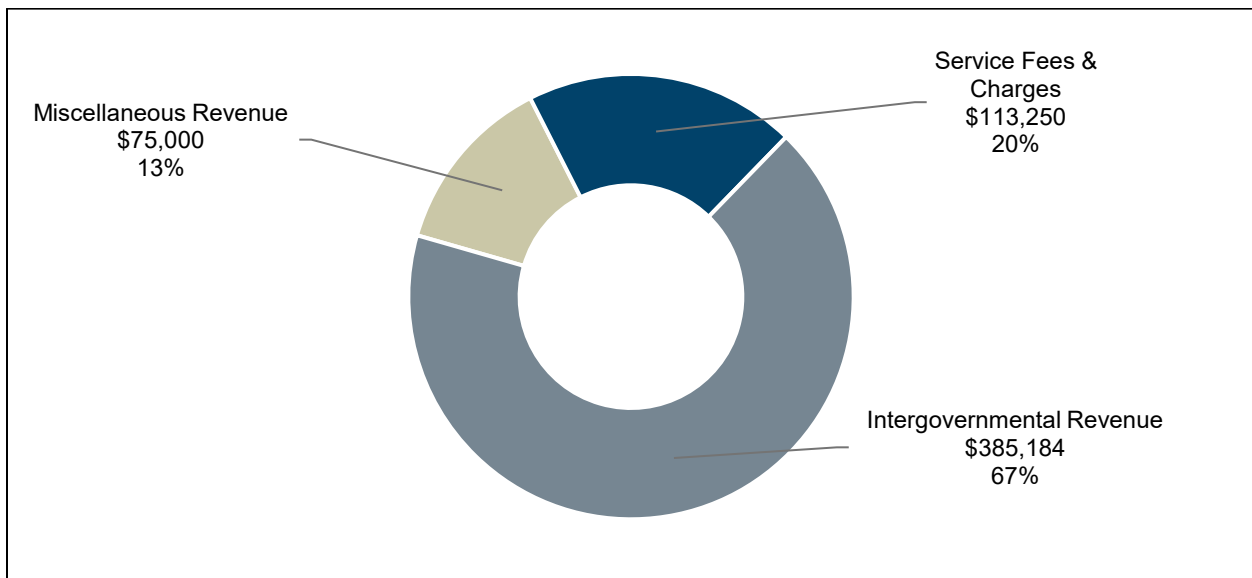
**Comparison: 2021 Approved to 2022 Recommended**

	<b>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$426,242	\$573,434	\$147,192	34.5%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$426,242</b>	<b>\$573,434</b>	<b>\$147,192</b>	<b>34.5%</b>

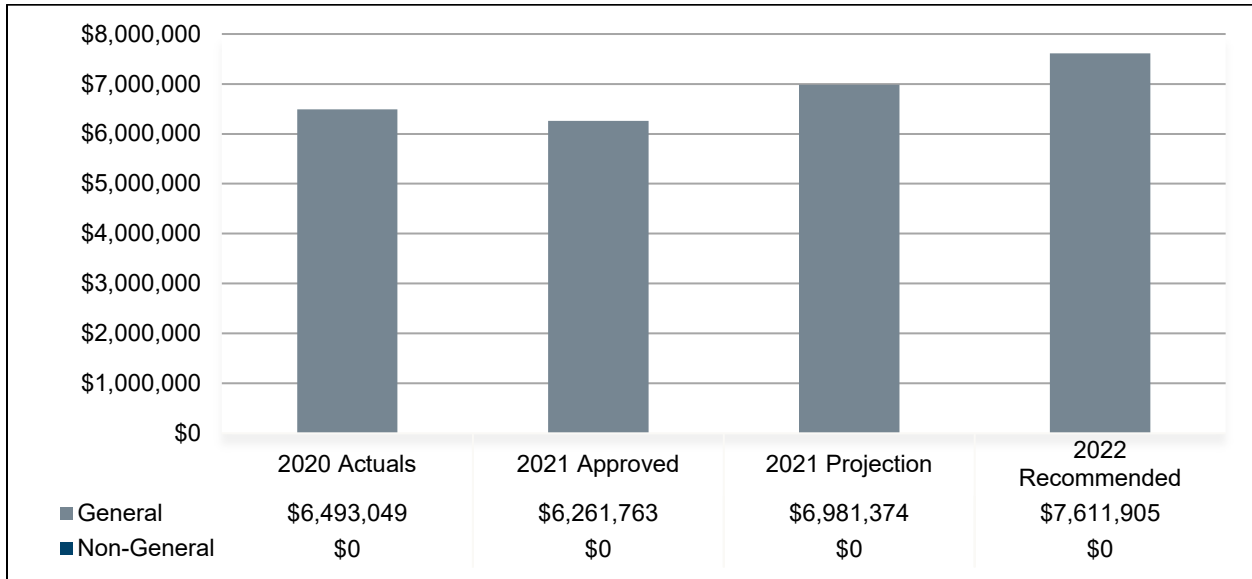
The \$147,192 increase from the 2021 Approved Budget to the 2022 Recommended Budget is primarily attributed to:

- An increase in out-of-county autopsy fees, and receipt of the remainder of the Suicide Prevention Foundation Grant.

**2022 Recommended Budget  
Revenues by Category**



**Budget Summary – Expenditures**



**Significant items in the 2022 Recommended Budget**

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$6,125,117	80.5%
BODY TRANSPORT SERVICES	\$345,000	4.5%
MEDICAL SUPPLIES	\$325,000	4.3%
IT SOFTWARE SUBSCRIPTION AND MAINTENANCE	\$147,956	1.9%
LAB & TESTING SERVICES	\$98,000	1.3%
PERISHABLE REAGENTS	\$72,000	0.9%
SAFETY & SECURITY SERVICES	\$58,000	0.8%
MEDICAL/LAB/THERAPEUTIC EQUIP	\$53,795	0.7%
MEDICAL/LAB/THERAPEUTIC EQUIP < \$5,000	\$43,200	0.6%
PROFESSIONAL SERVICES-OTHER	\$41,500	0.5%
<i>Other</i>	\$302,337	4.0%
<b>Total</b>	<b>\$7,611,905</b>	<b>100.0%</b>

**Comparison: 2021 Approved to 2021 Projection**

	2021 Approved	2021 Projection	Variance \$	%
General Fund	\$6,261,763	\$6,981,374	\$719,611	11.5%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$6,261,763</b>	<b>\$6,981,374</b>	<b>\$719,611</b>	<b>11.5%</b>

The \$719,611 increase from the 2021 Approved Budget to the 2021 Projection is primarily attributed to:

- The addition of 4.00 FTEs, medical supplies, and body transport services approved via resolution; along with terminal, supplemental, and overtime pay, with associated fringe benefits.

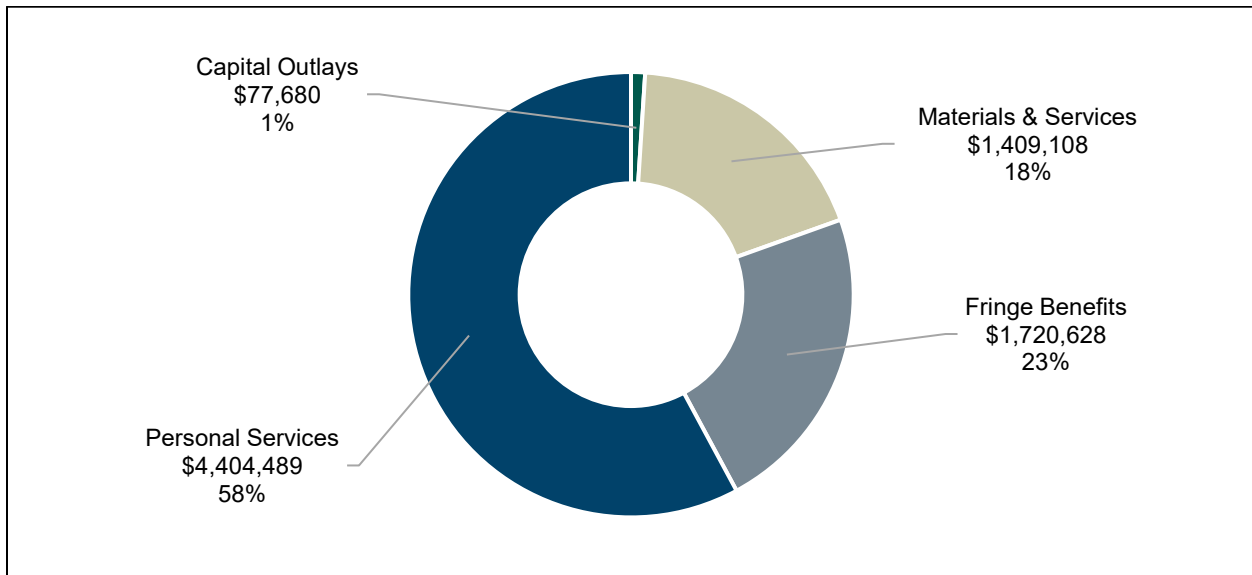
**Comparison: 2021 Approved to 2022 Recommended**

	2021 Approved	2022 Recommended	Variance \$	%
General Fund	\$6,261,763	\$7,611,905	\$1,350,142	21.6%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$6,261,763</b>	<b>\$7,611,905</b>	<b>\$1,350,142</b>	<b>21.6%</b>

The \$1,350,142 increase from the 2021 Approved Budget to the 2022 Recommended Budget is primarily attributed to:

- 4.00 FTEs added via resolution during 2021 and RFRs for an additional 4.00 FTEs in 2022, along with associated fringe benefits; and increases in medical supplies and body transport.

**2022 Recommended Budget  
Expenditures by Category**



**Budget Summary – FTEs**

	2021 Budget	2022 Recommended	Recommended Budget as % of Total FTEs
General Fund	47.00	55.00	100.0%
Non-General Fund	0.00	0.00	0.0%
<b>Total Agency FTEs</b>	<b>47.00</b>	<b>55.00</b>	<b>100.0%</b>

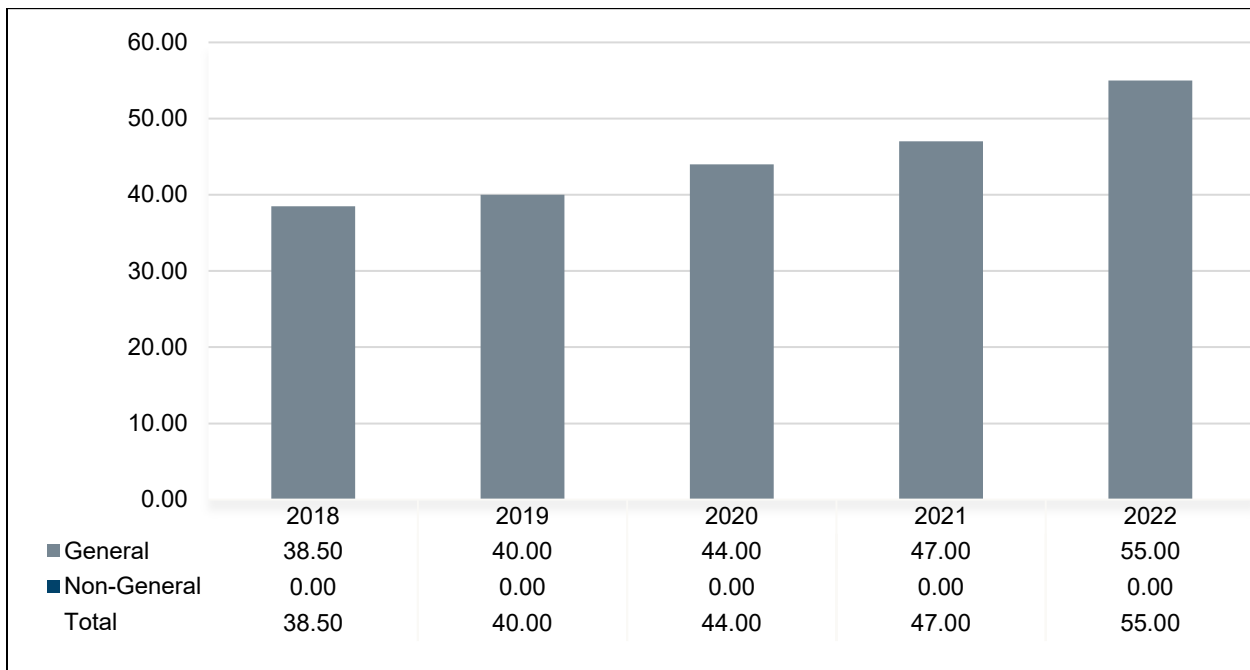
The 8.00 FTE increase from the 2021 Budget to the 2022 Recommended Budget is due to the addition of an Investigator, a Morgue Tech, a Front Office Assistant Clerk, and a full time, grant-funded Suicide Investigator by resolution during 2021; and Request for Results (RFR) for one full time Forensic Pathologist, one full time Morgue Tech, one full time Investigator, and one full time Toxicologist Tech.

**New Positions**

Position Title	# of Positions	Annual Salary	Source
Forensic Pathologist	1	\$250,000	RFR
Morgue Tech	1	\$44,601	RFR
Investigator	1	\$41,592	RFR
Toxicologist Tech	1	\$35,360	RFR
Investigator	1	\$43,763	Resolution No. 0345-21
Morgue Tech	1	\$43,763	Resolution No. 0345-21
Front Office Assistant/Clerk	1	\$41,600	Resolution No. 0345-21
Suicide Investigator	1	\$43,763	Resolution No 0477-21

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 reflect the true expenditures more accurately 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>2021 Budget</b>	<b>Four-year Average</b>	<b>2022 Recommended</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	2.0%	4.4%	4.4%	2.4%	0.0%

The 2022 Vacancy Credit is in line with the Four-year Average.

**Fringe Benefits**

	<b>2021 Budget</b>	<b>Four-year Average</b>	<b>2022 Recommended</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	7.0%	7.6%	5.9%	-1.1%	-1.7%

The 2022 Vacancy Credit is in line with 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.

<b>Additional Forensic Pathologist &amp; Morgue Tech Positions</b>		
<b>Fund Type</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
General Fund	\$392,040	\$392,040
<b>Recommended</b>	<b>Request Description:</b> The number of cases requiring forensic exams has continued to increase annually. This request would allow the Coroner to add a seventh Forensic Pathologist, as well as an additional Morgue Tech; a position which works closely with the Pathologist.	
	<b>Recommendation:</b> OMB recommends the addition of these 2 full-time positions to help meet the growing number of exams required, and to minimize individual Pathologist caseloads to assist with retaining National Association of Medical Examiners (NAME) accreditation.	

<b>Investigator &amp; Toxicologist Tech Positions</b>		
<b>Fund Type</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
General Fund	\$132,495	\$132,495
<b>Recommended</b>	<b>Request Description:</b> The number of case scene responses per investigator continues to rise; increasing from 135 in 2020 to 147 through September of 2021. Needs in the Toxicology area are increasing, and there are difficulties in maintaining staffing levels. The Coroner requests a new entry-level Toxicologist position to aid the Toxicologists and Assistant Toxicologists.	
	<b>Recommendation:</b> OMB recommends the addition of these 2 full-time positions to help meet the growing number of case scenes requiring responses, and to carry out Toxicological functions more efficiently and effectively.	



Operations Review Implementation		
Fund Type	Amount Requested	Amount Recommended
General Fund	TBD	TBD
<b>Deferred</b>	<p><b>Request Description:</b> The Office of Management &amp; Budget and Coroner's Office are developing a request for proposal for an operations review to be completed in 2022. The operations review will look at the staffing as well as technology needs of the Coroner's Office to ensure the efficient operation of the Forensic Science Center.</p>	
	<p><b>Recommendation:</b> This request is deferred pending the results of the operations review, which is expected to be finalized in the 2<sup>nd</sup> quarter of 2022. The intent is for the operations review to provide a long term plan to address the staffing and technology needs of the Coroner's Office</p>	

**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, answer phone calls and faxes; provide toxicology opinions and testimony; prepare letters; make court appearances; give toxicology lectures and presentations, attend outside meetings and trainings; perform training

**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>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance \$</b>	<b>%</b>
Personal Services	\$542,986	\$554,370	\$11,384	2.1%
Fringe Benefits	\$222,236	\$240,036	\$17,800	8.0%
Materials & Services	\$246,319	\$313,500	\$67,181	27.3%
<b>Total Expenditures</b>	<b>\$1,011,541</b>	<b>\$1,107,906</b>	<b>\$96,365</b>	<b>9.5%</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>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance \$</b>	<b>%</b>
Personal Services	\$1,477,048	\$1,804,417	\$327,369	22.2%
Fringe Benefits	\$353,120	\$446,937	\$93,817	26.6%
Materials & Services	\$615,932	\$799,873	\$183,941	29.9%
Capital Outlays	\$0	\$33,085	\$33,085	N/A
<b>Total Expenditures</b>	<b>\$2,446,100</b>	<b>\$3,084,312</b>	<b>\$638,212</b>	<b>26.1%</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, OSU Trauma Conferences, DODI (Drug Overdose Drug Initiative), Domestic Violence Fatality Review, Sudden Unexplained Infant Death Investigation Subcommittee, Child Fatality Review Boards, Community presentations, 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>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$90,644	\$95,796	\$5,152	5.7%
Fringe Benefits	\$40,220	\$43,740	\$3,520	8.8%
Materials & Services	\$2,000	\$5,000	\$3,000	150.0%
<b>Total Expenditures</b>	<b>\$132,864</b>	<b>\$144,536</b>	<b>\$11,672</b>	<b>8.8%</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>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$561,798	\$596,398	\$34,600	6.2%
Fringe Benefits	\$253,094	\$291,440	\$38,346	15.2%
Materials & Services	\$119,749	\$140,739	\$20,990	17.5%
Capital Outlays	\$21,663	\$0	(\$21,663)	-100.0%
<b>Total Expenditures</b>	<b>\$956,304</b>	<b>\$1,028,577</b>	<b>\$72,273</b>	<b>7.6%</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>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$742,297	\$778,162	\$35,865	4.8%
Fringe Benefits	\$349,319	\$405,448	\$56,129	16.1%
Materials & Services	\$20,487	\$53,154	\$32,667	159.5%
<b>Total Expenditures</b>	<b>\$1,112,103</b>	<b>\$1,236,764</b>	<b>\$124,661</b>	<b>11.2%</b>

**Morgue**

**Program Purpose:**

The purpose of the Morgue Program is to provide decedent preparation, secure body storage, and process forensic specimens for the forensic pathologists as well as for toxicology department so that proper examinations and analysis can be performed 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 supports Forensic pathology in documentation of injuries, collecting evidence, processing specimens for effective justice. It also helps provide community safety and security to the residents of Franklin County families by helping them navigate through the most difficult time in their life. This is done by guiding and educating the families on the final disposition of their loved ones. Accommodations are made for vulnerable families for their religious beliefs and cultures.

**Program Budget Overview**

	<b>2021</b>	<b>2022</b>	<b>Variance</b>	
	<b>Approved</b>	<b>Recommended</b>	<b>\$</b>	<b>%</b>
Personal Services	\$354,507	\$560,750	\$206,243	58.2%
Fringe Benefits	\$170,629	\$288,614	\$117,985	69.1%
Materials & Services	\$60,666	\$96,842	\$36,176	59.6%
Capital Outlays	\$0	\$44,595	\$44,595	N/A
<b>Total Expenditures</b>	<b>\$585,802</b>	<b>\$990,801</b>	<b>\$404,999</b>	<b>69.1%</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 as well as providing professional development opportunities.

**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>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$13,108	\$14,596	\$1,488	11.4%
Fringe Benefits	\$3,941	\$4,413	\$472	12.0%
<b>Total Expenditures</b>	<b>\$17,049</b>	<b>\$19,009</b>	<b>\$1,960</b>	<b>11.5%</b>