



CORONER

Budget Summary and Highlights: This year's budget of \$29,004 is slightly above the 2017 budget. Revenues are estimated at \$6500, up \$1000 over the previous year. This results in a levy request of \$22,504, a 1% increase.

Function:

The coroner is responsible for the medical-legal death investigations in Bayfield County. Determining what deaths are to be investigated is the responsibility of the coroner as directed by state statutes. Collaboration with law enforcement and the district attorney in the interest of public safety is a crucial and necessary function of the coroner's office. Since the office of coroner is an elected position, the elected coroner is directly responsible to the citizens of the county and their elected representatives.

Main Responsibilities:

- Perform administrative duties (policy, budget and personnel functions)
- Appoint, supervise and train competent deputy coroners to act in behalf of the coroner in his/her absence
- Develop written guidelines for reporting deaths within the county and for the pronouncement of death outside of a hospital or nursing home
- Conduct thorough and independent investigations of deaths which are reportable under state statute 979.01 and 979.10 and issue the necessary permits for disposition of the bodies
- Report deaths in a timely manner to the district attorney, law enforcement personnel and other federal, state and local authorities as determined by the situation
- Make decisions with respect to the necessity of an autopsy, toxicology, and other testing
- Obtain biological samples in a method consistent with medical and legal standards of practices
- Properly document every case investigated and all property recovered and released to the next of kin
- Properly complete the medical certification on a death certificate for every case reported under state statute 979.01 (the medical certification must comply with standards for timeliness and completeness as issued by the State Registrar per state statute 69.18)
- Communicate with the family and loved ones of the next of kin in a professional manner, including death notification and appropriate release of all information regarding the cause and manner of death

- Upon request of a court, give accurate and complete testimony as to the method of investigation used in a particular case and the findings of that investigative process
- Prepare/update a county plan of action for the mortuary section of the county emergency operation plan and act as mortuary officer in the event of a multiple fatality disaster

FY 2018 Goals:

- Attend Death Investigation Week Long Course
- Adjust Cremation Fees to account for response and travel time.
- Begin utilizing the state vital records computer program on the scene.
- Respond to calls promptly.



Coroner 06

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Estimated Amount	2018 Department	2018 Administrator	2018 Admin/2017 Adopted
Fund 100 - General								
REVENUE								
Department 06 - Coroner								
46202	Cremation Fees	6,000.00	4,150.00	6,000.00	6,000.00	6,500.00	6,500.00	108
	Department 06 - Coroner Totals	\$6,000.00	\$4,150.00	\$6,000.00	\$6,000.00	\$6,500.00	\$6,500.00	108%
	REVENUE TOTALS	\$6,000.00	\$4,150.00	\$6,000.00	\$6,000.00	\$6,500.00	\$6,500.00	108%
EXPENSE								
Department 06 - Coroner								
State Account 51205 - Coroner								
50111	Department Head	5,656.04	5,769.92	5,885.00	5,885.00	6,003.00	6,003.00	102
50140	Per Diem	7,125.00	6,475.00	7,125.00	7,125.00	7,350.00	7,125.00	100
50151	Fica/Medicare	977.76	887.03	1,012.00	1,012.00	1,022.00	1,022.00	101
50152	Co. Share Retirement	839.76	380.90	758.00	758.00	754.00	754.00	99
50225	Telephone	459.74	277.16	720.00	400.00	600.00	600.00	83
50250	Special Services	6,071.39	9,598.01	9,000.00	25,000.00	11,000.00	10,000.00	111
50311	Postage	.00	22.95	.00	.00	.00	.00	
50325	Registration Fees & Tuition	.00	.00	700.00	400.00	700.00	700.00	100
50332	Mileage	3,042.31	1,768.11	2,000.00	1,500.00	2,000.00	2,000.00	100
50335	Meals	.00	.00	400.00	200.00	300.00	300.00	75
50336	Lodging	.00	.00	700.00	.00	500.00	500.00	71
	State Account 51205 - Coroner Totals	\$24,172.00	\$25,179.08	\$28,300.00	\$42,280.00	\$30,229.00	\$29,004.00	102%
	Department 06 - Coroner Totals	\$24,172.00	\$25,179.08	\$28,300.00	\$42,280.00	\$30,229.00	\$29,004.00	102%
	EXPENSE TOTALS	\$24,172.00	\$25,179.08	\$28,300.00	\$42,280.00	\$30,229.00	\$29,004.00	102%
Fund 100 - General Totals								
	REVENUE TOTALS	\$6,000.00	\$4,150.00	\$6,000.00	\$6,000.00	\$6,500.00	\$6,500.00	108%
	EXPENSE TOTALS	\$24,172.00	\$25,179.08	\$28,300.00	\$42,280.00	\$30,229.00	\$29,004.00	102%
	Fund 100 - General Totals	(\$18,172.00)	(\$21,029.08)	(\$22,300.00)	(\$36,280.00)	(\$23,729.00)	(\$22,504.00)	101%
Net Grand Totals								
	REVENUE GRAND TOTALS	\$6,000.00	\$4,150.00	\$6,000.00	\$6,000.00	\$6,500.00	\$6,500.00	108%
	EXPENSE GRAND TOTALS	\$24,172.00	\$25,179.08	\$28,300.00	\$42,280.00	\$30,229.00	\$29,004.00	102%
	Net Grand Totals	(\$18,172.00)	(\$21,029.08)	(\$22,300.00)	(\$36,280.00)	(\$23,729.00)	(\$22,504.00)	101%

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