

The mission of the Coroner's Office is to keep current with advancements in forensic investigations, public health and the application of technology in forensics, while providing individual and personalized service to the families and agencies that require our services.



DEPARTMENT SUMMARY

General Fund	FY 2007-08 Actual	FY 2008-09 Proposed	FY 2008-09 Approved	FY 2009-10 Recommended	FY 2009-10 Change
Expenditures					
Salaries & Benefits	\$876,825	\$920,634	\$920,634	\$938,741	\$18,107
Service and Supplies	322,236	262,050	262,050	329,550	67,500
Interdepartmental Charges	58,598	59,773	59,773	53,925	(5,848)
Total Expenditures	\$1,257,659	\$1,242,457	\$1,242,457	\$1,322,216	\$79,759
Revenues					
Intergovernmental Revenues	\$264,910	\$269,892	\$269,892	\$245,000	(\$24,892)
Charges for Current Services	32,921	34,512	34,512	34,512	-
Miscellaneous Revenues		6,000	6,000	6,000	-
Total Revenues	\$297,831	\$310,404	\$310,404	\$285,512	(\$24,892)
Net County Cost (NCC)	\$959,828	\$932,053	\$932,053	\$1,036,704	\$104,651
Allocated Positions (FTE)	7.00	7.00	7.00	7.00	0.00

Department Overview

The Coroner's Office is responsible for investigating the cause and manner of all sudden or unexpected deaths within the county, or natural deaths where the person has not been seen under the close care of a physician. The office is also responsible for identifying any unknown decedent and locating the next of kin and preserving all criminal and civil evidence and personal assets and estates.

Accomplishments FY 2008-09

- Completed 259 death investigations with 209 autopsies
- Successfully identified all but two unknown persons
- Collaborated with the County Administrator's Office (CAO) to assess potential sites for a central County morgue

Goals and Initiatives FY 2009-10

GOAL I

Provide a safe and secure environment for the Coroner's activities that allows for utilization of the current advancements in forensic investigations, while maintaining safeguards for public health concerns

FY 2009-10 Initiatives

- Work with CAO to secure site for central morgue facility and design plan for implementation
- Maintain safe working conditions for personnel by providing necessary safety equipment and aggressive performance review program

GOAL II

Streamline and evaluate services to ensure business activities are carried out in an effective, efficient and safe manner

FY 2009-10 Initiatives

- Execute new contract with vendor for removal services

GOAL III

Provide training to enable staff to perform their duties in the most effective and efficient manner possible

FY 2009-10 Initiatives

- Maintain mandated state training requirements
- Provide 24 hours of certified training for the Coroner Investigators
- Provide safety training to prevent job related injuries

- Administer joint trainings with pathologist on cause of death issues

Description and Impacts of Budget Reductions

FTE Reduced	Change in Expenditure	Change in Revenue	Change in Net County Costs	% NCC Change
-	-	-	-	-

- **Description:** No reductions recommended.
- **Programmatic Impacts of Proposed Changes:** None.

Key Challenges and Outstanding Issues

- Purchase or lease new central morgue facility and complete any necessary tenant improvements
- Provide the most advanced equipment for the new morgue facility
- Maintaining employee morale during tough economic times



Performance Measures

Coroner's Office

Objective: Close Coroner's cases within two weeks

MEASURES	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Estimate	FY 2009-10 Estimate
Workload Measures				
Required number of staff hours	14,750	14,900	15,000	15,000
Number of cases closed annually	910	960	1,000	1,000
Efficiency Measures				
Average number of staff hours per case closure	15	15	15	15
Caseload per staff person	302	320	300	300
Effectiveness Measures				
Percent of cases closed within two weeks	98%	98%	99%	98%

Department Comments:

Deaths within Marin County have been fairly consistent over the past 10 years.

