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Boone County Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201

Melinda Bobbitt, CPPB, Director  
Phone: (573) 886-4391 Fax: (573) 886-4390  
E-mail: { HYPERLINK "mailto:mbobbitt@boonecountymo.org" }

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Proposal Number: 18-25MAR03  
Commodity Title: **MEDICAL EXAMINER SUPPORT SERVICES**

**DIRECT PROPOSAL FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

**Pre-Proposal Conference**

Day / Date: TUESDAY – March 4, 2003  
Time: 10:30 A.M. C.S.T  
Location Boone County Johnson Building, Conference Room 213  
601 E. Walnut  
Columbia, MO 65201

**Proposal Submission Address and Deadline**

Day / Date: TUESDAY – March 25, 2003  
Time: 9:15 A.M. C.S.T. (No late proposals will be accepted)  
Location / Mail Address: Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, Room 208  
Columbia, MO 65201  
Directions: The Johnson Building is located on the Northeast corner  
at 6<sup>th</sup> Street and Walnut Street. Enter the building from  
the East Side. Wheel chair accessible entrance is  
available on the West side of the building.

**Proposal Opening**

Day / Date: TUESDAY – March 25, 2003  
Time: 9:30 A.M. C.S.T.  
Location / Address: Boone County Government Center  
801 E. Walnut, Commission Chambers  
Columbia, MO 65201

**Proposal Contents**

- 1.0: Instructions and General Conditions**
- 2.0: Introduction and General Information**
- 3.0: Specifications**
- 4.0: Proposal Submission Information**
- 5.0: Response/Pricing Page**
- Exhibit A Prior Experience**
- Exhibit B Missouri Medical Examiner County Budgets**
- Exhibit C Types of Death that are Required to be Reported to the Medical Examiner's Office**



## NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

### **BID #: 18-25MAR03 – MEDICAL EXAMINER SUPPORT SERVICES**

A pre-proposal conference has been scheduled for Tuesday, March 4, 2003, at 10:30 a.m. in the Boone County Johnson Building, Conference Room 213, 601 E. Walnut, Columbia, Missouri.

Sealed proposals will be accepted until **9:15 a.m. on Tuesday, March 25, 2003** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

The Request for Proposal is scheduled to be opened at 9:30 a.m. on Tuesday, March 25, 2003, during the Boone County Commission meeting, Boone County Government Center, Commission Chambers, 801 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: { HYPERLINK <mailto:mboobbitt@boonecountymo.org> }.

Interested persons may view and download further information on the Boone County Web Page at { HYPERLINK <http://www.showmeboone.com> }.

Melinda Bobbitt, CPPB  
Director of Purchasing

Insertion: February 23, 2003  
COLUMBIA MISSOURIAN



## 1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with the services as detailed in the following proposal.

- a) **Proposal Closing:** All proposals **MUST** be delivered before 9:15 A.M., C.S.T., on Tuesday, March 25, 2003 to:

Boone County Purchasing Department  
Melinda Bobbitt, CPPB, Director  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201-4460

- b) **The County may reject any proposals received after 9:15 A.M.** and may return such late proposals to the Offeror.
- c) Offeror's should submit one (1) original, and five (5) copies of the proposal (total of six). Proposals will be opened publicly and names of Offerors may be read aloud.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Proposal enclosed."
- e) If you do not care to submit a proposal, please return *Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

### 1.2 . **Selection Process:**

- a) Proposals received will be reviewed for adequacy of content and experience. The County reserves the right to reject any or all proposals and to accept the proposal considered to be in the best interest of the County.
- b) The final selection will be based on the following criteria:

1. Evaluation of Proposals.
  2. Proven background and experience in the work required.
  3. References provided.
  4. Specific background and experience of the key people who will be involved in providing these services.
  5. Cost of services.
- c) Proposals will be opened and Offeror's names read aloud in the Boone County Commission meeting on Tuesday, March 25, 2003 at 9:30 A.M., C.S.T. located at the following address:

Boone County Government Center  
Commission Chambers  
801 E. Walnut Street  
Columbia, Missouri 65201

**NOTE: Proposal Closing and Proposal Opening times and locations are different. Refer to paragraph 1.1, a. for Proposal Closing time.**



## 2. INTRODUCTION AND GENERAL INFORMATION

### 2.1 Introduction:

2.1.1 This document constitutes a request for competitive, sealed proposals for provision of **Medical Examiner Support Services**, as set forth herein.

2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Services
- 4) Proposal Submission Information
- 5) Response/Pricing Page
- 6) Exhibit A – Prior Experience
- 7) Exhibit B – Missouri Medical Examiner County Budgets
- 8) Exhibit C – Types of Death that are Required to be Reported to the Medical Examiner's Office

### 2.2. Guideline for Written Questions:

2.2.1 All questions regarding this Request for Proposal shall be submitted in writing. Questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

- a. Melinda Bobbitt, CPPB  
Director of Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
E-mail: { HYPERLINK  
"mailto:mbobbitt@boonecountymo.org" }

2.2.2 The responses and usage will become a part of a written addendum, which will be U.S. mailed, E-mailed, or faxed prior to proposal opening. The addendum will also be posted on our web site at { HYPERLINK "http://www.showmeboone.com" }.

### **2.3. Pre-Proposal Conference**

- 2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for Tuesday, March 4, 2003, at 10:30 a.m. in the Boone County Johnson Building, 601 E. Walnut Street, Room 213, Columbia, MO 65201.
  - a. The Johnson Building is located on the Northeast corner at 6<sup>th</sup> Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.
- 2.3.2. All potential Offerors are encouraged to attend this conference in order to ask questions and provide comments on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.



### 3. SCOPE OF SERVICES

#### 3.1 Scope:

3.1.1 The County of Boone – Missouri, hereafter referred to as the *County*, intends to contract with a firm to provide **Medical Examiner Support Services**.

#### 3.2 Background Information:

3.2.1 Boone County is situated in Central Missouri and is dissected by Interstate 70 and US Highway 63. It is a fast-growing county known for its highly educated work force, low cost of living, award-winning schools, and unique blend of rural and urban lifestyles. Boone County includes nine communities: six cities (Columbia, Centralia, Ashland, Rocheport, Sturgeon, Hallsville) and three other communities (the Town of Harrisburg, the Village of Hartsburg and McBaine). The County has a population of approximately 132,000 and contains 685 square miles.

3.2.2 Boone County desires to contract for Medical Examiner Support Services with a firm(s) that shall provide a Chief Death Investigator to supervise these services for Boone County and the duly appointed Boone County Medical Examiner in the performance of duties of such office as prescribed by law consistent with and subject to the requirements of this proposal.

3.2.3 Exhibit B – *Missouri Medical Examiner County Budgets* is included for informational purposes.

3.2.4 The following historical data is provided for informational purposes:

Year	Total Calls	Scenes Investigations	Autopsies
2002	792	41	56
2001	682	41	62
2000	663	72	63
1999	685	67	71
1998	695	65	65

3.2.5 Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: { HYPERLINK "http://www.showmeboone.com" }

- 3.2.6 Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

### **3.3 Minimum Requirements:**

- 3.3.1 **Personnel and Services:** Contractor shall supply qualified personnel name and credentials. Qualified personnel should include a Chief Death Investigator and an Assistant Death Investigator.

3.3.1.1. Provision and supervision of adequate qualified personnel appointed as Assistant Death Investigators by the Chief Death Investigator with the approval of the Medical Examiner to provide death investigation services in Boone County under the direction of the Medical Examiner 365 days per year, 24 hours per day.

3.3.1.2. Death investigation services including, but not limited to, taking telephone reports of deaths, scene investigations and arrangement for body transport conducted under policies and procedures established by the Medical Examiner; handling and maintaining bodies and personal effects before and after external examination or autopsy under policies and procedures established by the Medical Examiner; assisting the Medical Examiners in the conduct of autopsies as directed by the Medical Examiner; preparation of required regulatory reports in connection with deaths as required by the Medical Examiner; and performing such other duties as the Death Investigator shall be authorized, or required to perform by the Medical Examiner in the performance of his/her duties in office.

In addition, the contractor supplies office materials and supplies, utilities, training, telephones, cell phones, pagers, and answering service.

- a. Calls/pages to the Contractor for body removal shall be answered within fifteen (15) minutes, at which time arrangements will be made regarding location and removal of the body.
- b. Provide direction and arrangements for the proper transportation equipment, including carts, and hearse, modified station wagon, van or other suitable vehicle.
- c. Contractor's designee for body removal shall have a cellular telephone, either or their person, or in the vehicle being utilized for this service.
- d. Ensure that all bodies transported by the Contractor or Designee pursuant to this agreement shall be properly identified with the deceased person's name, if known.
- f. Comply with all applicable standards and requirements adopted by the Board of Health.



g. Dispose of all disposable supplies and bio-hazardous materials used in, or remaining from, transporting deceased individuals in a manner consistent with OSHA guidelines and all other applicable environmental codes, statutes, resolutions and ordinances of the United States, The State of Missouri, Boone County, Missouri, and the City of Columbia, Missouri.

3.3.1.3. Provision of morgue facilities and equipment approved by the Medical Examiner suitable for the performance and conduct of autopsies and for the refrigerated storage of bodies necessary for the satisfactory performance of the duties of the office of Medical Examiner.

3.3.1.4. Provision of administrative and office support for the office of the Medical Examiner, including maintenance and administration of the Medical Examiner's annual budget, maintenance and preparation of statistics, reports and such other secretarial and clerical services, as are required by and budgeted for the Medical Examiner.

3.3.1.5. The services performed by the Contractor shall be provided by the Chief Death Investigator as an independent contractor and not as a county employee.

a. The Contractor shall be responsible for all expenses and overhead necessary in performing the obligations of Medical Examiner Support Services including all office and administrative expenses, payroll, employee benefits and employer required taxes and contributions for employees hired by the Contractor.

3.3.1.6. **Appointment of Assistants:** The Contractor may appoint qualified assistants at the Contractor's sole expense with the approval of the Medical Examiner as need dictates to provide services required by this proposal. Such assistants shall serve at the discretion of the Contractor, provided that the Contractor shall not appoint any assistant to whom the Medical Examiner objects in writing.

**3.3.2. Types of Death that are Required to be Reported to Medical Examiner's Office - See attached Exhibit C**

**3.4. Offeror's Experience and Reliability:**

3.4.1. The Contractor should have a minimum of three years investigative experience.

3.4.2. Offerors shall submit references, including names, addresses and phone numbers, of active accounts for which your firm supplies services related as closely as possible to the services required in this quote. Exhibit A may be used for this purpose.

**3.5. General Conditions:**

- 3.5.1. The Medical Examiner shall decide any and all questions which may arise as to the quality and acceptability of materials used, work performed, the manner of performance, and the rate of progress of the work.
- 3.5.2. The Contractor shall be responsible for the supervision and direction of the work performed by his/her employees.
- 3.5.3. The Contractor shall be responsible for instructing his/her employees in all safety measures. All equipment used by the Contractor shall be in safe operating condition at all times and free from defects or wear which may in any way constitute a hazard to any person or persons.
- 3.5.4. The Contractor shall furnish all labor, supplies and equipment necessary for the performance of such Medical Examiner Support Services. Body removal supplies shall include all linens, gloves and any other necessary equipment.
- 3.5.5. **Insurance Requirements:** The Contractor shall pay for and maintain at all times, business, premises and public liability insurance and automobile liability insurance for Contractor's own officers and employees which will provide coverage for performance of the Contractor's duties of office; all coverages and amounts shall be reviewed and approved by the Medical Examiner.

**3.5.7. Records and Reporting:**

- a. The Contractor, under the direction of the Medical Examiner, shall keep all official records as required by law and subject to any lawful privilege of confidentiality or other lawful privilege, make such records available to the Boone County Commission, Boone County Auditor, any independent outside auditor appointed by the County for internal audit purposes and to the general public under applicable open meetings and records law.
- b. Offeror shall identify any monthly/quarterly reporting that will be provided to the county in order to track services provided. Offeror should provide hard copy samples of billing/invoices with bid and identify, if reports are available, via electronic transfer or magnetic media. List any additional charges for these reports.

**3.6. Contract Terms and Conditions**

- 3.6.1. The successful Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

- 3.6.2. Offerors must clearly state any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

### **3.7. Contract Period**

- 3.7.1. The contract period with the successful firm shall begin following Boone County Commission approval of the recommended proposal, as finalized, and continue through implementation of the application.
- 3.7.2. The contractual period shall be for a one (1) year term effective April 1, 2003 through March 31, 2004 with up to four (4) additional one (1) year automatic renewal terms to the successful firm for the terms and prices proposed, or as negotiated. The contract renews yearly on an automatic basis subject to County Commission approval of each operation's budget.
- 3.7.3. **Cancellation Agreement:** The County reserves the right to cancel the contract without cause by giving not less than ninety (90) days prior notice to the Contractor in writing of the intention to cancel, or with cause, if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of this contract may be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow Contractor reasonable opportunity to cure material breach, but is not required to do so.
- 3.7.3.1. **Fiscal Non-Funding Clause:** In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the provider of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.
- 3.7.4. **Indemnity Agreement** - To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees, from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including, but not limited to, consultants having a contract with Contractor or subcontractor for part of the services), or anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services to the extent defense and liability is not covered by insurance. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 3.7.5. **Invoicing and Payment** - Invoices should be submitted monthly to Boone County for payment, which will be made 15 days after receipt of a correct and valid invoice. The billing address is: Boone County Auditor, 801 East Walnut, Room 205, Columbia, MO 65201.



#### 4. PROPOSAL SUBMISSION INFORMATION

##### 4.1. RESPONSE TO PROPOSAL

##### 4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and five (5) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Melinda Bobbitt, CPPB, Director of Purchasing  
601 E. Walnut Street, Room 208  
Columbia, MO 65201

**b. The proposals should be delivered no later than 9:15 a.m. on March 25, 2003. Proposals may not be accepted after this date and time.**

4.1.1.2. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein. The Offeror should address each specific paragraph and subparagraph of the scope by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

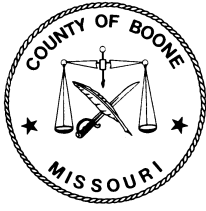
c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

**4.1.2. Competitive Negotiation of Proposals:** The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received, or to award a contract without negotiations.

**4.1.3. Proposals submitted should include the following:**

1. A brief description of the firm.
2. The qualifications and background of the firm.
3. A summary of any arrangements that will be made with any other firm for assistance on this service.
4. A list of key personnel to be involved in the service(s).
5. A list of similar work performed for other counties or agencies, including a description of work and the name of the county or agency, and the action taken as a result of the work. A list of references should be included.
6. Discussion explaining why you think the County of Boone would benefit from selecting your firm to do the work.
7. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
8. Budget for proposed services.



5. **Response/Pricing Page**

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

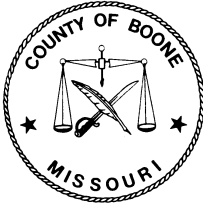
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This form must be signed. All signatures must be original and not photocopies.

The Offeror shall provide a firm, fixed price for the Original Contract Period. All costs associated with the required services/equipment shall be included in the prices.

**5.1. Medical Examiner Support Services**

<b>Morgue Services for the period of one year</b>		\$ _____
<b>Investigator Services for the period of one year (includes both the Chief Death Investigator and the Assistant Death Investigator</b>		\$ _____
<b>TOTAL COST OF CONTRACT PER YEAR</b>		\$ _____



**EXHIBIT A**

**PRIOR EXPERIENCE**

(References of similar services for governmental agencies are preferred)

**1. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

**Description of Prior Services (include dates):**

**2. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

**Description of Prior Services (include dates):**

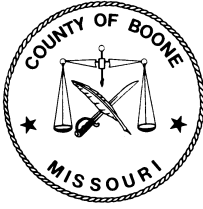
**3. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

**Description of Prior Services (include dates):**



**EXHIBIT B**

**Missouri Medical Examiner County Budgets**

**Boone County Budget 2003**

Total Budget: \$150,680  
Population: 138,500 = **\$1.09 per capita**

Two (2) Full-time Investigators  
One (1) Part-time Investigator (Not included in County budget)

Medical Examiner Salary: \$50,671

Usual yearly increase is 3%.

**Callaway County Budget 2003**

Total Budget: \$49,438  
Population: 41,590 = **\$1.18 per capita**

Two (2) Full-time Investigators  
One (1) Part-time Investigator (Not included in County budget)

Medical Examiner Salary: \$12,785

Usual yearly increase is 3%.

Charge for Out of County Autopsies is \$1,050.

**St. Charles Medical Examiner Budget 2003**

St. Charles County                      Total Budget: \$329,671  
Population: 296,679                      =                      **\$1.11 per capita**

Jefferson County                      Total Budget: \$211,532  
Population: 201,826                      =                      **\$1.04 per capita**

Franklin County                      Total Budget: \$141,960  
Population: 95,187                      =                      **\$1.49 per capita**



One (1) Full-time Investigator  
11 Part-time Investigators for all three counties.

This Medical Examiner Office has separate personnel for administrative services and autopsy assistants.

Usual yearly increase is 4%.

Charge for Out of County autopsies is approximately \$1,400.

**Jackson County Medical Examiner Budget 2003**

Jackson County	Total Budget:	\$1,529,197
	Population:	655,855
Platte County	Population:	76,223
Clay County	Population:	188,241
	Total :	$\frac{920,319}{1,529,197} = \text{\$1.66 per capita}$

Medical Examiner Yearly Salary:	\$170,000 - \$180,000
Deputy Medical Examiner Yearly Salary:	\$140,000 - \$150,000
Investigators (Low to High)	\$29,000 - \$36,000

Seven (7) Full-time Investigators for all three counties – hourly wage is \$10.80 - \$13.64.

This Medical Examiner office has separate personnel for administrative services and autopsy assistants.

2002 Response      2080 Total Calls      641 Autopsies

Increased as needed per expenses...no set amount.

Charge for Out of County autopsies is \$1,500.



### EXHIBIT C

#### **Types of Death that are Required to be Reported to the Medical Examiner's Office**

1. ALL Home Death (attended or unattended) even if under Hospice care.
2. ALL deaths if deceased has not seen a doctor within the past 36 hours.
3. ALL deaths in a Public institution.
4. ALL deaths of persons incarcerated.
5. ALL deaths in the Emergency Room.
6. ALL deaths due to trauma (any type) i.e.: HOMICIDES, SUICIDES, FALLS, BURNS, DRUG OR CHEMICAL RELATED AND MOTOR VEHICLE ACCIDENTS.
7. ALL inpatient deaths of patients admitted for trauma, REGARDLESS OF HOW LONG THEY HAVE BEEN HOSPITALIZED. (See #6).
8. ALL deaths of children, 18 years and under, including live premature births.
9. ANY death occurring with suspicious circumstances.
10. ALL sudden and/or unwitnessed deaths.
11. ALL Nursing Home deaths.

When reporting a death that meets the above criteria, the following will occur:

1. The case will be evaluated by a death investigator and either a telephone report will be taken or an investigator will be dispatched to the scene to conduct an investigation.
2. If a scene investigation is done, the death investigator will coordinate the removal and transfer of the body to the Medical Examiner's Office which is located at 5609 St. Charles Road, Columbia, MO, which is located at the I-70 131 mile marker on the North side of the interstate.
3. In some cases, a "Medical Examiner's Hold" will be placed on the body, which means it CAN NOT be released to a Funeral Home until the Medical Examiner has approved the release.