



**BERKELEY
COUNTY SC**

RICH HISTORY.
BRIGHT FUTURE.
One Berkeley

BERKELEY COUNTY
PLANNING AND ZONING DEPARTMENT
Alison Simmons, AICP, Director
P.O. Box 6122
1003 Highway 52
Moncks Corner, SC 29461

December 19, 2025

Mr. Thurman Pellum

Chairman, Board of Zoning Appeals
Town of Moncks Corner

Dear Mr. Pellum:

Please accept this narrative as a supplement to the Application for Variance for relief of primary structure setback requirements submitted on behalf of Mr. Darnell Hartwell, Berkeley County Coroner, for the construction of an intended +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gulledge Street, and as contemplated in the Special Exception issued by the Board of Zoning Appeals (BZA) in December 2024.

Specialized to serve the current and emergent demands of the Coroner's Office, the intended expansion will consist of a restroom, wash station, examination and viewing areas, training room, office space, refrigeration areas, storage, and other necessary supportive space and modernized appurtenances. The parking serving the Coroner's Office will be relocated to the shared surface parking lot programmed/committed for TMS 142-07-02-009. To improve ADA accessibility, the existing rear ADA accessibility ramp is intended to be relocated to the front façade of the existing building, oriented to the above-mentioned surface parking lot improvements.

Background:

The subject parcel is zoned in the General Commercial (C-2) District, approximately 0.21 acres (9,185 square feet) in size, and contains an existing office building of 3,159 square feet that predates modern zoning dimensional standards and is occupied by the Berkeley County Coroner's Office. The site is adjacent/proximate to parcels that contain governmental facilities. At 9,185 square feet, the subject parcel is presently one of the smallest-sized lots within Downtown Moncks Corner that contain governmental facilities.

The subject property is not contained within the Corner Renaissance Overlay District.

After considering the concept plan, narrative, and architectural renderings for the intended +/- 3,000 square foot "Governmental Facility" expansion, the BZA granted a Special Exception at its meeting held on December 3, 2024.



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Increasing Operational Demands:

According to recent population trends, Berkeley County is the 2nd fastest-growing and 8th most-populous county in the state. Between 2020 through 2024, the County's population is estimated to have increased by over 42,000 people to yield a total of 264,276 according to ACS Census Data. These upward trends are anticipated to continue as the One Berkeley Comprehensive Plan forecasts the population to increase to nearly 400,000 by 2040. Uniquely positioned compared to other public service providers, the Coroner's Office serves all of Berkeley County, including its incorporated areas.

As framed in our narrative for the Special Exception request, this expansion will allow the Coroner to respond to both current and emerging demands, provide convenient and accessible essential public services, consolidate services/functions under one roof, and qualify for accreditation through the *International Association of Coroners and Medical Examiners (IACME)*. Currently, to access necessary storage and support functions critical to the operations of the Coroner's Office, its personnel, emergency responders, other support services personnel, as well as the County's citizens must travel to an off-site location.



Image 1: Conceptual rendering of envisioned footprint for graphic representation only (as included with initial Special Exception request)



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Image 2: Conceptual rendering of envisioned footprint for graphic representation only (as included with initial Special Exception request)



Image 3: Conceptual rendering of envisioned footprint for graphic representation only (as included with initial Special Exception request)



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The Request for Variance:

To configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, safe, secure, and accessible, we are unable to comply with typical building setbacks. Firstly, operational demands and prevailing accreditation standards influence the interior layout and, as such, the footprint of the intended expansion. Secondly, the existing configuration of vehicular access influences the orientation of the expansion's access for emergency service vehicles and other supportive services. Thirdly, the narrow lot width of the subject parcel and placement/configuration of existing physical improvements constrain the orientation and placement of the intended expansion.

International Association of Coroners and Medical Examiners (IACME) Accreditation:

To maximize the efficacy and efficiency of the operations of the Coroner's Office and meet prescribed industry standards, this expansion is intended to be designed so to comport with the IACME Accreditation Requirements (enclosed). Once accredited, the Coroner's Office will be able to onboard certain critical personnel, internalize functions that are presently outsourced, and increase eligibility for grants and other opportunities.

In order to proceed with this critical expansion and deliver essential public services, we are requesting a variance of the typical ten-foot side and rear building setback requirements from the Town of Moncks Corner Board of Zoning Appeals (BZA) on January 6, 2026. To provide additional detail, please see below a summary and enclosed our site plan.

- We are requesting a reduction in the rear setback from 10' to 0.26' at the narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-011)
- We are requesting a reduction in the side setback from 10' to 7.86' at its narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-010)

We find that the application of the ten-foot side and rear setback requirements presents an unnecessary hardship and impedes our ability to construct the intended expansion and, as such, deliver essential public services. Additional details follow:

a) There are extraordinary and exceptional conditions pertaining to the particular piece of property;

The narrow lot width and the placement and configuration of the existing building, HVAC system, and vehicular access constrain the placement of the intended expansion. In order for the expansion to be functional, compliant with prevailing accreditation standards, operationally efficient, safe, secure, and accessible, we are



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unable to design the expansion and configure vehicular access to it without encroaching into the side and rear setbacks.

The orientation of vehicular access serving the intended expansion is limited by the configuration of the existing rear vehicular access drive. As such, the intended expansion will include a bay door that ties into/extends from this existing rear vehicular access drive. Maintaining vehicular accessibility by emergency service vehicles, the Coroner's Office, and other support personnel is critical to the operation and functionality of the expansion.

Privacy and security are important aspects related to this expansion as well, and the site is intentionally designed to maintain both. Due to the sensitivities surrounding the operations of the Coroner's Office, access must be oriented to the rear of the existing facade as proposed so to afford screening and privacy. Secondly, this design allows for maximized security, and a gate is intended to be installed at/along this egress to restrict access.

The following images depict both the narrow lot width of the subject parcel and the orientation of the existing building, HVAC system, and vehicular access. As evidenced by these images, the building envelope of the expansion is constrained by these elements. At 15.6' feet at its narrowest point, the existing vehicular drive is adequate to serve the operations of the Coroner's Office; however, it cannot be reduced or relocated with the intended expansion.



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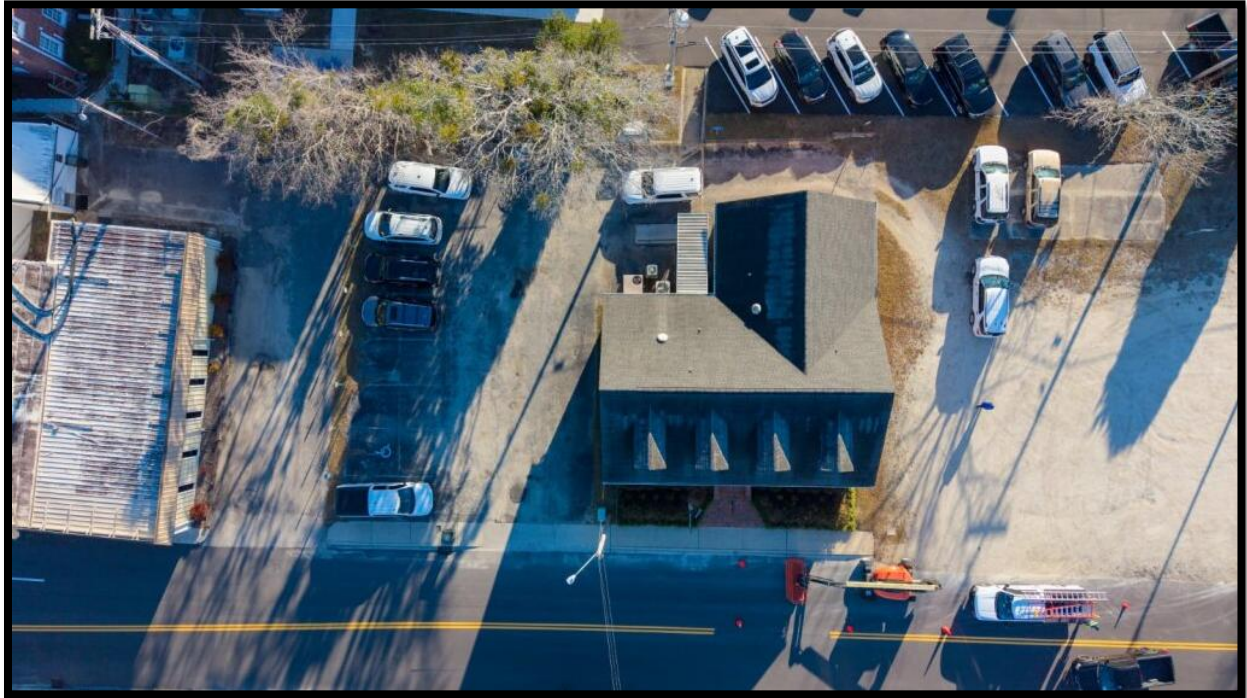


Image 4: Aerial view of the subject property depicting placement of existing physical improvements

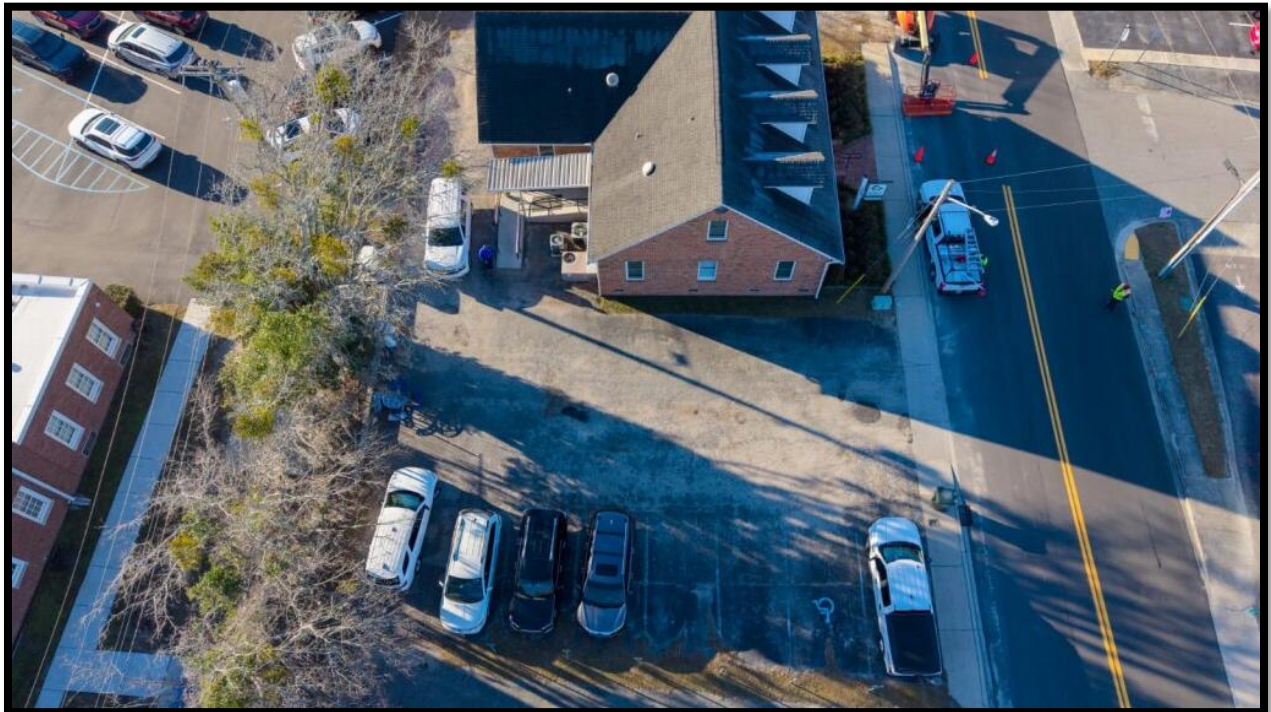


Image 5: Aerial view of the side façade, yard, and the intended expansion area



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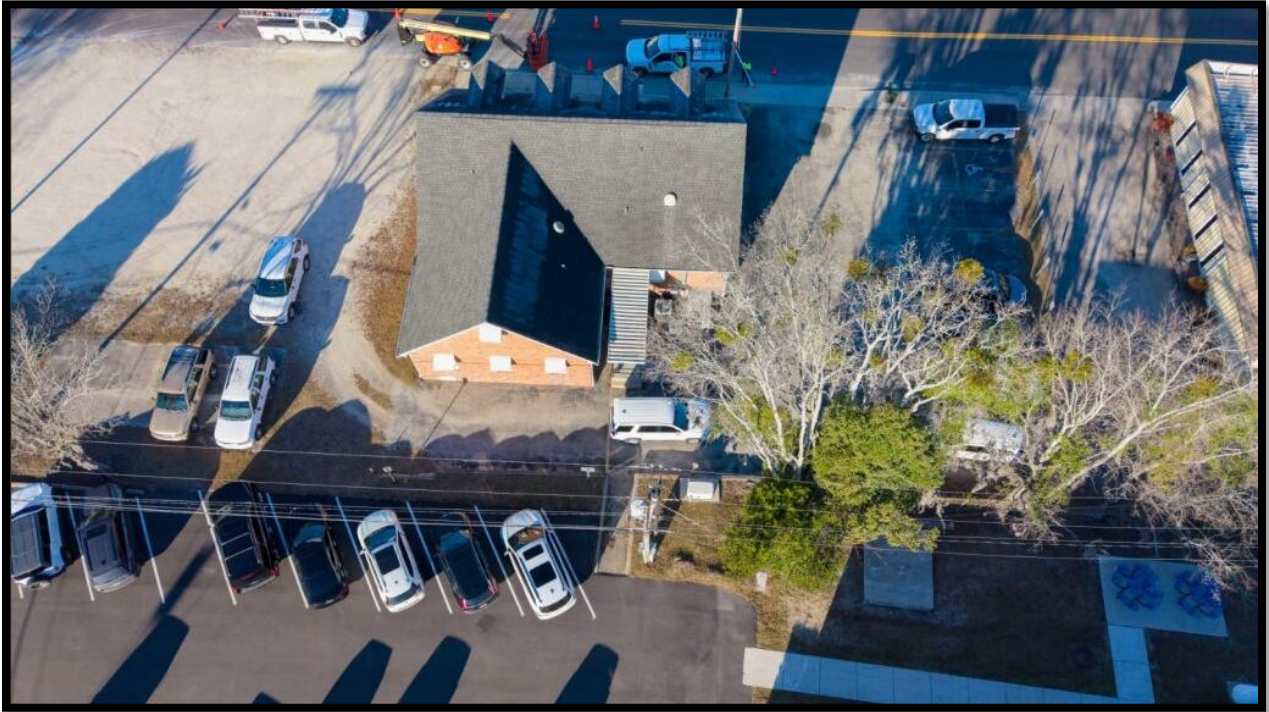


Image 6: Aerial view of rear facade depicting rear access drive and other existing physical improvements

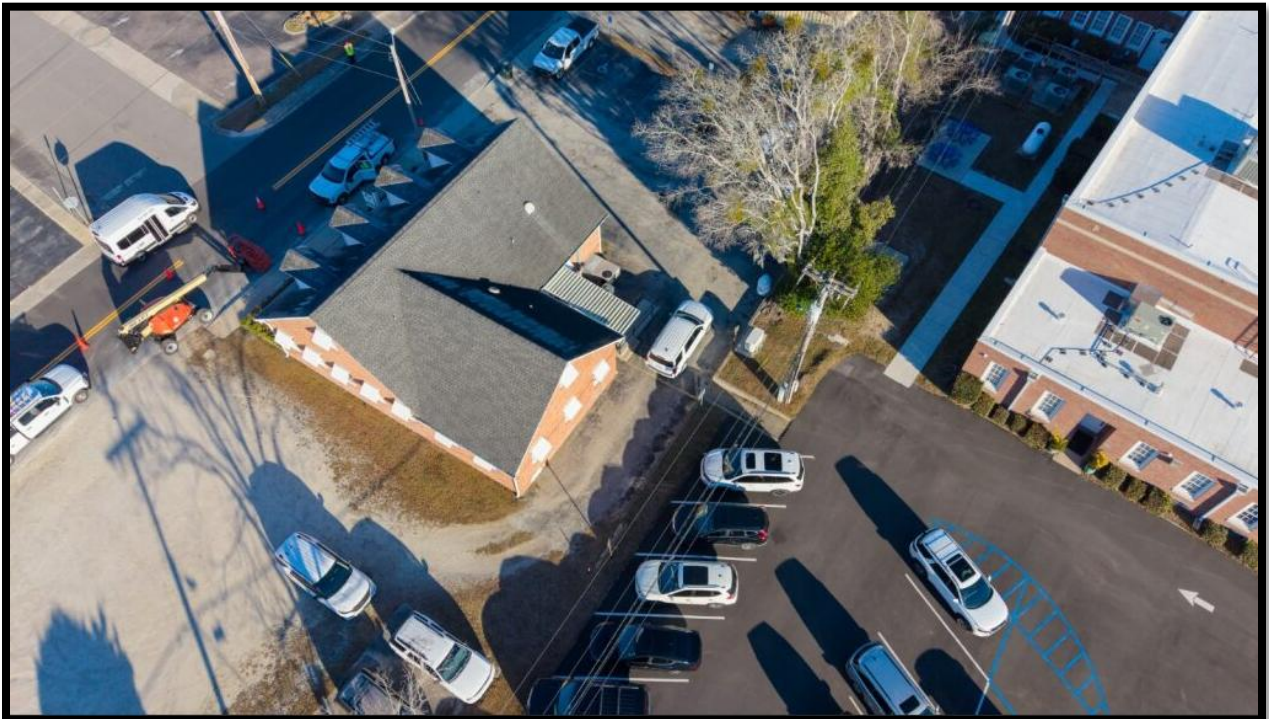


Image 7: Aerial view of rear access drive and existing physical improvements



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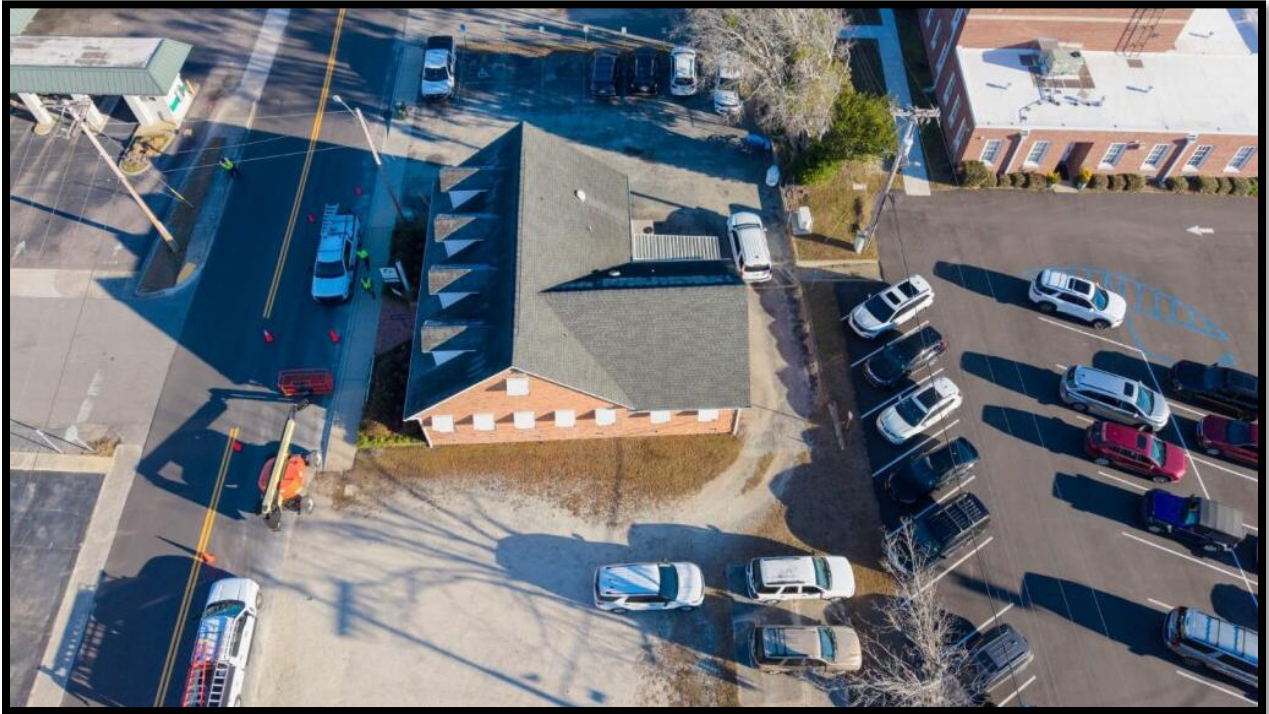


Image 8: Aerial view of side facade oriented to committed/programmed surface parking lot improvement

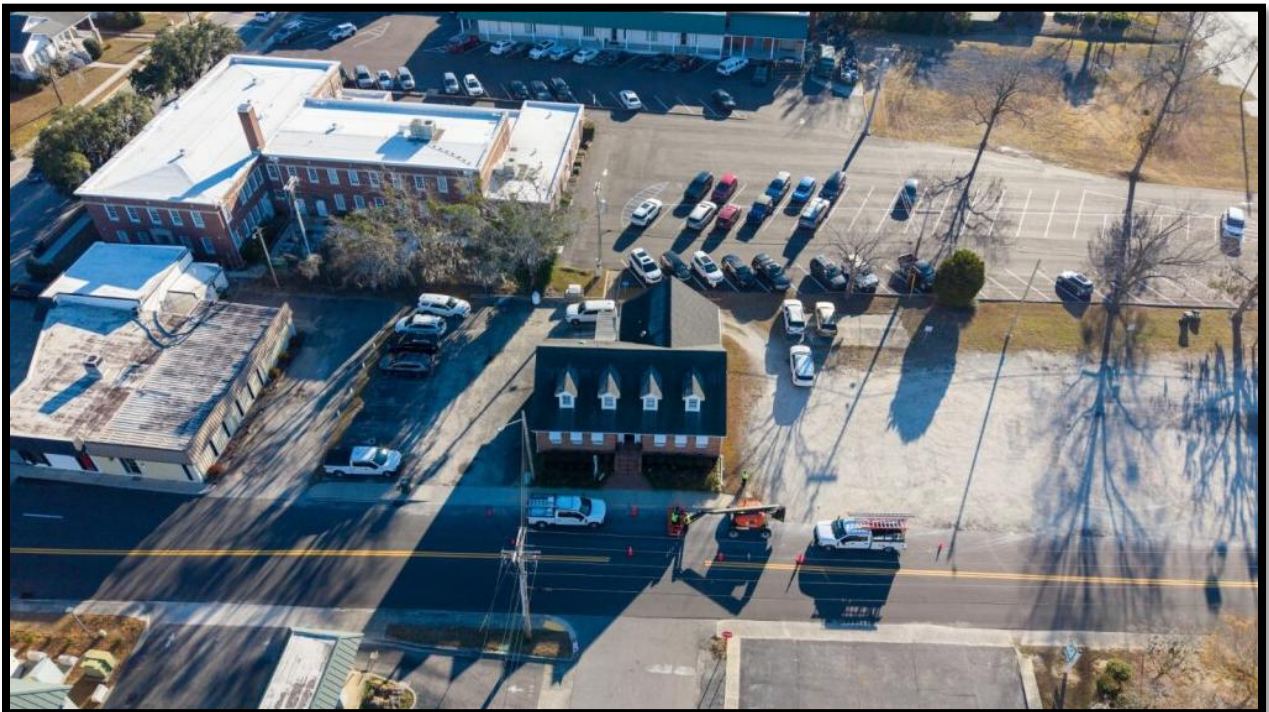


Image 9: Aerial view of front facade (foreground); existing apparently non-conforming buildings on adjacent lots (background)



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Image 10: Rear facade and existing vehicular access



Image 11: Intended expansion area and side façade; existing HVAC system also shown in background



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Image 12: Property stake (foreground); Rear facade and existing vehicular access drive (background)



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Image 13: Vehicular access drive (foreground); rear-served building on adjacent lot (background)

Further, there are no other locations to support this expansion. The Coroner's Office is unable to expand onto the opposite façade and into the adjoining property, TMS 142-07-02-009, due to a programmed/committed surface parking lot that is intended to serve the Coroner's Office, the public, downtown businesses, as well as multiple public agencies, including the Town of Moncks Corner. Please refer to the enclosed exhibits.

b) These conditions do not generally apply to other property in the vicinity;

There are no other properties in the vicinity that are bound by the same physical constraints, conditions, and operational demands. As noted previously, the developable area of the site is constrained by the subject parcel's narrow lot width and placement and configuration of the existing building, HVAC system, and vehicular access. Further, the intended expansion is tailored to address current and increasing public service demands, prevailing accreditation standards, and



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considerations related to safety, security, and accessibility unique to the both the operation of the Coroner's Office and the site in question.

c) Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property; and

The typical primary structure setback requirements effectively prohibit and unreasonably restrict our ability to construct an expansion that is functional, compliant with prevailing accreditation standards, operationally efficient, safe, secure, and accessible and, as such, deliver essential public services.

d) The authorization of the variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance.

Authorization of the variance will neither be of substantial detriment to adjacent property or the public good nor will the character of the district be harmed. The proposed building orientation is intended to screen service functions and provide privacy. In addition, a privacy fence is intended to be installed along the rear of the site where not encumbered by the building to provide additional screening. The expansion will be similar to the existing facility in architectural style, form, and building frontage orientation so to blend within the fabric of Downtown and maintain a walkable, pedestrian-scale orientation.

Upon visual assessment in the field and per aerial imagery, the adjacent parcels contain primary buildings that appear not to conform to prescribed primary structure setback requirements. In fact, the adjacent parcel to the north contains an apparently non-conforming building that maintains a rear access configuration similar to the configuration of access contemplated by this request. In the broader context of Downtown Moncks Corner, many parcels contain buildings that are characteristic of a historic downtown and, as such, appear not to conform to prescribed primary structure setback standards.

For the reasons identified above, the expansion will be compatible in the context of the area concerned.

Lastly, as we are seeking this request in order to proceed with this critical expansion and deliver essential public services, it is our finding that it supports the public good.

Additional graphics follow.



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Image 14: Graphic showing buildings on adjacent parcels that appear not to conform to typical primary structure setbacks



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Image 15: Image of the apparently non-conforming building located on the adjacent parcel to the north that maintains rear accessibility similar to what is proposed herein.



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Image 16: Image of the primary buildings located on the adjacent parcels that appear not to meet typical primary structure setbacks

- i. **The board may not grant a variance the effect of which would be to allow the establishment of a use not otherwise permitted in a zoning district, to extend physically a nonconforming use of land, or to change the zoning district boundaries shown on the official zoning map. The fact that property may be utilized more profitably, should a variance be granted, may not be grounds for a variance.**

The use intended by the expansion was authorized by the BZA via Special Exception on December 3, 2024. The reasons for the variance are described in the preceding sections. We are seeking this request in order to proceed with this critical expansion and deliver essential public services. The request is not made to utilize the property more profitably.



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- ii. **In granting a variance, the board may attach to it such conditions regarding the location, character or other features of the proposed building, structure, or use as the board may consider advisable to protect established property values in the surrounding area, or to promote the public health, safety, or general welfare;**

Understood.

We appreciate the Board's consideration of this request.

Sincerely,

Alison R. Simmons, AICP, Planning and Zoning Director
Alison.Simmons@BerkeleyCountySC.Gov
843.719.4164

CC: Mr. Darnell Hartwell, Berkeley County Coroner
Justin Westbrook, Community Development Director
Carter France, Town Planner

Encl: Site Plan
As-Built Survey
Conceptual Building Floorplan(s)
Conceptual Surface Parking Lot Schematic for Adjacent Parcel(s)
IACME Accreditation Standards
Letter(s) of Support



GULLEDGE STREET 40' R/W

N 19°03'44" E 114.37'

PROPOSED BLDG. LINE

JENNIFER B. BISHOP
142-07-02-010
S 66°28'05" E 83.45'

142-07-02-048
9,185 SF
0.21 AC

ADDITION

EXISTING
2 STORY B/V
OFFICE BUILDING

BERKELEY COUNTY
SCHOOL DISTRICT
142-07-02-011

N 70°59'16" W 82.14'
BERKELEY COUNTY
142-07-02-009

1" OPEN
PIPE
FOUND

5/8" REBAR
FOUND

S 19°37'25" W 107.80'

1' WIDE CONCRETE
RETAINING WALL

PROPANE
TANK

GENERATOR

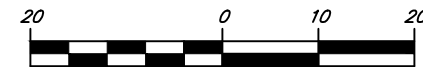
1' WIDE CONCRETE
RETAINING WALL

1/2" REBAR
FOUND

243'± TO C/L OF
HEATLEY STREET

1/2" REBAR
FOUND

EXHIBIT



1 inch = 20 ft



GULLEDGE STREET 40' R/W

N 19°03'44" E 114.37'

N 70°59'16" W 82.14'
BERKELEY COUNTY
142-07-02-009

JENNIFER B. BISHOP
142-07-02-010
S 66°28'05" E 83.45'

BERKELEY COUNTY
SCHOOL DISTRICT
142-07-02-011

PAINT MARK FOUND

1" OPEN PIPE FOUND

Footprint of Intended Expansion (as contemplated in previously-authorized Special Exception)

142-07-02-048
9,185 SF
0.21 AC

ADDITION

PROPOSED BLDG. LINE

EXISTING
2 STORY B/V
OFFICE BUILDING

1' WIDE CONCRETE RETAINING WALL

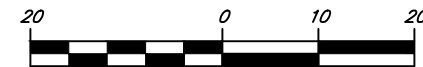
PROPANE TANK

GENERATOR

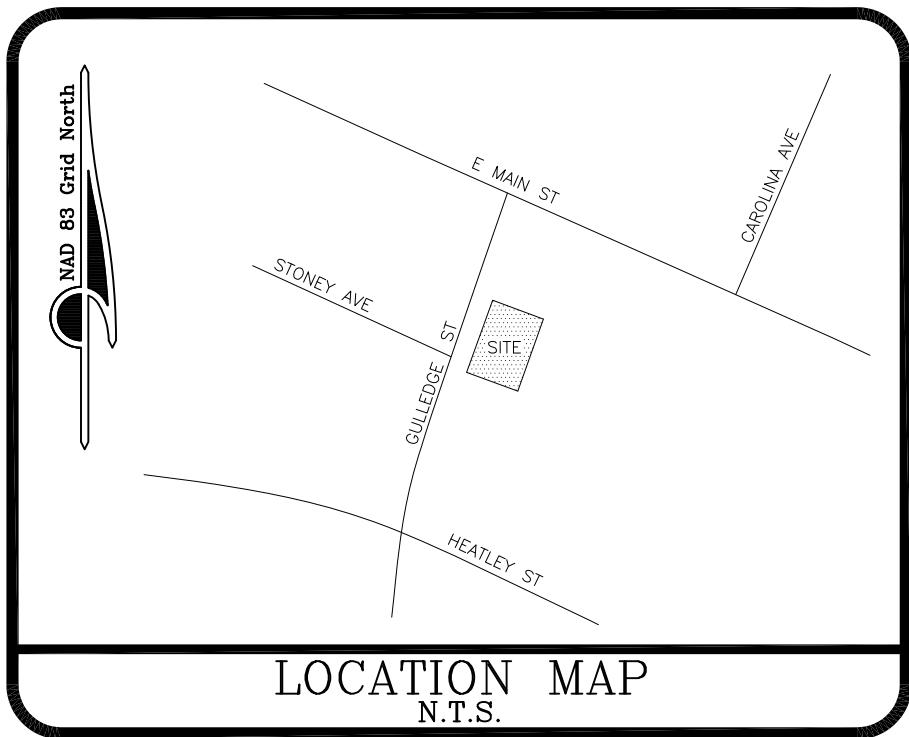
1' WIDE CONCRETE RETAINING WALL

1/2" REBAR FOUND

243'± TO C/L OF HEATLEY STREET



1 inch = 20 ft

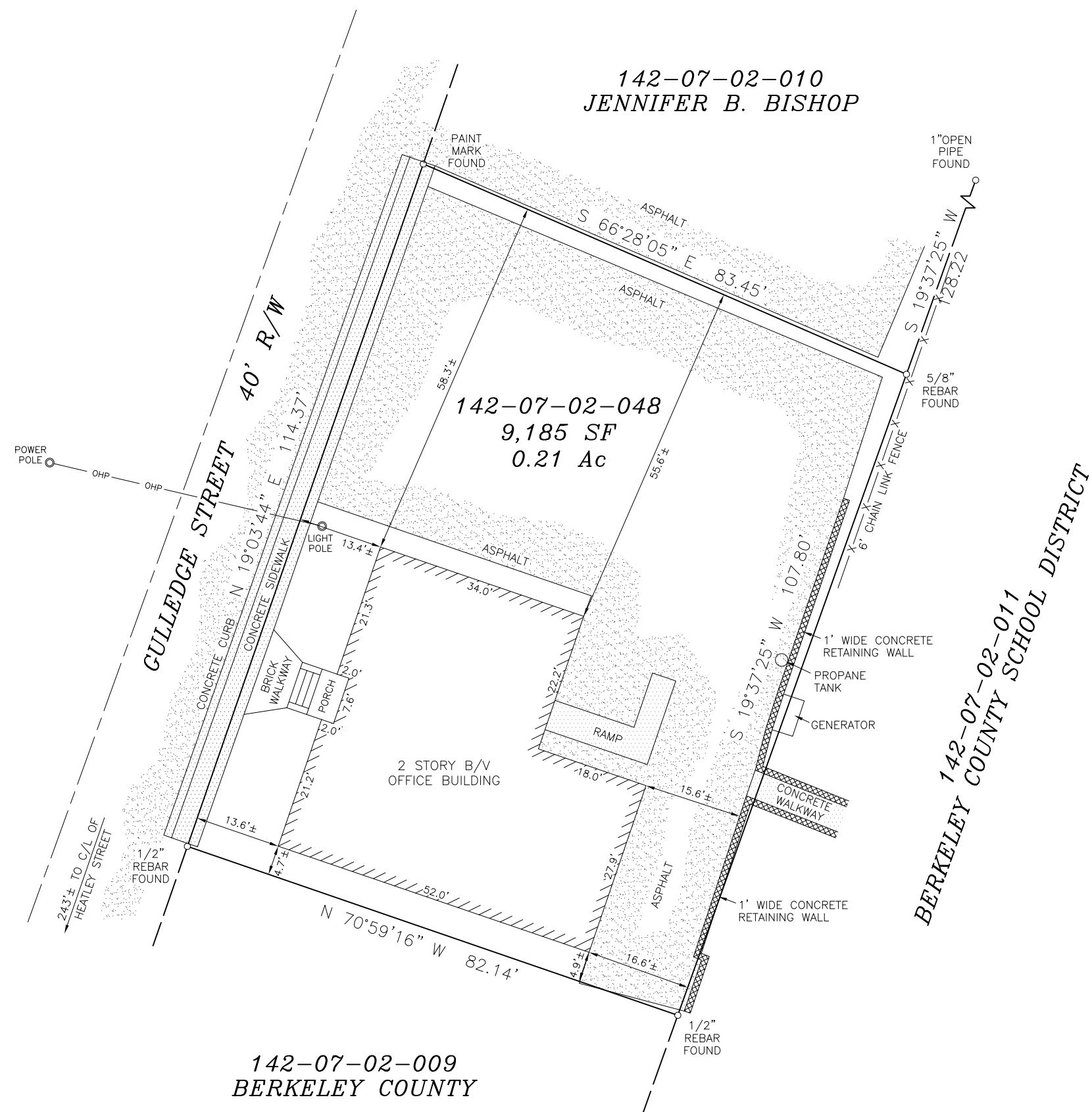


NOTES:

- 1) AREA WAS DETERMINED BY THE COORDINATE METHOD.
- 2) ANYTHING SHOWN OUTSIDE THE DEFINED BOUNDARY IS FOR DESCRIPTIVE PURPOSES ONLY.
- 3) THE PUBLIC RECORDS REFERENCED ON THIS PLAT ARE ONLY USED AND/OR NECESSARY TO THE ESTABLISHMENT OF THE BOUNDARY OF THIS PROPERTY. THEY ARE NOT AND DO NOT CONSTITUTE A TITLE SEARCH.
- 4) THIS PLAT HAS BEEN DONE FOR THE USE AND PURPOSE OF THE CLIENT ASCRIBED AND CONTRACTED WITH TO PERFORM THE REQUESTED SERVICES. ALL OTHER PARTIES ARE SUBSEQUENTLY PUT ON NOTICE AS TO THE LIMITED DEGREE OF RELIANCE UPON THIS PLAT BY THIRD PARTIES.
- 5) DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DISTANCES.
- 6) NO SUBSURFACE OR ENVIRONMENTAL INVESTIGATION OR SURVEYS WERE PERFORMED BY LAWSON SURVEYING, INC. FOR THIS PLAT. THEREFORE THIS PLAT DOES NOT REFLECT THE EXISTENCE OR NONEXISTENCE OF WETLANDS, CONTAMINATION, OR OTHER CONDITIONS WHICH MAY AFFECT THIS PROPERTY.
- 7) THIS PROPERTY IS LOCATED IN FLOOD ZONE X
SEE FIRM PANEL 45015C 0385E, MAP REVISED 12/7/2018
- 8) THIS PROPERTY IS ZONED C-2
MINIMUM SETBACKS:
25' FRONT
10' REAR
10' SIDE

REFERENCES:

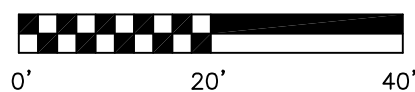
- 1) PLAT BY J. HUGH CAMPBELL, JR., DATED OCTOBER 20, 1984
RECORDED IN THE R.O.D. OFFICE OF BERKELEY COUNTY
IN PLAT CABINET E, AT PAGE 396.
- 2) PLAT BY E. A. DENNIS, DATED APRIL 2, 1968
RECORDED IN THE R.O.D. OFFICE OF BERKELEY COUNTY
IN PLAT BOOK R, AT PAGE 127.



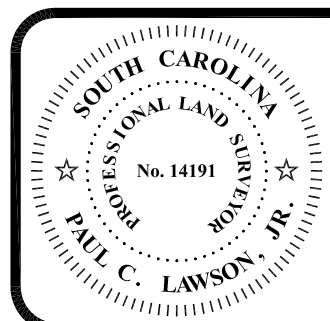
"I HEREBY STATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS A SURVEY AS SPECIFIED THEREIN;

PAUL C. LAWSON, JR. S.C. REG. No. 14191

SCALE : 1" = 20'



JULY 8, 2025



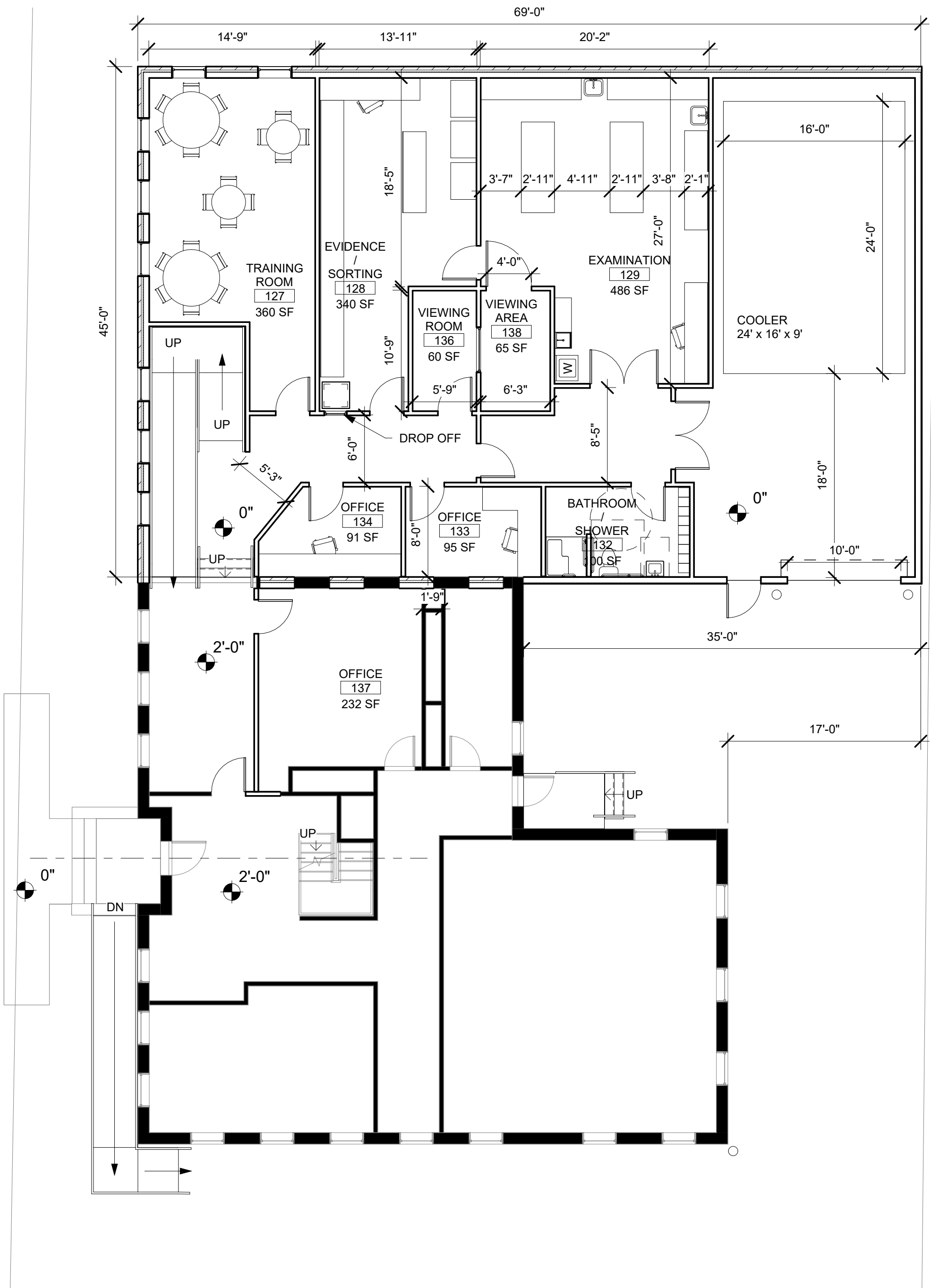
AS-BUILT SURVEY FOR
0.21 ACRES, TMS 142-07-02-048 OWNED BY
BERKELEY COUNTY
LOCATED IN THE TOWN OF MONCK'S CORNER
BERKELEY COUNTY, SOUTH CAROLINA

LAWSON
LAND SURVEYING, INC.
374 GREYBACK ROAD, SUMMERVILLE, SC 29483
P.O. BOX 2395, SUMMERVILLE SC 29484
TELEPHONE: (843) 873-2396
EMAIL: PAUL@LAWSONLS.COM WEB: WWW.LAWSONLS.COM

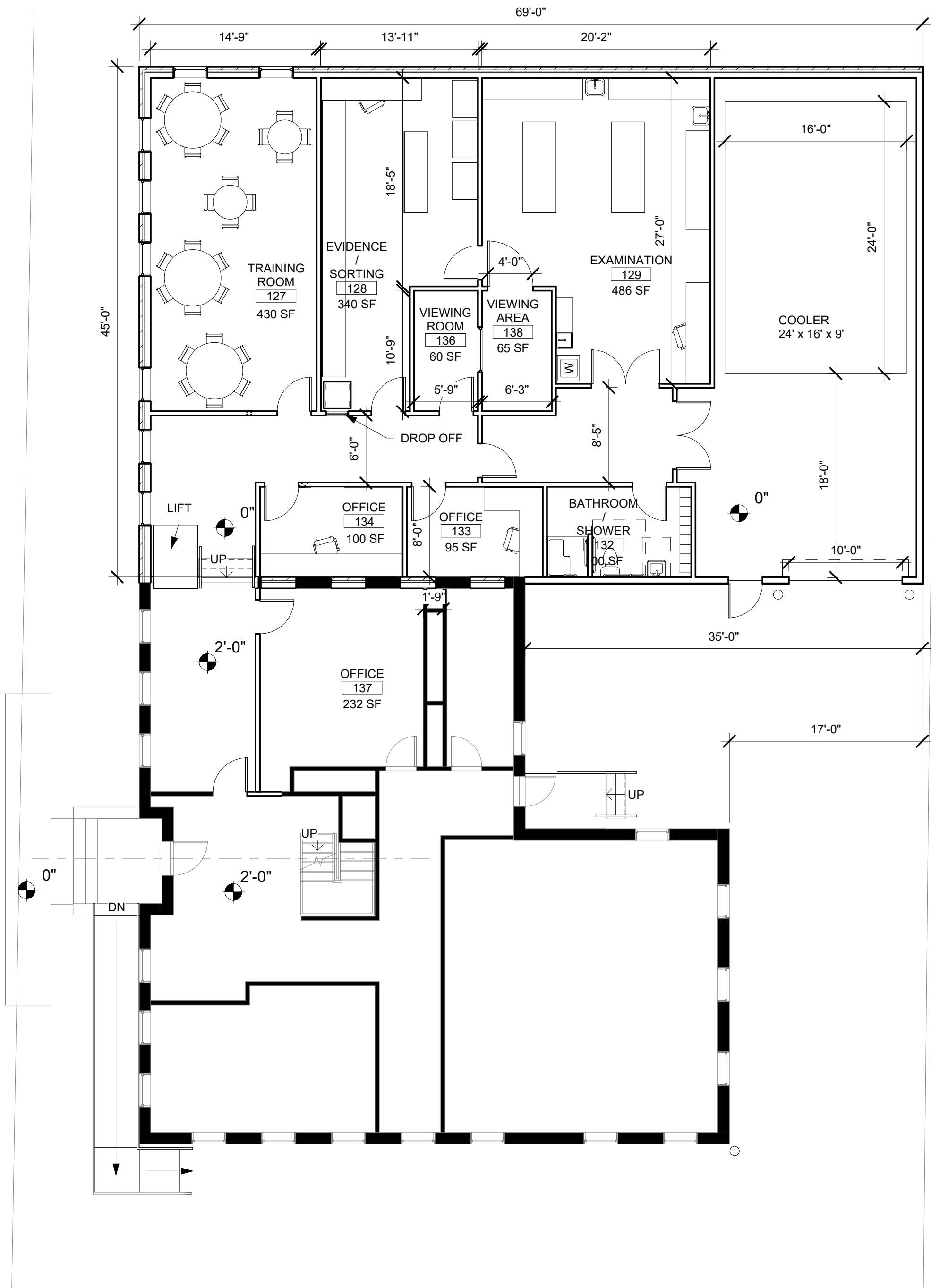
JOB NUMBER 480-1

PCL

NOTE: ALL DIMENSIONS ARE SPECULATIVE, PENDING FURTHER ON-SITE VERIFICATION



3 PROPOSED FIRST FLOOR PLAN
1/8" = 1'-0"



1 PROPOSED FIRST FLOOR PLAN (ALTERNATE 1)
1/8" = 1'-0"

GENERAL NOTES

- SEE SHEET A001 FOR WALL TYPES
- VERIFY UNTAGGED WALL TYPES W/ ARCHITECT. SEE ENLARGED PLANS FOR WALL TAGS.
- WALL CHANGES OCCUR AT CORNERS
- SEE SHEETS A601 FOR DOOR SCHEDULE, DOOR TYPES, AND DETAILS
- SEE SHEET A601 FOR FINISH SCHEDULE
- DIMENSIONS ARE TO FACE OF METAL STUD AND CENTER OF STRUCTURAL COMPONENTS UNLESS NOTED OTHERWISE
- HOLD MEANS FACE OF FINISHED WALL TO FACE OF FINISHED WALL
- CLEAR MEANS AT LEAST MINIMUM DIMENSION INDICATED
- FLOOR ELEVATIONS GIVEN DERIVE FROM TYPICAL FIRST FLOOR ELEVATION NOMINALLY LABELED AS 0'-0". FLOOR LEVEL CHANGES ARE FROM THIS REFERENCE ELEVATION
- COORDINATE LAYOUT OF BUILDING AND STRUCTURAL GRID WITH ARCHITECT IN FIELD
- THROUGH-WALL PENETRATIONS FOR UTILITY SERVICES SHALL NOT COMPROMISE THE RATINGS OF RATED WALLS
- EXTEND ALL FIRE RATED WALLS TO STRUCTURAL DECK ABOVE, SEAL GAPS AND PENETRATIONS WITH FIRE STOPPING
- IF A RENOVATION, CONTRACTOR IS TO VERIFY LOCATION OF ALL EXISTING WALLS, NOTIFY ARCHITECT OF ANY DISCREPANCY. REPAIR WALLS WHERE EXISTING IS REMOVED
- ALL FURNITURE IS BY OWNER UNLESS NOTED OTHERWISE
- CONFIRM UTILITIES UNDER NEW SLAB
- ALL EXTERIOR WALLS ARE R-19 MIN., R-30 AT ROOF AREAS. ENSURE FULLY ENCLOSED INSULATION BLDG ENVELOPE UNLESS NOTED OTHERWISE
- PROVIDE DRYWALL EXPANSION JOINTS WHERE WALL IS GREATER THAN 30' IN LENGTH W/OUT A CHANGE IN PLANE, SEE DETAIL ON SHEET A001; COORDINATE FINAL LOCATION W/ ARCHITECT

LEGEND

- INTERIOR STUD WALL, SEE A002 FOR WALL TYPES
- EXISTING PARTITION
- 1 HOUR FIRE-RATED PARTITION
- SOFFIT OVERHEAD

CONCEPTUAL; MAY BE SUBJECT TO CHANGE



3251 LANDMARK DRIVE, SUITE 241
NORTH CHARLESTON, SC 29418
843-722-4334 (T)
843-722-4135 (F)



CORONER'S OFFICE

102 GULLEDGE STREET,
MONCK'S CORNER, SC 29461



REVISIONS

MARK	DATE	DESCRIPTION

PROJECT NO: 04.18.2023

DATE: 10.03.2025

DRAWN BY: JZ

CHECKED BY: RVG

PHASE: PROGRAMMING / MASTERPLANNING

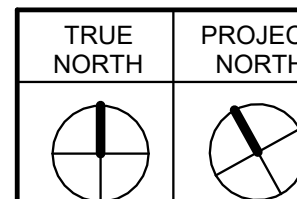
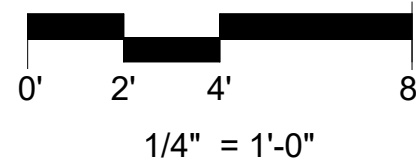
DRAWING TITLE

FLOOR PLAN

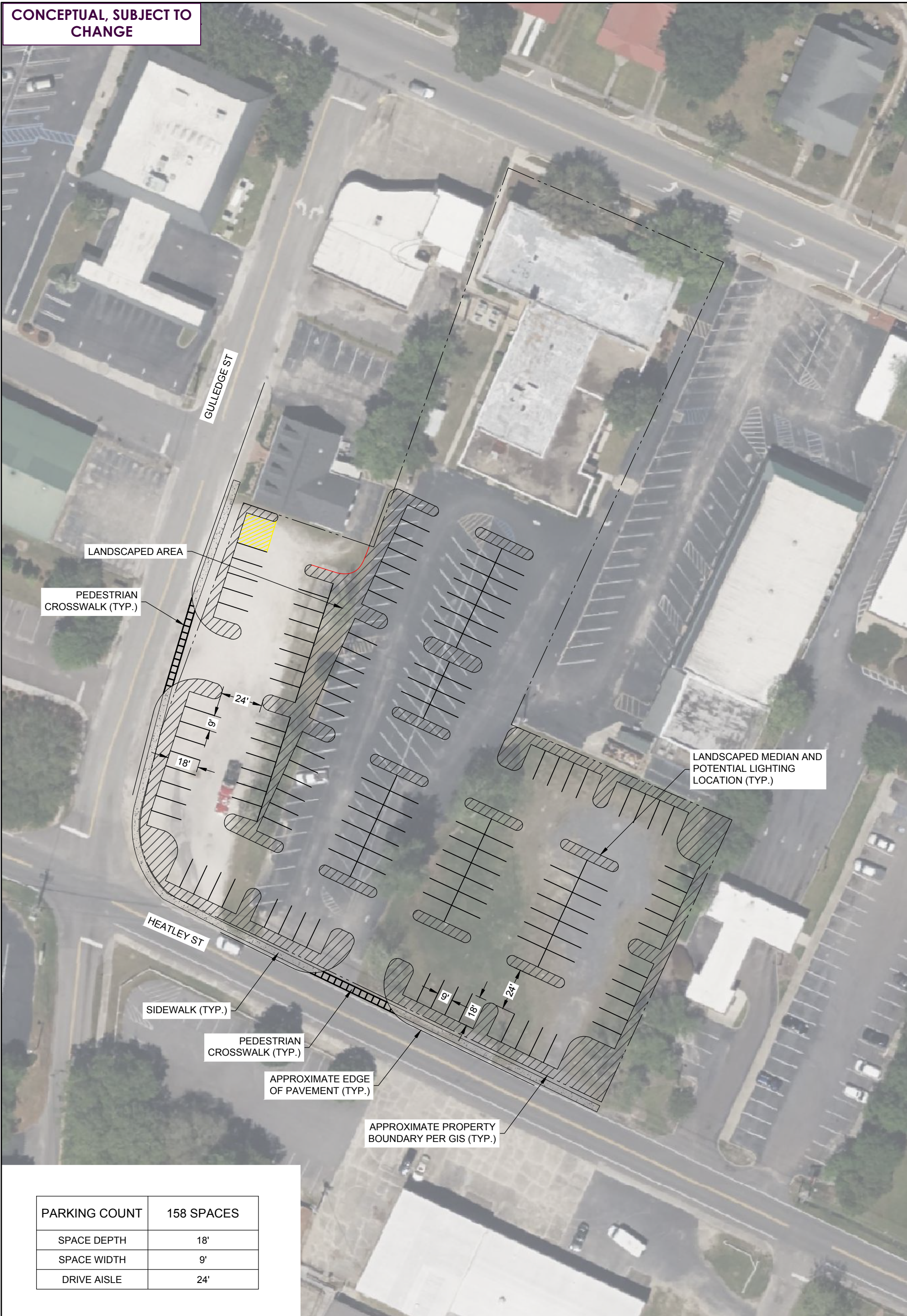
DRAWING NUMBER

A101

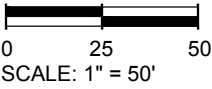
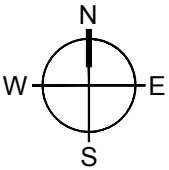
NOT FOR CONSTRUCTION



CONCEPTUAL, SUBJECT TO
CHANGE



PROJECT NAME: GULLEDGE AND HEATLEY ST
PROJECT #: 11339
PROJECT LOCATION: MONCK'S CORNER, SC
DATE: 04/22/2025



CONCEPTUAL
PARKING EXHIBIT 1



A. Agency Practices

1. Professional Membership

- | | | | |
|--|-----|----|-----|
| a. The chief medicolegal officer should be a member in good standing with the IACME. | Yes | No | N/A |
| b. The chief medicolegal officer, the lead medicolegal death investigator, or a manager within the medicolegal death investigative group shall be a member in good standing with the IACME.+ | Yes | No | |

2. Agency Contact Information

- | | | | |
|--|-----|----|-----|
| a. The medicolegal death investigation agency's contact information shall be published online. This information shall include phone number, email address, and web address.+ | Yes | No | |
| b. Each medicolegal death investigator shall have an official agency email address, or the agency shall provide a singular departmental email address that all investigators can use.+ | Yes | No | |
| c. The chief medicolegal officer and any investigative personnel should have official business cards with agency contact information. | Yes | No | N/A |
| d. The agency shall have a written policy regarding the returning of calls and emails within a specified and reasonable time frame.+ | Yes | No | |
| e. The agency should have a brochure (digital or printed) or a handout explaining the medicolegal death investigation process and its estimated timeline that can be provided to families. | Yes | No | N/A |

3. Facility Space and Equipment

- | | | | |
|---|-----|----|--|
| a. The agency shall have an official facility and provide enough storage space so that items are not stacked in hallways or open areas, and are maintained in a safe and appropriate manner.+ | Yes | No | |
| b. The facility shall include a workspace for all administrative personnel.+ | Yes | No | |
| c. The facility shall include a workspace for all investigative personnel.+ | Yes | No | |



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| d. The facility shall include a workspace for all forensic personnel, if applicable. + | Yes | No | |
| e. The facility shall have access to a gathering space for office functions (e.g., training areas, break rooms). + | Yes | No | |
| f. The facility shall have a workspace, free of confidential and sensitive information, for meeting with families. + | Yes | No | |
| g. The agency shall provide computers, internet, and phones for personnel. + | Yes | No | |
| h. The agency shall provide all personnel with sufficient administrative, investigative, and forensic equipment or resources to successfully conduct their assigned medicolegal death investigation responsibilities. + | Yes | No | |
| i. The agency shall have an electronic case management system. + | Yes | No | |
| j. The agency should have access to relevant resources and/or academic journals. | Yes | No | N/A |

4. Facility Security and Safety

- | | | | |
|--|-----|----|--|
| a. The facility shall have security measures in place, including controlled access for personnel and the public. + | Yes | No | |
| b. The facility shall have posted building diagram(s) showing evacuation routes. + | Yes | No | |
| c. Administrative and morgue areas shall be separated by sealed doors for odor and biohazard control. + | Yes | No | |
| d. The facility shall have first aid kit(s) including defibrillators and naloxone readily accessible to personnel, with first aid kit(s) and defibrillators mounted and visible. + | Yes | No | |
| e. Work areas shall be maintained in a safe and appropriate manner. + | Yes | No | |



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| f. The agency shall have access to 24-hour locked storage for collected evidence and property. + | Yes | No | |
| g. The facility shall have a secure, lockable location with controlled access for case files. + | Yes | No | |
| h. The facility shall have appropriate lighting in all work areas. + | Yes | No | |
| i. The facility shall have a documented preventive maintenance program in place (e.g., heating, ventilation, and air conditioning [HVAC]; electrical; mechanical). + | Yes | No | |
| j. The facility shall have appropriate heating, ventilation, and air conditioning (HVAC) systems to accommodate the facility space and caseload. + | Yes | No | |
| k. The facility shall have routine cleaning performed. + | Yes | No | |
| l. The facility should have backup generator capabilities for essential functions. | Yes | No | N/A |
| m. The agency shall have a written policy covering cyber security protocols, internet use and password protection. + | Yes | No | |

5. Agency Policies and Procedures

- | | | | |
|---|-----|----|--|
| a. The agency shall have a policy and procedure manual that contains standards of internal operating procedures or guidelines. This manual shall be accessible to personnel and shall include coroner/medical examiner statutes as applicable. This manual shall be reviewed with approval documented biannually, by the chief medicolegal officer or their designee within management. + | Yes | No | |
| b. The agency shall make all applicable human resources guidelines available for personnel. + | Yes | No | |
| c. The agency shall have a written policy for reporting to appropriate public agencies decedents with, and personnel exposures to, suspected contagious diseases. + | Yes | No | |



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| d. The agency shall have a written policy for handling religious or cultural sensitivity and autopsy objections.+ | Yes | No | |
| e. The agency shall have a written policy regarding media relations.+ | Yes | No | |
| f. The agency shall have a written policy describing which case types shall be examined by a forensic pathologist.+ | Yes | No | |
| g. The agency shall have a written policy describing which cases will be investigated and the level of investigation that will be conducted.+ | Yes | No | |
| h. The agency shall have a written policy for adjudicating family complaints, including appeals regarding autopsy performance and cause and manner of death determinations.+ | Yes | No | |
| i. The agency shall have a written policy defining law enforcement related and in-custody deaths, their special investigative considerations, and case postmortem examination requirements.+ | Yes | No | |
| j. The agency shall have a written policy defining case types that require a scene response.+ | Yes | No | |
| k. The agency shall have an organizational chart delineating clear lines of authority for decision-making.+ | Yes | No | |
| l. The agency should operate in accordance with all medicolegal death investigation-related standards posted within the National Institute of Standards and Technology (NIST) Organization of Scientific Area Committees for Forensic Science (OSAC)-approved registry. | Yes | No | N/A |
| m. The agency shall have a written policy on handling workplace injuries.+ | Yes | No | |

6. Records, Property and Evidence Storage, Release, and Retrieval Policies and Procedures

- | | | | |
|---|-----|----|--|
| a. The agency shall have a written policy covering record storage, maintenance, retrieval, and security.+ | Yes | No | |
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b. The facility shall have a minimum of 5 years of records on-site and physically retrievable or electronically accessible. +	Yes	No	
c. The agency shall have a written policy describing property and evidence collection, inventory, storage, and disposition, including prescription drugs and illicit drugs. +	Yes	No	
d. The agency shall document all deaths reported, including those accepted and declined for investigation. +	Yes	No	
e. The agency shall have a written policy describing the criteria used to determine case jurisdiction (accepted or declined) in all case reports. +	Yes	No	
f. The agency shall maintain a case numbering system or other unique identifier that is used to track all components of a case. +	Yes	No	
g. The agency shall have a written policy regarding completion times for all reports. +	Yes	No	
h. The agency shall have a written policy regarding chain of custody. +	Yes	No	
i. The agency shall have a written policy regarding confidentiality, including use of social media. +	Yes	No	
j. The agency shall have a written policy regarding the release of information, reports, photographs, and documents. +	Yes	No	
k. The agency shall have a written policy regarding the handling, secured storage, and disposition of currency. +	Yes	No	
l. The agency shall have a written policy regarding the collection and storage of specimens for DNA analysis. +	Yes	No	
m. The agency should have access to and should review prescription drug monitoring program (PDMP) data on all suspected or confirmed drug-related deaths, if allowed by law.	Yes	No	N/A



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| n. The agency shall have a written policy covering record and case file transfer to a new administration.+ | Yes | No |
| o. The agency shall have a written policy regarding record retention.+ | Yes | No |
| p. The agency shall have a written policy for the transfer of records to the newly elected or appointed chief medicolegal officer.+ | Yes | No |

7. Annual Reporting

- | | | | |
|--|-----|----|-----|
| a. The agency shall prepare an annual report with descriptive and statistical data.+ | Yes | No | |
| b. The agency shall produce an annual report containing the population served, coroner/medical examiner statutes, and a narrative description of the jurisdiction served.+ | Yes | No | |
| c. The annual report shall contain the number of deaths reported to the agency.+ | Yes | No | |
| d. The annual report shall contain the number of cases investigated by the agency.+ | Yes | No | |
| e. The annual report shall contain the number of cases by manner of death.+ | Yes | No | |
| f. The annual report shall contain the number of cases by "general" cause of death (within each manner-of-death category).+ | Yes | No | |
| g. The annual report shall contain the number of cases in which medicolegal death investigators performed a scene investigation.+ | Yes | No | |
| h. The annual report should contain the number of decedents transported by and/or to the facility. | Yes | No | N/A |
| i. The annual report shall contain the number of autopsies (full or partial) and external examinations performed.+ | Yes | No | |



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| j. The annual report shall contain the number of cases where toxicology testing was performed.+ | Yes | No | |
| k. The annual report shall contain the number of decedents remaining unidentified at the end of the reporting year.+ | Yes | No | |
| l. The annual report should contain the number of referrals made to organ, tissue and eye procurement organizations. It should also contain the number of procurements by those organizations on cases. | Yes | No | N/A |
| m. The annual report shall contain the number of decedents remaining unclaimed at the end of the reporting year.+ | Yes | No | |
| n. The annual report shall contain the number of exhumations ordered by the medicolegal death investigation agency during the reporting year.+ | Yes | No | |
| o. The most current annual report shall be available to the public (i.e., published on the state or county website).+ | Yes | No | |
| p. The annual report shall contain the number of total deaths in the geographic jurisdiction served.+ | Yes | No | |
| q. The annual report shall contain the number of cremations approved by the agency, if applicable.+ | Yes | No | |
| r. The annual report shall contain the number of deaths of infants and youths (birth-age 17), categorized by manner of death.+ | Yes | No | |
| s. The annual report shall contain the number of law enforcement-involved and in-custody deaths, categorized by manner of death.+ | Yes | No | |
| t. The annual report should contain the number of death notifications conducted by the agency. | Yes | No | N/A |

8. Quality Assurance

- | | | | |
|--|-----|----|--|
| a. The agency shall have a written policy regarding quality assurance for determination of cause and manner of death.+ | Yes | No | |
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| b. The agency shall have a written policy regarding case and report reviews (investigative and autopsy).+ | Yes | No |
| c. The agency shall track case report status (e.g., complete vs. pending).+ | Yes | No |
| d. The agency shall require a criminal background check for all new personnel.+ | Yes | No |
| e. The agency shall have a written policy requiring an annual review of unidentified cases.+ | Yes | No |
| f. The agency shall have a written policy regarding notifying next of kin.+ | Yes | No |
| g. The agency shall have a written policy regarding decedent identification methods.+ | Yes | No |
| h. The agency shall complete death certificates consistent with Centers for Disease Control and Prevention (CDC) and/or state vital reporting guidelines (e.g., listing specific drugs to which the death is attributed).+ | Yes | No |
| i. Of all final death certificates, 90% shall be completed within 120 days.+ | Yes | No |
| j. Cause of death recorded in the autopsy and investigative reports shall be consistent with what is stated on the death certificate.+ | Yes | No |
| k. The agency shall conduct an independent investigation separate from law enforcement or other investigative entities.+ | Yes | No |

9. Public Service and Public Health/Safety

- | | | | |
|--|-----|----|-----|
| a. The agency shall provide periodic public education when requested by organization such as schools, clubs, hospitals.+ | Yes | No | |
| b. The agency should provide training to law enforcement, emergency medical services (EMS), fire departments, and hospitals. | Yes | No | N/A |



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| c. The agency shall have a written policy regarding the collection and destruction of the decedent's medications and illicit drugs at scenes to which the agency responds. + | Yes | No | |
| d. The agency shall ensure that all unidentified decedents are entered into the National Missing and Unidentified Persons System (NamUs.gov). + | Yes | No | |
| e. The agency shall coordinate with law enforcement to report data on unidentified decedents to the National Crime Information Center (NCIC). + | Yes | No | |
| f. The agency shall participate in local or state-level child fatality review teams. + | Yes | No | |
| g. The agency should participate in local, state and federal-level data collection efforts or other multidisciplinary review teams, if applicable (e.g., National Violent Death Reporting System [NVDRS], State Unintentional Drug Overdose Reporting System [SUDORS], overdose fatality review team, elder abuse review team). | Yes | No | N/A |
| h. The agency shall ensure that all unclaimed decedents, for whom no family was located, are entered into the National Missing and Unidentified Persons System (NamUs.gov). + | Yes | No | |
| i. The agency shall contact the Occupational Safety and Health Administration (OSHA) when appropriate cases arise. + | Yes | No | |

10. Organ and Tissue Donation

- | | | |
|--|-----|----|
| a. The agency shall have a written policy regarding collaboration with organ and tissue procurement organizations. + | Yes | No |
| b. The agency shall make efforts to cooperate with organ and tissue procurement organizations. + | Yes | No |

11. Mass Fatality Planning

- | | | |
|---|-----|----|
| a. The agency shall implement a comprehensive disaster preparedness or mass fatality plan that shall be reviewed with approval documented biannually, by the chief medicolegal officer or their designee within management. + | Yes | No |
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| b. The agency shall have written agreement(s) (memorandum of understanding [MOU], interagency agreement [IAA], etc.) regarding access to and use of needed resources in the event of a mass fatality.+ | Yes | No |
| c. The chief/lead investigator shall complete, at a minimum, Incident Command System (ICS) courses offered by the Federal Emergency Management Agency (FEMA), including ICS-100, ICS-200, and ICS-700.+ | Yes | No |
| d. The agency shall participate in mass fatality drills, tabletop exercises, and functional drills annually.+ | Yes | No |
| e. The agency shall coordinate with surrounding jurisdictions regarding mass fatality planning.+ | Yes | No |
| f. The agency shall maintain contact information for pertinent officials and offices in case of a mass fatality incident.+ | Yes | No |
| g. The agency mass fatality plan shall address collection of data for missing persons reports (e.g., call center).+ | Yes | No |
| h. The agency shall have a mass fatality case or data management process (e.g., manual or electronic).+ | Yes | No |
| i. The agency mass fatality plan shall include protocols for establishing, staffing, maintaining, and running a victim identification center (VIC) within the family assistance center (FAC).+ | Yes | No |

12. Personnel Safety and Training

- | | | |
|--|-----|----|
| a. The agency shall have a written policy to ensure compliance with government safety standards, including exposure to biohazards.+ | Yes | No |
| b. The agency shall provide for and document personnel training, including new personnel orientation, ongoing and annual training, field training, and continuing education (CE).+ | Yes | No |
| c. The chief/lead investigator shall be registered by the American Board of Medicolegal Death Investigators (ABMDI) or its Forensic Specialties Accreditation Board (FSAB)-accredited equivalent.+ | Yes | No |



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|--|-----|----|-----|
| d. The majority of the medicolegal death investigators should be registered by the American Board of Medicolegal Death Investigators (ABMDI) or its Forensic Specialties Accreditation Board (FSAB)-accredited equivalent. | Yes | No | N/A |
| e. The agency shall require and support opportunities for annual continuing education (CE) for investigative personnel.+ | Yes | No | |
| f. The agency shall require all volunteer workers to follow the same policies and procedures followed by paid personnel performing similar duties.+ | Yes | No | |
| g. The agency shall provide information and access to mental health and wellness resources for personnel.+ | Yes | No | |
| h. The agency shall provide and document training to personnel on conducting death notifications.+ | Yes | No | |



B. Investigative Practices

1. Investigations

- | | | | |
|--|-----|----|-----|
| a. The agency shall have a written policy regarding reporting of deaths and accepting or declining jurisdiction.+ | Yes | No | |
| b. The agency shall have a written policy on scene investigation. This policy shall be consistent with the National Institute of Justice (NIJ) scene investigation guidelines.+ | Yes | No | |
| c. A medicolegal death investigator shall be available 24 hours a day, 7 days a week, and 365 days a year to respond to calls for service and scene investigation.+ | Yes | No | |
| d. The agency shall have a written policy regarding infant death investigation. This policy shall be consistent with the Centers for Disease Control and Prevention (CDC) Sudden Unidentified Infant Death Investigation (SUIDI) guidelines (i.e., SUIDI Reporting Form).+ | Yes | No | |
| e. The agency shall have a written policy regarding death investigations of children (older than 1 year).+ | Yes | No | |
| f. The agency shall have a written policy regarding communication with next of kin in cases of sudden unexplained pediatric deaths and final death certification.+ | Yes | No | |
| g. The agency should have a written policy regarding stakeholder agencies (e.g., healthcare facilities) allowing memorial keepsakes prior to autopsy in sudden, unexplained pediatric deaths. | Yes | No | N/A |
| h. The agency shall have a written policy regarding interaction between the next of kin and the decedent (holding, touching, etc.) prior to autopsy in cases of suspicious and non-suspicious pediatric deaths.+ | Yes | No | |
| i. Doll re-enactments shall be attempted in all cases of sudden unexplained infant death. Cases with extenuating circumstances not allowing re-enactment shall be well documented.+ | Yes | No | |



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| j. The agency shall request and review emergency medical services (EMS) reports, law enforcement records, emergency department records, and hospital records when available. + | Yes | No |
| k. The agency shall have a written policy regarding formal pronouncement or field declaration of death. + | Yes | No |
| l. The agency shall have a written policy regarding the transfer of case information across shifts or supervisors. + | Yes | No |
| m. Paper, Tyvek or equivalent breathable bags shall be used to protect hands of suspected homicide victims and suspicious deaths when indicated. + | Yes | No |
| n. Body bags shall be secured and sealed by the medicolegal death investigator for all deaths where the agency takes possession of the remains (as appropriate). + | Yes | No |
| o. The agency shall have a written policy regarding communication of investigative findings with law enforcement agencies. + | Yes | No |
| p. The medicolegal death investigator shall conduct and document postmortem evaluations, including postmortem changes of the decedent. + | Yes | No |
| q. The agency shall have a written policy regarding the documentation, collection, transport, storage, and disposition of currency from the scene. + | Yes | No |
| r. The agency shall have a written policy regarding the documentation, collection, transport, storage, and disposition of prescription medications from the scene. + | Yes | No |
| s. The agency shall have a written policy regarding the documentation, collection, transport, storage, and disposition of illicit drugs from the scene. + | Yes | No |
| t. The agency shall provide appropriate personal protective equipment (PPE), including N95 masks (or equivalent), to personnel in sufficient quantities to avoid reuse. + | Yes | No |



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| u. The agency shall have a written policy regarding the reporting of deaths of foreign nationals to the consulate of the country of citizenship (per the Vienna Convention, Article 37).+ | Yes | No |
| v. The agency shall have a written policy regarding the interviewing of witnesses, family members, and other associates in determining manner of death. All interviews shall be documented in the case file.+ | Yes | No |
| w. The agency shall have a written policy requiring the medicolegal death investigator to maintain custody of the decedent (at the scene) until transportation, if decedent is being transported for further examination.+ | Yes | No |
| x. The agency shall have a written policy regarding the release of the decedent's personal effects at the scene.+ | Yes | No |

2. Identification

- | | | | |
|---|-----|----|-----|
| a. The agency shall have a written policy covering identification procedures.+ | Yes | No | |
| b. The agency shall have a written policy regarding the use of fingerprints, DNA, forensic genetic genealogy, and radiological or dental documentation to establish positive identification.+ | Yes | No | |
| c. The agency shall have a written policy regarding family members or friends making visual identification.+ | Yes | No | |
| d. The method of decedent identification shall be documented in the case file.+ | Yes | No | |
| e. The agency should require a signed affidavit of identification by the next of kin or other informant confirming the contextual identification. | Yes | No | N/A |
| f. The source of identification (e.g., government identification, license) shall be documented and a copy retained in the case file.+ | Yes | No | |
| g. The agency shall use certified professionals to conduct fingerprint comparisons (e.g. International Association of Identification [IAI]).+ | Yes | No | |



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| h. The agency shall have access to postmortem imaging equipment. + | Yes | No |
| i. The agency shall have access to DNA analysis performed by certified professionals. + | Yes | No |
| j. The agency shall have a written policy regarding the disposition of unidentified decedents. The policy shall include tasks to be completed prior to disposition: collect fingerprints, take photographs, document clothing and personal effects, examine and chart dentition, conduct postmortem imaging, and retain specimens for DNA. + | Yes | No |
| k. The agency shall establish scientific identification on all suspected homicides, when possible. + | Yes | No |
| l. The agency shall establish scientific identification on all burned, severely decomposed decedents and on those who are visually unidentifiable, when scientifically possible. + | Yes | No |
| m. The agency shall request that a forensic autopsy be performed on all unidentified decedents, except for skeletal remains, which the forensic pathologist may defer to a forensic anthropologist. + | Yes | No |
| n. The agency shall have a written policy regarding reassociation of partial remains recovered independently, including entry into the National Missing and Unidentified Persons System (NamUs.gov). + | Yes | No |
| o. The agency shall have a written policy related to disposition of commingled remains and notification of next of kin. + | Yes | No |
| p. The agency shall have a written policy prohibiting the cremation or other permanent disposition of unidentified remains. + | Yes | No |

3. Written and Supporting Documentation

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|--|-----|----|
| a. Circumstances of death shall be documented on all reported cases. + | Yes | No |
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| b. The agency shall have a written policy requiring medicolegal death investigators to complete a comprehensive written investigative report on all accepted cases, including the initial history of the fatal event, the essential facts and circumstances of the case, decedent "histories" (when appropriate), and any witness accounts.+ | Yes | No | |
| c. The agency shall have a written policy requiring circumstantial and physical observations to be documented regarding the time of death.+ | Yes | No | |
| d. Investigative scene information, circumstances, and reports shall be available to the forensic pathologist prior to autopsy.+ | Yes | No | |
| e. Copies of death certificates certified by the agency shall be included in the case file or easily retrievable.+ | Yes | No | |
| f. Medical records shall be obtained on all jurisdictional cases when necessary.+ | Yes | No | |
| g. The agency should routinely obtain copies of first responders' reports (e.g., emergency medical services [EMS], fire, law enforcement, witness statement). | Yes | No | N/A |
| h. Investigative reports shall include 911 call time, agency contact time, and scene arrival and departure times.+ | Yes | No | |
| i. The agency shall document the notification of next of kin (who, where, when).+ | Yes | No | |
| j. The agency shall have a written policy ensuring that autopsy reports are not altered by parties other than the authoring forensic pathologist.+ | Yes | No | |

4. Photographic Documentation

- | | | |
|--|-----|----|
| a. The agency shall have a written policy regarding the use, security, and storage of case photographs (including edit tracking).+ | Yes | No |
| b. Photographic media shall be secured and retrievable by case number.+ | Yes | No |



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| c. Investigative scene photographs shall be available to the forensic pathologist prior to autopsy. + | Yes | No |
| d. The agency shall have a written policy requiring medicolegal death investigators to take scene photographs independent from other investigative agencies. + | Yes | No |
| e. Close-up (identification) facial photographs shall be taken of all decedents physically examined. + | Yes | No |
| f. Intermediate (orientation) photographs shall be taken at all scenes (e.g., to establish decedent condition, clothing, and position in relation to the overall scene). + | Yes | No |
| g. Distant photographs shall be taken at all scenes (e.g., to document the environment). + | Yes | No |
| h. The agency shall take photographs with and without scales in cases when no frame of reference is present. + | Yes | No |
| i. The agency shall have a written policy regarding digital media storage and backup schedules (i.e., off-site storage). + | Yes | No |
| j. The agency shall have a written policy regarding photograph retention. + | Yes | No |



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C. Morgue Facilities

1. Decedent Handling and Transport

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|---|-----|----|-----|
| a. The agency shall have a written policy regarding the tagging and labeling of the decedent and body bag for transportation.+ | Yes | No | |
| b. The agency shall have a written policy regarding safely handling the decedent, including biohazard precautions.+ | Yes | No | |
| c. Decedents and/or body bags shall be appropriately tagged and secured prior to transport on all suspicious deaths (for chain of custody).+ | Yes | No | |
| d. Body bags should be utilized in all cases that fall under the jurisdiction of the agency. | Yes | No | N/A |
| e. Decedent transport vehicles shall be clean and properly maintained (regardless of ownership).+ | Yes | No | |
| f. Decedent transport stretchers shall be in good working condition and cleaned regularly (regardless of ownership).+ | Yes | No | |
| g. Removal of a decedent (from the scene and from vehicles) shall be handled in a dignified manner.+ | Yes | No | |
| h. The agency should have access to bariatric equipment for transport, inspection, and autopsy of obese decedents. | Yes | No | N/A |
| i. The agency shall have a written policy for unclaimed remains, including the determination of the decedent's veteran status.+ | Yes | No | |
| j. Decedents shall be stored in a temperature-controlled and secure environment (once removed from the scene).+ | Yes | No | |
| k. The agency shall have access to tools and equipment (i.e., light sources, shovels, stokes baskets) for remote or complicated recoveries. This could include agreements with law enforcement and fire departments.+ | Yes | No | |



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| I. The agency should have access to shields or pop-ups to protect the decedent from the environment and public view while scene investigations are being performed. | Yes | No | N/A |
|---|-----|----|-----|

2. Body Receiving/Releasing Areas

- | | | |
|--|-----|----|
| a. The agency shall have a written policy regarding the receiving and releasing of decedents. + | Yes | No |
| b. The decedent receiving and handling area shall be secure and protected from public view. + | Yes | No |
| c. The decedent receiving area shall be of adequate size to accommodate the caseload. + | Yes | No |
| d. All surface areas, floors, and walls in the decedent receiving area shall be clean. + | Yes | No |
| e. Decedent scales shall be available, operational, calibrated, and maintained according to manufacturer specifications. + | Yes | No |

3. Refrigeration

- | | | |
|--|-----|----|
| a. The refrigerated storage space shall be accessible to the autopsy and decedent receiving areas. + | Yes | No |
| b. The refrigerated storage space shall be sufficient to maintain a normal caseload. + | Yes | No |
| c. Temperature gauges shall be operable and checked regularly by agency personnel. + | Yes | No |
| d. Temperatures shall be recorded or logged on a schedule by agency personnel. + | Yes | No |
| e. Cooler and freezer units shall have temperature-monitoring alarms that notify appropriate individual(s) when any required temperatures go out of the set range. + | Yes | No |



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f. Refrigeration units shall contain enough shelving and table space so that decedents are not stacked or stored on the floor.+	Yes	No
---	-----	----

g. The agency shall have a written policy regarding decedent storage capacity increases during case surges (i.e., holidays, mass fatalities, environmental disasters).+	Yes	No
---	-----	----

4. Autopsy Facility

a. The agency shall have written morgue policies available within proximity of the autopsy area.+	Yes	No
---	-----	----

b. If the agency does not manage an autopsy facility, that facilities shall be accredited by a recognized accrediting agency (e.g. IACME, Joint Commission on Accreditation of Healthcare Organizations [JCAHO], National Association of Medical Examiners [NAME]). NOTE: If autopsy facility is not accredited, it will be subjected to inspection.+	Yes	No
---	-----	----

c. Personnel changing areas shall contain showers.+	Yes	No
---	-----	----

d. Areas and equipment used for dissection (autopsy tables, body carts, etc.) shall be maintained and in good operating condition.+	Yes	No
---	-----	----

e. The calibration and maintenance of all organ scales, scientific equipment, suction devices, and other pieces of equipment shall be performed and documented per manufacturer specifications.+	Yes	No
--	-----	----

f. First aid kits, naloxone, safety showers, and eyewash stations shall be available in autopsy area(s) and in good working order.+	Yes	No
---	-----	----

g. Ventilation system(s) in the autopsy area(s) shall adequately control odors.+	Yes	No
--	-----	----

h. Appropriate personal protective equipment (PPE), including face protection, chest and arm protection, gloves, shoe covers, N95 masks, and powered air-purifying respirators (PAPRs), shall be available to personnel.+	Yes	No
---	-----	----

i. The autopsy area shall be clean, with adequate lighting and an appropriate heating, ventilation, and air conditioning (HVAC) system.+	Yes	No
--	-----	----



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- | | | |
|---|-----|----|
| j. Adequate space and equipment for tissue cutting and histology preparation shall be available.+ | Yes | No |
| k. A space shall be designated for tissue storage and a method utilized to control odors.+ | Yes | No |
| l. The autopsy area shall be able to accommodate normal and peak caseload, including the standard complement of autopsy and laboratory personnel, as well as official participants or observers from cooperating agencies.+ | Yes | No |
| m. Safety data sheets (SDSs) shall be available in areas where chemicals are stored.+ | Yes | No |
| n. A building diagram with evacuation routes clearly noted shall be posted in the autopsy area(s).+ | Yes | No |

5. Forensic Autopsy Procedures

- | | | |
|---|-----|----|
| a. The agency shall have a written policy regarding postmortem examination procedures.+ | Yes | No |
| b. The agency shall have a written policy specifying the criteria for determination of when full autopsies, partial autopsies, or external examinations are to be performed.+ | Yes | No |
| c. The agency shall have a written policy regarding evidence collection during postmortem examination procedures.+ | Yes | No |
| d. The agency shall have a written policy regarding tissue and fluid specimen collection.+ | Yes | No |
| e. The agency shall have a written policy regarding evidence and specimen disposition and destruction.+ | Yes | No |
| f. Circumstances of death, if known, shall be available to the forensic pathologist prior to autopsy.+ | Yes | No |
| g. Fingerprints and DNA samples shall be taken on all cases, when possible.+ | Yes | No |



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- | | | |
|--|-----|----|
| h. Unidentified cases shall have the following tests performed, when possible: fingerprints, dental examinations, postmortem imaging, forensic anthropology, and DNA analysis.+ | Yes | No |
| i. Postmortem images shall be taken on the following case types: all infants and children, suspected homicides, charred remains, remains when decomposition obscures or causes loss of identifying features, and/or evidence of trauma.+ | Yes | No |
| j. All collected specimen containers shall be labeled and logged with unique identifier(s), the name of the collector, sample type, and the date and time of collection.+ | Yes | No |
| k. The agency shall have a written policy regarding chain of custody utilized in capturing all biological specimens and other evidence collected during the postmortem examination.+ | Yes | No |
| l. Autopsy photographs shall be taken to record the postmortem examination.+ | Yes | No |
| m. Facial (close-up) identification photographs shall be taken, labeled, and saved for all cases.+ | Yes | No |
| n. Autopsies shall be performed in greater than 95% of suspected homicides.+ | Yes | No |
| o. Autopsies shall be performed in greater than 95% of all cases in which the suspected manner of death is undetermined.+ | Yes | No |
| p. A forensic pathologist shall personally examine all external aspects of the decedent before dissection.+ | Yes | No |
| q. A forensic pathologist shall be responsible for performing or directly supervising each postmortem examination, the diagnoses made, the opinions formed, and any subsequent opinion testimony.+ | Yes | No |



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|---|-----|----|-----|
| r. A forensic pathologist shall personally perform or directly supervise all autopsy dissections.+ | Yes | No | |
| s. All autopsy technicians shall work in the physical presence of, and under the direct supervision of, a forensic pathologist.+ | Yes | No | |
| t. Specimens shall be routinely retained for toxicological and histological examination during autopsies.+ | Yes | No | |
| u. The agency shall have a written policy covering the retention and disposition of organ and tissue specimens taken at autopsy that addresses whether, or under what circumstances, next of kin are to be notified.+ | Yes | No | |
| v. The agency should ensure that touch DNA is collected on suspicious cases in areas suspected to have been touched by the perpetrator (ankles, neck, wrists, etc.). | Yes | No | N/A |
| w. The agency shall have a written policy requiring an autopsy on suspected drug toxicity deaths. Exceptions may be made for cases that have a positive presumptive test from the decedent's body fluids, or cases that would undergo an external examination were it not necessary to rule out drug intoxication (e.g. significant medical history, over a certain established age, or obvious fatal trauma). In these cases, an external examination may be completed and must be completed by a forensic pathologist with a subsequent toxicology panel and quantification, to determine cause of death without an autopsy.+ | Yes | No | |
| x. The agency shall have access to cardiac pathologists and neuropathologists if needed, as well as genetic testing for postmortem samples.+ | Yes | No | |
| y. The agency shall have access to infectious disease testing.+ | Yes | No | |
| z. The agency shall have access to basic chemistry panels and metabolic screening panels (e.g. glucose, potassium) for postmortem samples.+ | Yes | No | |
| aa. Suspected bite marks/pattern injuries of dental origin shall be processed according to procedures consistent with forensic odontology practice as established by American Board of Forensic Odontology [ABFO].+ | Yes | No | |



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- | | | |
|--|-----|----|
| ab. The agency shall document all individuals present at each autopsy (participants and observers), including their agency name and contact information. + | Yes | No |
|--|-----|----|

6. Forensic Autopsy Procedures (Suspected Sexual Assault)

- | | | |
|---|-----|----|
| a. Sexual assault kits shall be available and specimens collected when necessary. + | Yes | No |
| b. In suspected sexual assault cases, control hair samples shall be collected from the decedent by plucking a representative number of hairs from various body areas (e.g., scalp, pubic area). + | Yes | No |
| c. In suspected sexual assault cases, the pubic area shall be lightly combed to obtain loose and foreign hairs, and these hairs shall be packaged separately from the control hairs. + | Yes | No |
| d. In suspected sexual assault cases, swabs of body orifices shall be obtained and examined for the presence of spermatozoa, seminal fluid, DNA, and/or serologic markers. + | Yes | No |



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D. Laboratory Services

1. Radiology Services

- | | | | |
|--|-----|----|-----|
| a. The agency shall have access to postmortem imaging equipment (e.g., X-ray, computed tomography [CT]).+ | Yes | No | |
| b. The postmortem imaging equipment should be in a convenient location near the autopsy room. | Yes | No | N/A |
| c. The postmortem imaging equipment shall be shielded in accordance with radiation safety standards.+ | Yes | No | |
| d. The postmortem imaging viewing devices shall be available to the forensic pathologist.+ | Yes | No | |
| e. The postmortem imaging equipment shall be operational, and personnel shall be properly trained to operate it.+ | Yes | No | |
| f. Exposure tags (dosimeters) shall be mandatory for all personnel working in the immediate area of the postmortem imaging equipment.+ | Yes | No | |

2. Toxicology Laboratory Services

- | | | | |
|--|-----|----|--|
| a. The agency shall use an accredited forensic toxicology laboratory.+ | Yes | No | |
| b. A toxicology laboratory report shall be issued for each case that is analyzed.+ | Yes | No | |
| c. The agency shall have a written policy regarding the collection and storage of toxicology specimens.+ | Yes | No | |
| d. The agency shall have a written policy describing the criteria for ordering toxicology tests.+ | Yes | No | |
| e. The agency shall maintain statistics regarding turnaround times for toxicology test results.+ | Yes | No | |
| f. Of all toxicology reports, 90% shall be completed within 90 calendar days of case submission.+ | Yes | No | |



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-
- g. Of all toxicology reports, 90% should be completed within 60 calendar days of case submission. Yes No N/A

3. Crime and Other Laboratory Services

- a. Crime Laboratory services shall be available to perform fingerprinting, serologic and/or DNA testing, ballistics testing, and trace evidence examination. + Yes No
- b. The crime laboratory shall be accredited (e.g. ANSI National Accreditation Board [ANAB]). + Yes No
- c. Histology services shall be performed by a certified or accredited laboratory. + Yes No



E. Forensic Specialists

1. Forensic Pathologists

- | | | | |
|---|-----|----|-----|
| a. Board-certified forensic pathologists (American Board of Pathology [ABP]) shall perform/supervise forensic autopsies.+ | Yes | No | |
| b. The forensic pathologist(s) shall be licensed to practice medicine in the state in which they practice.+ | Yes | No | |
| c. The licensure of the forensic pathologist(s) shall be verified annually.+ | Yes | No | |
| d. The forensic pathologist shall prepare or oversee the preparation of a postmortem examination report for each decedent examined.+ | Yes | No | |
| e. Of all autopsy reports, 80% shall be completed within 90 calendar days of autopsy performance, to account for forensic pathologist and administrative review.+ | Yes | No | |
| f. Of all autopsy reports, 80% should be completed within 60 calendar days of autopsy performance. | Yes | No | N/A |
| g. Numbers of medical personnel should be sufficient so that no forensic pathologist is required to perform more than 400 autopsies per year (total by forensic pathologist, inside and outside cases included). External examinations and cases where they provide supervision (e.g. pathologists' assistants, residents, fellows) are converted at a rate of 4:1. | Yes | No | N/A |
| h. The agency should have a written policy regarding contracting with additional forensic pathologists (as needed). | Yes | No | N/A |
| i. The agency shall require and support opportunities for annual continuing medical education (CME) for forensic pathologists on staff.+ | Yes | No | |

2. Other Forensic Specialists

- | | | | |
|--|-----|----|--|
| a. If pathologists' assistants are utilized, the agency shall utilize pathologists' assistants certified by the American Society for Clinical Pathology (ASCP).+ | Yes | No | |
| b. Utilization of a pathologists' assistants shall be solely at the discretion of the forensic pathologist.+ | Yes | No | |



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- | | | |
|---|-----|----|
| c. The use of certified pathologists' assistants for forensic autopsies shall be limited to cases believed to be non-criminal and non-suspicious.+ | Yes | No |
| d. Pathologists' assistants shall not perform autopsies on any deaths in custody, deaths involving any law enforcement activity, or decedents younger than age 18.+ | Yes | No |
| e. Autopsies performed by pathologists' assistants shall be directly supervised by a board-certified forensic pathologist who shall sign off on all reports. Direct supervision includes the presence of the board-certified forensic pathologist at the outset and conclusion of the autopsy.+ | Yes | No |
| f. Cases completed by pathologists' assistants under forensic pathologist supervision shall not exceed 25% (after conversion) of that forensic pathologist's total caseload.+ | Yes | No |
| g. The agency shall have a written policy regarding access to forensic specialist support services. (e.g., botany, radiology, forensic genealogy, entomology).+ | Yes | No |
| h. The agency shall have a written policy describing cases that require contacting forensic specialists.+ | Yes | No |
| i. The agency shall utilize American Board of Forensic Odontology [ABFO], board-certified forensic odontologists.+ | Yes | No |
| j. The agency shall utilize American Board of Forensic Anthropology [ABFA] board-certified forensic anthropologists.+ | Yes | No |
| k. Forensic specialists shall be certified by an accredited agency or association if an agency or association exists (e.g., Forensic Specialties Accreditation Board [FSAB] accredited).+ | Yes | No |
| l. Forensic specialists shall be required to submit a written report for all casework performed.+ | Yes | No |



RICH HISTORY
BRIGHT FUTURE
One Berkeley

BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gullledge Street, Moncks Corner, SC 29461

December 12, 2025

JENNIFER B BISHOP OR REPRESENTATIVE
PO BOX 848
MONCK'S CORNER, SC 29461
TMS # 142-07-02-010

Dear Ms. Bishop:

I am writing to inform you that we are seeking to construct a +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gullledge Street, that will allow us to respond to current and emerging demands, provide convenient and accessible essential public services, consolidate our services/functions under one roof, and qualify for accreditation through the International Association of Coroners and Medical Examiners. However, to configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, and accessible, we found that we are unable to comply with typical building setbacks.

In order to proceed with this critical expansion and deliver essential public services, we are requesting a variance of the typical ten-foot side and rear building setback requirements from the Town of Moncks Corner Board of Zoning Appeals (BZA) on January 6, 2026 at 6:00 PM in Council Chambers located at 118 Carolina Avenue, and are seeking your support.

To provide additional detail, please see below a summary and enclosed our site plan.

- We are seeking a reduction in the rear setback from 10' to 0.26' at the narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-011)
- We are seeking a reduction in the side setback from 10' to 7.86' at its narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-010)

If you do not object to our request and intended expansion, we kindly ask for your signature documenting your support on page 3, which we will share with the Board of Zoning Appeals (BZA). Should you have any questions about the intended expansion or the request, please do not hesitate to engage me at 843-719-4567 and darnell.hartwell@berkeleycountysc.gov.

Thank you kindly for your consideration,

Darnell D. Hartwell-ABMDI



RICH HISTORY
BRIGHT FUTURE
One Berkeley

BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

Stakeholder Signatory Support Section

I have reviewed materials about the request for setback relief for the intended Coroner's Office Facility Expansion and do not object.

I am the owner/representative of 142-07-02-010.

Jennifer B. Bishop

Printed Name

Jennifer B. Bishop

Signature

12/18/25

Date



HOW TO
CONTACT
One Berkeley

BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

December 12, 2025

**DR. KAREN WHITLEY
DEPUTY SUPERINTENDENT • BERKELEY COUNTY SCHOOL DISTRICT
PO Box 128
Moncks Corner, SC 29461-0128
TMS# 142-07-02-011**

Dear Dr. Whitley:

I am writing to inform you that we are seeking to construct a +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gulledge Street, that will allow us to respond to current and emerging demands, provide convenient and accessible essential public services, consolidate our services/functions under one roof, and qualify for accreditation through the International Association of Coroners and Medical Examiners. However, to configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, and accessible, we found that we are unable to comply with typical building setbacks.

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Thank you kindly for your consideration,

Darnell D. Hartwell-ABMDI



One Berkeley

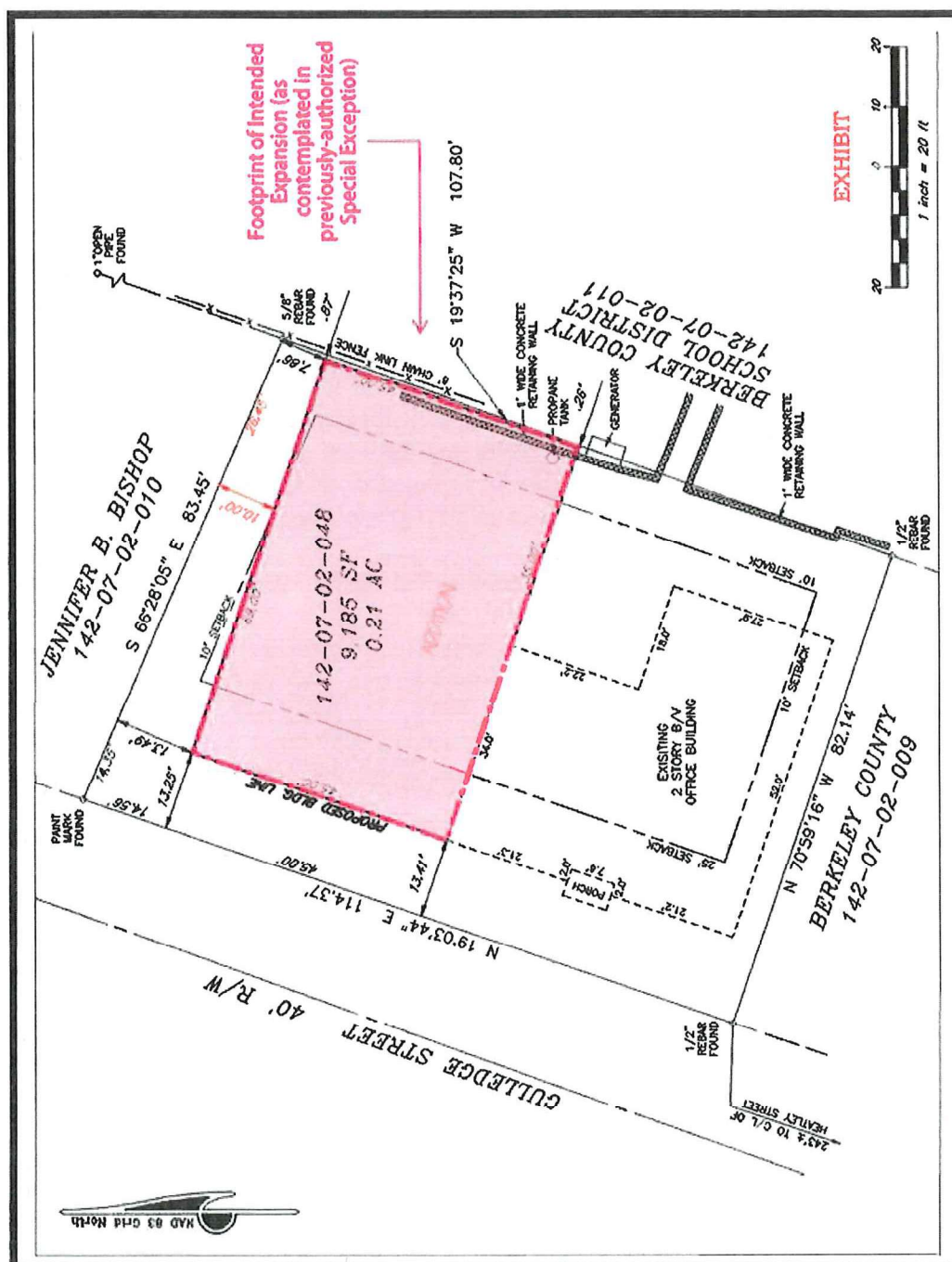
BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461





One Berkeley

BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

Stakeholder Signatory Support Section

I have reviewed materials about the request for setback relief for the intended Coroner's Office Facility Expansion and do not object.

I am the owner/representative of 142-07-02-011.

Karen P. Whitley, EDD
Printed Name

Karen P. Whitley, EDD
Signature

12-19-2020
Date



RICH HISTORY
BRIGHT FUTURE
One Berkeley

BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gullledge Street, Moncks Corner, SC 29461

December 12, 2025

**FARMERS & MERCHANTS BANK OF SC
PO BOX 578
MONCKS CORNER, SC 29461-0578
TMS# 142-07-02-047**

Dear Neighbor:

I am writing to inform you that we are seeking to construct a +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gullledge Street, that will allow us to respond to current and emerging demands, provide convenient and accessible essential public services, consolidate our services/functions under one roof, and qualify for accreditation through the International Association of Coroners and Medical Examiners. However, to configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, and accessible, we found that we are unable to comply with typical building setbacks.

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If you do not object to our request and intended expansion, we kindly ask for your signature documenting your support on page 3, which we will share with the Board of Zoning Appeals (BZA). Should you have any questions about the intended expansion or the request, please do not hesitate to engage me at 843-719-4567 and darnell.hartwell@berkeleycountysc.gov.

Thank you kindly for your consideration,

Darnell D. Hartwell-ABMDI



RICH HISTORY
BRIGHT FUTURE
One Berkeley

BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

Stakeholder Signatory Support Section

I have reviewed materials about the request for setback relief for the intended Coroner's Office Facility Expansion and do not object.

I am the owner/representative of 142-07-02-047.

CJ Singletary

Printed Name

[Signature]

Signature

12/19/25

Date



WICHITA COUNTY
BRIGHT FUTURE
One Berkeley

BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

December 12, 2025

**Berkeley Seniors
103 Gulledge Street
Moncks Corner, SC 29461
TMS# 142-07-02-029**

Dear neighbor:

I am writing to inform you that we are seeking to construct a +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gulledge Street, that will allow us to respond to current and emerging demands, provide convenient and accessible essential public services, consolidate our services/functions under one roof, and qualify for accreditation through the International Association of Coroners and Medical Examiners. However, to configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, and accessible, we found that we are unable to comply with typical building setbacks.

In order to proceed with this critical expansion and deliver essential public services, we are requesting a variance of the typical ten-foot side and rear building setback requirements from the Town of Moncks Corner Board of Zoning Appeals (BZA) on January 6, 2026 at 6:00 PM in Council Chambers located at 118 Carolina Avenue, and are seeking your support.

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If you do not object to our request and intended expansion, we kindly ask for your signature documenting your support on page 3, which we will share with the Board of Zoning Appeals (BZA). Should you have any questions about the intended expansion or the request, please do not hesitate to engage me at 843-719-4567 and darnell.hartwell@berkeleycountysc.gov.

Thank you kindly for your consideration,

Darnell D. Hartwell-ABMDI



HIGHLY
BRIGHT & CLEAR

One Berkeley

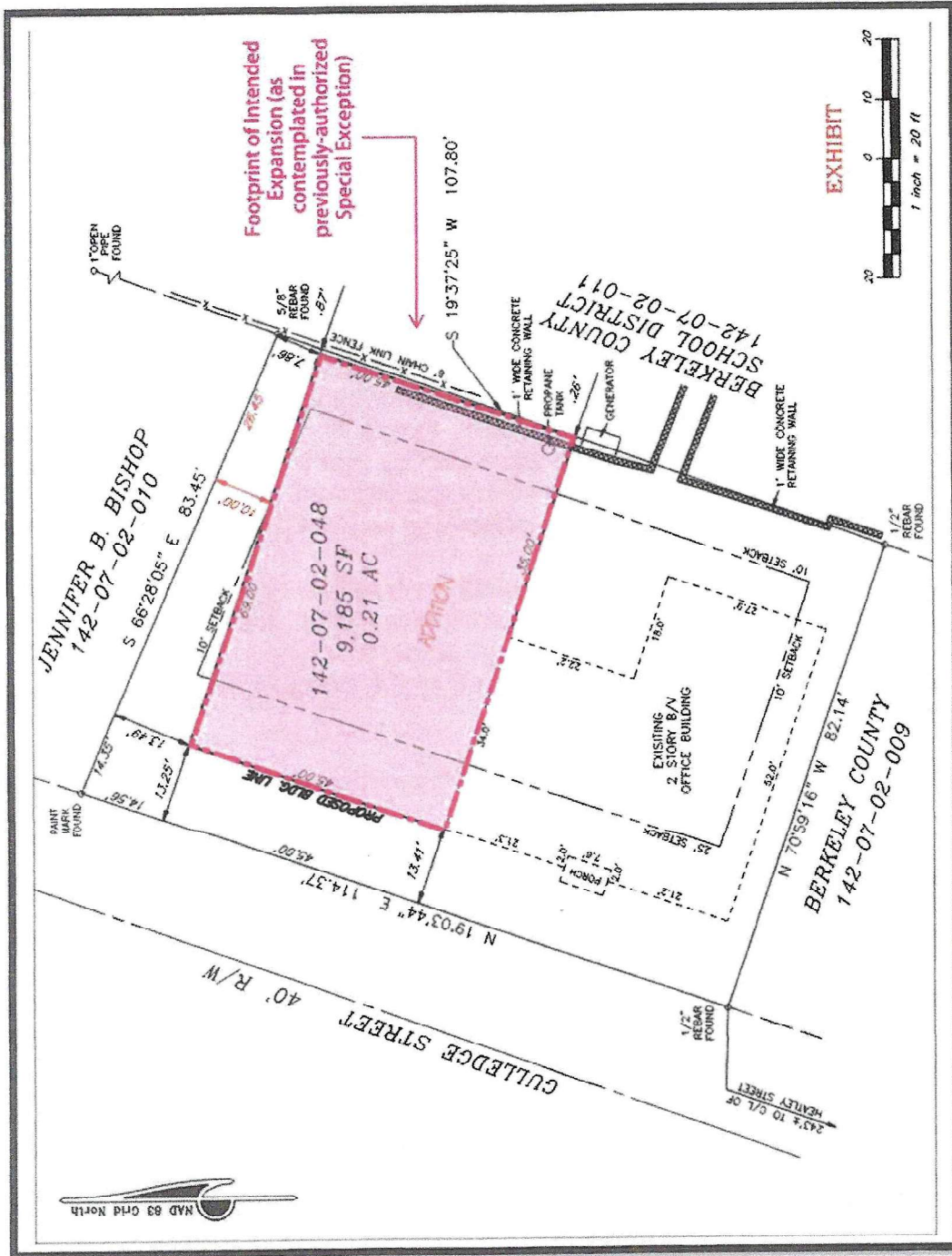
BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gullidge Street, Moncks Corner, SC 29461





BERKELEY COUNTY
Darnell D. Hartwell-ABMDI
CORONER
843-719-4567
102 Gullede Street, Moncks Corner, SC 29461

Stakeholder Signatory Support Section

I have reviewed materials about the request for setback relief for the intended Coroner's Office Facility Expansion and do not object.

I am the owner/representative of 142-07-02-029.

Tiffany Schuriknight
Printed Name

T. Schuriknight
Signature

12/19/2025
Date



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BRIGHT FUTURE.
One Berkeley

BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

December 12, 2025

**Cameron Blazer
Circuit Public Defender
105 Gulledge Street
Moncks Corner, SC 29461
TMS# 142-07-02-056**

Dear Cameron:

I am writing to inform you that we are seeking to construct a +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gulledge Street, that will allow us to respond to current and emerging demands, provide convenient and accessible essential public services, consolidate our services/functions under one roof, and qualify for accreditation through the International Association of Coroners and Medical Examiners. However, to configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, and accessible, we found that we are unable to comply with typical building setbacks.

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Thank you kindly for your consideration,

Darnell D. Hartwell-ABMDI



RICH HISTORY.
BRIGHT FUTURE.
One Berkeley

BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

Stakeholder Signatory Support Section

I have reviewed materials about the request for setback relief for the intended Coroner's Office Facility Expansion and do not object.

I am the owner/representative of 142-07-02-056.

Cameron Blazer - 9th Circuit Public Defender

Printed Name

Signature

A handwritten signature in black ink, appearing to read "C. Blazer", written over a horizontal line.

12/17/2025

Date