

Change Notice No. 325

General Order 304.8
MORGUE ACCESS AT THE FORENSIC FACILITY
Effective March 5, 2018

The following changes were made to General Order 304.8 MORGUE ACCESS AT THE FORENSIC FACILITY.

The following indicates areas of addition, modification and/or deletions. Added or modified verbiage is underlined.

Article III, the definition of Vendor was added.

Article IV, Paragraph C, F, H & I were amended.

Insert this notice directly behind the front cover of your General Orders Manual. Insert the directive in the appropriate chapter and discard the outdated directive.

Element commanders shall familiarize their personnel with the amended materials.



TIVOLI S. FAAUMU

Chief of Police

GENERAL ORDERS
CHAPTER 304
FACILITIES AND EQUIPMENT

Effective date: 3/05/18

Revision date: 03/02/18

Rescinds: GO 304.8 (3/02/12)
New materials underscored

Accreditation Standards: 41.1.4

MORGUE ACCESS AT THE FORENSIC FACILITY
G.O. 304.8

I. PURPOSE

To establish procedures which allow authorized entry into the Morgue portion of the Forensic Facility.

II. POLICY

It is the policy of the Maui Police Department to protect, collect, and preserve evidence in a professional, sterile, and in a manner acceptable to adjudication proceedings. Crimes which involve the death of another human being are considered the Maui Police Department's highest priority. The mandates of this directive shall be strictly adhered to. Deviation from this directive shall result in disciplinary action.

III. DEFINITIONS

CORONER: Hawaii Revised Statutes 841-1, The Chief of Police of Maui County, Hawaii County, Kauai County, along with the Medical Examiner of the City & County of Honolulu are Coroners for their jurisdictions.

DEPUTY CORONER: Hawaii Revised Statutes 841-1, The Chief of Maui County has designated that all sworn employees, aside from the Chief, are deputy coroners. Hawaii Revised Statutes 841-2, states the coroner may appoint the deputy.

FORENSIC FACILITY: Two story, wooden and concrete building, located at 1831 Wili Pa Loop, Wailuku. The structure is divided into two sections. One section of the building has classrooms, office, storage space, criminal laboratory, and a lobby. The other section (known as the Morgue), has the refrigeration rooms, as well as the post mortem chamber and a full restroom/shower.

PATHOLOGIST: An autopsy of a deceased person shall be performed by an anatomic or forensic pathologist certified as such by the American board of Pathology, and licensed by the State of Hawaii. (HRS 841-14.5)

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VENDOR: An authorized and approved person or company providing deceased body transportation and related services for the Maui Police Department under contract, whether it be an annual, emergency or other legal binding agreement.

IV. PROCEDURES

- A. As soon as any coroner or deputy coroner has notice of the death of any person within the coroner's or deputy coroner's jurisdiction as the result of violence, or as the result of an accident, or by suicide, or suddenly when in apparent good health, or when unattended by a physician, or in prison, or in a suspicious manner, or within twenty-four hours after admission to a hospital or institution, the coroner or deputy coroner shall forthwith inquire into and make a complete investigation of the cause of death. (HRS 841-3)
- B. Existing procedures, policies and directives will be adhered to when conducting a proper investigation.
- C. The body of the deceased will be transported to the forensic facility (morgue portion) by **the vendor that** has the current contract for body transportation.
 1. The body shall not be transported to the facility until a pronouncement of death has been made by a State of Hawaii licensed physician.
- D. The body shall be unloaded from the hearse and immediately weighed by the personnel providing body transportation.
- E. The body will then be stored in the large walk-refrigerator/freezer until the autopsy is performed.
- F. The body will be transported to the post mortem chamber by **the vendor**.
- G. The autopsy shall be performed by *Pan Pacific Pathologists*, or whichever vendor has the current contract for autopsies.
- H. Following the autopsy, **the vendor** shall transport the body to the small refrigeration unit.
- I. **The vendor** shall contact the **requested** mortuary for the body and make arrangements for pickup of the body IF the body has been released. If the body has not been released, it will remain in the small **refrigeration** unit.
- J. Personnel, including pathologists and personnel that transport bodies, who have just witnessed an autopsy, and/or personnel who have just been in proximity of a malodorous decomposing body **ARE NOT PERMITTED TO ENTER THE OFFICE PORTION OF THE FORENSIC FACILITY WITHOUT FIRST HAVING A SHOWER.**
 1. Following a shower, a complete change of clothing is required.

- a. Under no circumstances are contaminated clothing allowed within the office portion of the facility.
2. Footwear, which is covered by protective, disposable booties are acceptable. If no protective booties were used, then that footwear is also prohibited.
3. It is imperative that there be no commingling of air between the post mortem portion of the building and the other portion of the building.

V. ACCESS TO THE MORGUE PORTION OF THE FORENSIC FACILITY

- A. To protect the integrity of evidence and the sensibilities of family members, access to the morgue portion of the forensic facility must be clearly defined and limited.
- B. Access to the morgue portion of the facility is controlled by the Captain of Technical Services.
- C. Personnel seeking access to the morgue must have approval of their respective Bureau Commanders.
- D. The Bureau Commanders will contact the Captain of Technical Services on behalf of their subordinates to obtain access.

VI. BODY IDENTIFICATION

On occasion, it may become necessary for next of kin or a significant other to identify the body of a deceased loved one.

Maui Police Department understands that it is important to help the family in the healing process by allowing them to physically touch the body. Unfortunately, in order to protect the evidentiary value of the body, this touching cannot occur at the forensic facility.

- A. The person about to identify the body will meet with the investigator of the case within the lobby area of the forensic facility.
- B. The person will be escorted to the viewing room by the investigator.
- C. Once within the enclosed viewing room, the investigator will draw the drapes back, revealing the deceased individual through a viewing window.
- D. Following identification, the investigator will escort the person outside of the forensic facility through the lobby area.

VII. LOGS

Personnel, including pathologists and personnel that transport bodies, shall complete the

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Entry/Exit log located at the entry door. This log will indicate the name, time, and purpose of an individual's entry into the morgue.



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Chief of Police