

**Police Staff**  
**Coroner's Officer**  
**Crime Department**  
**Role Definition:ZZ012 / 10369**

**ROLE DEFINITION**

Dept / Area Command:	Crime Department	Section:	Crime Investigation
Post Title:	Coroner's Officer	Post Reference:	ZZ012 / 10369
Post Grade:	Grade F	Location:	Allocated Area Command
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	On call allowance
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	D/Sergeant Homicide Major Enquiry Team		
Staff Responsibilities:	Not Applicable		
Purpose:	To activate proper enquiry into sudden or suspicious deaths which occur within the Coroner's area of jurisdiction, working in conjunction with and on behalf of the Coroner and the force in order to provide an efficient and timely service.		

**Key Responsibilities:-**

1. Receive reports of sudden or suspicious deaths and initiate or conduct enquiries ensuring that identification procedures are carried out.
2. Prepare statements and related documents for the Coroner, interviewing relatives, witnesses, doctors, pathologists and solicitors in order to contribute to the determination of the cause of death.
3. Provide or record information relevant to the circumstances of the death, attending post mortem examinations when necessary, in order to contribute to the determination of the issue of a death certificate.
4. Liaise with relatives or other authorised persons as to the cause of death and the release of the body to the undertaker in order to ensure that a compassionate but efficient service is provided.
5. Organise inquests as directed, compiling a files of relevant information, notifying concerned parties and issuing summonses where necessary in order to contribute to the determination of the cause of death.
6. Liaise with pathologists, insurance companies, solicitors and other interested parties in order to pass or obtain relevant information.
7. Undertake a range of administrative duties in order to support the function of the role.

- 8. Disseminate information and advice as required in order that force personnel and others are aware of procedures.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**