

## Coroner's Office Comps

County	Population	County Coroner Pay	Chief Deputy Pay	# FTE	FTE Pay	# PTE	PTE Pay	# Casuals	Casual Pay	STAND BY PAY
Adams	20,477	<i>The Prosecuting Attorney acts as the Coroner with no additional staff</i>								
Benton	210,598	\$114,648	\$54,192-\$70,320	0		1	\$20.00/Hr.			
Chelan	78,096	\$101,832	\$61,224-\$81,996	0		1	\$20.00/Hr.			
Cowlitz*	114,275	\$99,828	\$70,392-\$87,864	2	\$4,652-\$5,756/mo.			4	\$21-23-\$28.65/hr.	
Franklin	97,660	\$94,390	\$60,257-\$80,912	0		0		1	\$20.00	\$6.00/Hr.
Grant**	99,855	\$103,135		2	\$5,948-\$7,002/mo.	0		0		
Grays Harbor	77,581	\$75,876	\$47,493	2	\$5,273	0		0		
Island	86,969	\$92,030	\$77,522	1	\$4,333/mo	0		0		
Kitsap	275,867	\$0	\$85,737-\$118,248	9	\$4,444.25-\$6,278.00/	1	\$4,444.25-\$6,278.00/	0		
Lewis	82,983	\$82,624	\$63,211-\$85,030	2	\$3,857-\$5,186/mo.	0		3	\$14.00-\$15.50/Hr.	\$25.00/day
Mason	69,544	\$84,864		1	\$3071/mo.	0		1	\$205/day	
Skamania	12,411	<i>The Prosecuting Attorney and Chief Criminal Deputy act as the Coroner with no additional staff</i>								

\* Cowlitz Note: Has own Midicolegal Investigators and autopsy tech

\*\* Grant Note: Has own forensic staff



## DEPUTY CORONER JOB DESCRIPTION

Job Title: Deputy Coroner

Pay Grade: Casual Grid

FLSA: Non-Exempt

Job Code: CO110C

Effective Date: January 2011

Revision Date: December 2017

### NATURE OF WORK

Under general supervision, performs thorough, systematic, and timely investigations to determine the cause and manner of death in cases referred to the Coroner's Office.

### ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to the scene of death; secures or assists in securing the scene of death and protecting evidence; ensures identification of the decedent and arranges for transport to the morgue.
- Interviews individuals at the scene to obtain relevant information; reports any unusual or suspicious circumstances to the appropriate law enforcement agency and provides appropriate information to their personnel.
- Documents, impounds, examines and identifies all medications prior to proper disposition within a controlled manner.
- Governs custody of the demised body and appendages by inaugurating logistical support while maintaining chain of evidence. If decedent cannot be positively identified, locates and secures such items as medical and dental information to be used in the forensic process.
- Provides support and explanations of procedures and findings to family members or others; makes referrals to appropriate community agencies as warranted.
- Conducts follow-up investigations by searching records, personal effects, etc., and by interviewing individuals who may have relevant information; maintains contact with law enforcement agencies as required. Coordinates efforts with the police, courts, other County departments and agencies, as needed.
- Maintains and updates files and records related to investigations and enforcement activities; completes required project documentation, daily logs and reports.
- Gathers, documents and maintains the chain of evidence; maintains accurate records and files. Prepares written reports of findings and distributes to the proper authorities.
- Testifies in court regarding the content and validity of the findings.
- Photographs, receives, releases, and moves decedents; cleans autopsy suite.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in an office environment, and in internal and external environments with exposure to inclement weather for extended periods of time; heavy physical demands with the ability to lift and maneuver 100lbs, and frequent use of a personal computer.

**EMPLOYMENT STANDARDS:**

High School diploma or GED equivalent, minimum of two (2) years' experience in conducting death investigations, or performing direct patient care in an emergency medical setting, or completion of one year's full-time college courses in criminal justice, forensics, anthropology, or a related field and one (1) year experience as defined above.

Must possess a valid Driver's License. Specific technical training and certifications may be required. Must be 21 years of age or older.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Applicable Federal, state, and City codes, laws, statutes, and ordinances.
- Principles and practices of death investigations, and scene safety and security.
- Techniques of investigating, inspecting, and securing a death scene.
- Principles of record keeping and records management.
- Customer service and public relations methods and practices.
- Basic concepts/procedures related to the criminal justice system;
- Basic procedures and techniques of evidence preservation.
- Techniques and procedures for conducting medico legal and related criminal investigations.
- Procedures for death scene and evidence preservation and documentation.

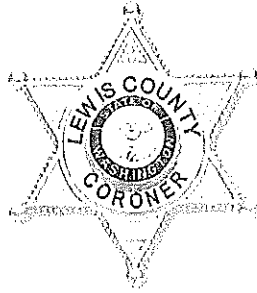
**Skills in:**

- Reading, understanding, interpreting and applying relevant County, State and Federal statutes, codes, rules, and regulations.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Using tact and diplomacy when conducting an investigation.
- Communicating effectively verbally and in writing.
- Obtaining information through interview and investigation
- Interpreting, applying and explaining federal, state and local laws related to the conduct of investigations and handling of property of decedents.

**Lewis County**  
**2021**  
**Stepped Salary Schedule General Government**

Extra Help Pay Band	14.00	14.50	15.00	15.50
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Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12	13
104	\$ 12.81	\$ 13.13	\$ 13.46	\$ 13.80	\$ 14.15	\$ 14.50	\$ 14.86	\$ 15.23	\$ 15.61	\$ 16.00	\$ 16.40	\$ 16.81	\$ 17.23
	\$ 2,220	\$ 2,276	\$ 2,333	\$ 2,392	\$ 2,453	\$ 2,513	\$ 2,576	\$ 2,640	\$ 2,706	\$ 2,773	\$ 2,843	\$ 2,914	\$ 2,987
	\$ 26,644.8	\$ 27,310.4	\$ 27,996.8	\$ 28,704.0	\$ 29,432.0	\$ 30,160.0	\$ 30,908.8	\$ 31,678.4	\$ 32,468.8	\$ 33,280.0	\$ 34,112.0	\$ 34,964.8	\$ 35,838.4
105	\$ 13.28	\$ 13.61	\$ 13.95	\$ 14.30	\$ 14.66	\$ 15.03	\$ 15.41	\$ 15.80	\$ 16.20	\$ 16.61	\$ 17.03	\$ 17.46	\$ 17.90
	\$ 2,302	\$ 2,359	\$ 2,418	\$ 2,479	\$ 2,541	\$ 2,605	\$ 2,671	\$ 2,739	\$ 2,808	\$ 2,879	\$ 2,952	\$ 3,026	\$ 3,103
	\$ 27,622	\$ 28,309	\$ 29,016	\$ 29,744	\$ 30,493	\$ 31,262	\$ 32,053	\$ 32,864	\$ 33,696	\$ 34,549	\$ 35,422	\$ 36,317	\$ 37,232
106	\$ 13.79	\$ 14.13	\$ 14.48	\$ 14.84	\$ 15.21	\$ 15.59	\$ 15.98	\$ 16.38	\$ 16.79	\$ 17.21	\$ 17.64	\$ 18.08	\$ 18.53
	\$ 2,390	\$ 2,449	\$ 2,510	\$ 2,572	\$ 2,636	\$ 2,702	\$ 2,770	\$ 2,839	\$ 2,910	\$ 2,983	\$ 3,058	\$ 3,134	\$ 3,212
	\$ 28,683	\$ 29,390	\$ 30,118	\$ 30,867	\$ 31,637	\$ 32,427	\$ 33,238	\$ 34,070	\$ 34,923	\$ 35,797	\$ 36,691	\$ 37,606	\$ 38,542
107	\$ 14.30	\$ 14.66	\$ 15.03	\$ 15.41	\$ 15.80	\$ 16.19	\$ 16.59	\$ 17.00	\$ 17.43	\$ 17.87	\$ 18.32	\$ 18.78	\$ 19.25
	\$ 2,479	\$ 2,541	\$ 2,605	\$ 2,671	\$ 2,739	\$ 2,806	\$ 2,876	\$ 2,947	\$ 3,021	\$ 3,097	\$ 3,175	\$ 3,255	\$ 3,337
	\$ 29,744	\$ 30,493	\$ 31,262	\$ 32,053	\$ 32,864	\$ 33,696	\$ 34,549	\$ 35,422	\$ 36,317	\$ 37,232	\$ 38,166	\$ 39,118	\$ 40,090
108	\$ 14.85	\$ 15.22	\$ 15.60	\$ 15.99	\$ 16.39	\$ 16.80	\$ 17.22	\$ 17.65	\$ 18.09	\$ 18.54	\$ 19.00	\$ 19.48	\$ 19.97
	\$ 2,574	\$ 2,638	\$ 2,704	\$ 2,772	\$ 2,841	\$ 2,912	\$ 2,985	\$ 3,059	\$ 3,136	\$ 3,214	\$ 3,293	\$ 3,377	\$ 3,461
	\$ 30,888	\$ 31,658	\$ 32,448	\$ 33,259	\$ 34,091	\$ 34,944	\$ 35,818	\$ 36,712	\$ 37,627	\$ 38,563	\$ 39,520	\$ 40,518	\$ 41,538
109	\$ 15.41	\$ 15.80	\$ 16.20	\$ 16.60	\$ 17.02	\$ 17.45	\$ 17.89	\$ 18.34	\$ 18.80	\$ 19.27	\$ 19.75	\$ 20.24	\$ 20.75
	\$ 2,671	\$ 2,739	\$ 2,808	\$ 2,877	\$ 2,950	\$ 3,025	\$ 3,101	\$ 3,179	\$ 3,259	\$ 3,340	\$ 3,423	\$ 3,508	\$ 3,597
	\$ 32,053	\$ 32,864	\$ 33,696	\$ 34,528	\$ 35,402	\$ 36,296	\$ 37,211	\$ 38,147	\$ 39,104	\$ 40,082	\$ 41,080	\$ 42,099	\$ 43,160
110	\$ 16.04	\$ 16.44	\$ 16.85	\$ 17.27	\$ 17.70	\$ 18.14	\$ 18.59	\$ 19.05	\$ 19.53	\$ 20.02	\$ 20.52	\$ 21.03	\$ 21.56
	\$ 2,780	\$ 2,850	\$ 2,921	\$ 2,993	\$ 3,068	\$ 3,144	\$ 3,222	\$ 3,302	\$ 3,385	\$ 3,470	\$ 3,557	\$ 3,645	\$ 3,737
	\$ 33,363	\$ 34,195	\$ 35,048	\$ 35,922	\$ 36,816	\$ 37,731	\$ 38,667	\$ 39,624	\$ 40,622	\$ 41,642	\$ 42,682	\$ 43,742	\$ 44,845
111	\$ 16.66	\$ 17.08	\$ 17.51	\$ 17.95	\$ 18.40	\$ 18.86	\$ 19.33	\$ 19.81	\$ 20.31	\$ 20.82	\$ 21.34	\$ 21.87	\$ 22.42
	\$ 2,888	\$ 2,961	\$ 3,035	\$ 3,111	\$ 3,189	\$ 3,269	\$ 3,351	\$ 3,434	\$ 3,520	\$ 3,609	\$ 3,699	\$ 3,791	\$ 3,886
	\$ 34,653	\$ 35,526	\$ 36,421	\$ 37,336	\$ 38,272	\$ 39,229	\$ 40,206	\$ 41,205	\$ 42,245	\$ 43,306	\$ 44,387	\$ 45,490	\$ 46,634
112	\$ 17.34	\$ 17.77	\$ 18.21	\$ 18.67	\$ 19.14	\$ 19.62	\$ 20.11	\$ 20.61	\$ 21.13	\$ 21.66	\$ 22.20	\$ 22.76	\$ 23.33
	\$ 3,006	\$ 3,080	\$ 3,156	\$ 3,236	\$ 3,318	\$ 3,401	\$ 3,486	\$ 3,572	\$ 3,663	\$ 3,754	\$ 3,848	\$ 3,945	\$ 4,044
	\$ 36,067	\$ 36,962	\$ 37,877	\$ 38,834	\$ 39,811	\$ 40,810	\$ 41,829	\$ 42,869	\$ 43,950	\$ 45,053	\$ 46,176	\$ 47,341	\$ 48,526
113	\$ 18.06	\$ 18.51	\$ 18.97	\$ 19.44	\$ 19.93	\$ 20.43	\$ 20.94	\$ 21.46	\$ 22.00	\$ 22.55	\$ 23.11	\$ 23.69	\$ 24.28
	\$ 3,130	\$ 3,208	\$ 3,288	\$ 3,370	\$ 3,455	\$ 3,541	\$ 3,630	\$ 3,720	\$ 3,813	\$ 3,909	\$ 4,006	\$ 4,106	\$ 4,209
	\$ 37,565	\$ 38,501	\$ 39,458	\$ 40,435	\$ 41,454	\$ 42,494	\$ 43,555	\$ 44,637	\$ 45,760	\$ 46,904	\$ 48,069	\$ 49,275	\$ 50,502
114	\$ 18.81	\$ 19.28	\$ 19.76	\$ 20.25	\$ 20.76	\$ 21.28	\$ 21.81	\$ 22.36	\$ 22.92	\$ 23.49	\$ 24.08	\$ 24.68	\$ 25.30
	\$ 3,260	\$ 3,342	\$ 3,425	\$ 3,510	\$ 3,598	\$ 3,689	\$ 3,780	\$ 3,876	\$ 3,973	\$ 4,072	\$ 4,174	\$ 4,278	\$ 4,385
	\$ 39,125	\$ 40,102	\$ 41,101	\$ 42,120	\$ 43,181	\$ 44,262	\$ 45,365	\$ 46,509	\$ 47,674	\$ 48,859	\$ 50,086	\$ 51,334	\$ 52,624
115	\$ 19.61	\$ 20.10	\$ 20.60	\$ 21.11	\$ 21.64	\$ 22.18	\$ 22.73	\$ 23.30	\$ 23.88	\$ 24.48	\$ 25.09	\$ 25.72	\$ 26.36
	\$ 3,399	\$ 3,484	\$ 3,571	\$ 3,659	\$ 3,751	\$ 3,845	\$ 3,940	\$ 4,039	\$ 4,139	\$ 4,243	\$ 4,349	\$ 4,458	\$ 4,569
	\$ 40,789	\$ 41,808	\$ 42,848	\$ 43,909	\$ 45,011	\$ 46,134	\$ 47,278	\$ 48,464	\$ 49,670	\$ 50,918	\$ 52,187	\$ 53,498	\$ 54,829
116	\$ 20.44	\$ 20.95	\$ 21.47	\$ 22.01	\$ 22.56	\$ 23.12	\$ 23.70	\$ 24.29	\$ 24.90	\$ 25.52	\$ 26.16	\$ 26.81	\$ 27.48
	\$ 3,543	\$ 3,631	\$ 3,721	\$ 3,815	\$ 3,910	\$ 4,007	\$ 4,108	\$ 4,210	\$ 4,316	\$ 4,423	\$ 4,534	\$ 4,647	\$ 4,763
	\$ 42,515	\$ 43,576	\$ 44,658	\$ 45,781	\$ 46,925	\$ 48,090	\$ 49,296	\$ 50,523	\$ 51,792	\$ 53,082	\$ 54,413	\$ 55,765	\$ 57,158
117	\$ 21.32	\$ 21.85	\$ 22.40	\$ 22.96	\$ 23.53	\$ 24.12	\$ 24.72	\$ 25.34	\$ 25.97	\$ 26.62	\$ 27.29	\$ 27.97	\$ 28.67
	\$ 3,695	\$ 3,787	\$ 3,883	\$ 3,980	\$ 4,079	\$ 4,181	\$ 4,285	\$ 4,392	\$ 4,501	\$ 4,614	\$ 4,730	\$ 4,848	\$ 4,969
	\$ 44,346	\$ 45,448	\$ 46,592	\$ 47,757	\$ 48,942	\$ 50,170	\$ 51,418	\$ 52,707	\$ 54,018	\$ 55,370	\$ 56,763	\$ 58,178	\$ 59,634
118	\$ 22.25	\$ 22.81	\$ 23.38	\$ 23.96	\$ 24.56	\$ 25.17	\$ 25.80	\$ 26.45	\$ 27.11	\$ 27.79	\$ 28.48	\$ 29.19	\$ 29.92
	\$ 3,857	\$ 3,954	\$ 4,053	\$ 4,153	\$ 4,257	\$ 4,363	\$ 4,472	\$ 4,585	\$ 4,699	\$ 4,817	\$ 4,937	\$ 5,060	\$ 5,186
	\$ 46,280	\$ 47,445	\$ 48,630	\$ 49,837	\$ 51,085	\$ 52,354	\$ 53,664	\$ 55,016	\$ 56,389	\$ 57,803	\$ 59,238	\$ 60,715	\$ 62,234
119	\$ 23.23	\$ 23.81	\$ 24.41	\$ 25.02	\$ 25.65	\$ 26.29	\$ 26.95	\$ 27.62	\$ 28.31	\$ 29.02	\$ 29.75	\$ 30.49	\$ 31.25
	\$ 4,027	\$ 4,127	\$ 4,231	\$ 4,337	\$ 4,446	\$ 4,557	\$ 4,671	\$ 4,787	\$ 4,907	\$ 5,030	\$ 5,157	\$ 5,285	\$ 5,417
	\$ 48,318	\$ 49,525	\$ 50,773	\$ 52,042	\$ 53,352	\$ 54,683	\$ 56,056	\$ 57,450	\$ 58,885	\$ 60,362	\$ 61,880	\$ 63,419	\$ 65,000
120	\$ 24.27	\$ 24.88	\$ 25.50	\$ 26.14	\$ 26.79	\$ 27.46	\$ 28.15	\$ 28.85	\$ 29.57	\$ 30.31	\$ 31.07	\$ 31.85	\$ 32.65



Lewis County Coroner's Office  
IAC&ME Accredited

Coroner Warren McLeod, MA, D-ABMDI  
Office Location: 585 Center St. Chehalis, WA 98532  
Mailing: 360 NW North St. MS: CORO1 Chehalis, WA 98532  
(360) 740-1376  
Fax (360) 740-1436

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TO: Lewis County BOCC  
FROM: Warren McLeod, Lewis County Coroner  
DATE: 11/09/20  
RE: Request for FTEs

This packet is being submitted per the e-mail request of November 5, 2020 requesting the following data.

A current schedule compared to what it would look like with 5 FTEs  
Average week of calls/hours for on call compared to the proposed FTEs  
Extra help budget reduction with a scenario of FTEs

As I have stated several times prior the request for changing the status of the current coroner staff from casual/extra help to full time is not going to be shown by the data in this packet to be a cost saving measure or even a break even outcome. The status change to FTEs will be a large financial outlay for the county.

The reason for the request for FTEs is to have the county recognize that the current employees have received highly specialized training and perform difficult work under often times hazardous environments. The staff have all been here a long time doing what the county defines as causal-working intermittently as needed.

When I talk with the staff and point out any one of them could take their training, certification and experience and start working in Pierce, Thurston or Cowlitz counties at a rate of \$25-30 per hour with benefits to a person they responded that they do not want to work in other counties. Lewis County is where they live and they give back to the community by doing this work right here.

It is time for the county to show these county employees that they value the work they do by creating FTEs with pay commensurate with the work and benefits. It is not fair to continue to treat dedicated, professional county employees in this manner.

# October

Sticklin 360-736-1388

2020

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

[REDACTED]

[REDACTED]

[REDACTED]

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M43 0600-1400  
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# January

Sticklin 360-736-1388

2021

5 FTE 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2200-0600 1 0600-1400 2 1400-2200 3	2200-0600 3 0600-1400 4 1400-2200 5	2200-0600 4 0600-1400 5 1400-2200 1	2200-0600 4 0600-1400 5 1400-2200 1	2200-0600 2 0600-1400 3 1400-2200 4	2200-0600 1 0600-1400 2 1400-2200 3	2200-0600 1 0600-1400 2 1400-2200 3
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5 FTE

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0600-1400 2  
1400-2200 3

2200-0600 1  
0600-1400 2  
1400-2200 3

# January

Stickin 360-736-1388

2021

3 FTE S

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 2200-0600 XH 0600-1400   1400-2200 Z	4 2200-0600 XH 0600-1400   1400-2200 Z	5 2200-0600 XH 0600-1400   1400-2200 Z	6 2200-0600 XH 0600-1400 Z 1400-2200 XH	7 2200-0600 XH 0600-1400 Z 1400-2200 Z	8 2200-0600 Z 0600-1400   1400-2200 Z	9 2200-0600 Z 0600-1400   1400-2200 Z
10 2200-0600 Z 0600-1400   1400-2200 Z	11 2200-0600 Z 0600-1400   1400-2200 XH	12 2200-0600 Z 0600-1400   1400-2200 XH	13 2200-0600 XH 0600-1400 Z 1400-2200 XH	14 2200-0600 Z 0600-1400 Z 1400-2200	15 2200-0600 Z 0600-1400 Z 1400-2200	16 2200-0600 Z 0600-1400 X 1400-2200 X
17 2200-0600 Z 0600-1400 XH 1400-2200 XH	18 2200-0600   0600-1400 Z 1400-2200 Z	19 2200-0600   0600-1400 Z 1400-2200 X	20 2200-0600 Z 0600-1400 Z 1400-2200	21 2200-0600 X 0600-1400 Z 1400-2200	22 2200-0600 X 0600-1400   1400-2200 Z	23 2200-0600 X 0600-1400   1400-2200 Z
24 2200-0600 X 0600-1400   1400-2200 Z	25 2200-0600 Z 0600-1400 X 1400-2200	26 2200-0600 Z 0600-1400 X 1400-2200	27 2200-0600 Z 0600-1400   1400-2200 Z	28 2200-0600 Z 0600-1400   1400-2200 Z	29 2200-0600 Z 0600-1400   1400-2200 Z	30 X   Z
31 2200-0600 XH 0600-1400 Z 1400-2200 Z						

3 FTE

2 FTE 2

Sticklin 360-736-1388

2021

# January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
POSSIBLE SCHEDULE OF 2 FTE'S 3 2200-0600 XH 0600-1400 XH 1400-2200 XH	4 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	5 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	6 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	7 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	8 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	9 2200-0600 XH 0600-1400 XH 1400-2200 XH
10 2200-0600 XH 0600-1400 XH 1400-2200 XH	11 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	12 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	13 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	14 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	15 2200-0600 XH 0600-1400 XH 1400-2200 FTE 2	16 2200-0600 XH 0600-1400 FTE 1 1400-2200 XH
17 2200-0600 XH 0600-1400 FTE 1 1400-2200 XH	18 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	19 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	20 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	21 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	22 2200-0600 XH 0600-1400 FTE 1 1400-2200 FTE 2	23 2200-0600 XH 0600-1400 FTE 2 1400-2200 XH
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31 2200-0600 XH 0600-1400 XH 1400-2200 XH						

## Average week of calls/on call (stand by) pay:

M-F: 3 8 hours shifts per day.

\$25 on call pay for the graveyard shift=\$125

\$47 on call pay for day/swing=\$470

On call pay:  $\$125 + \$470 = 595$  per week x 52 weeks = \$30,940

Sat/Sun: 2 12 hour shifts each day/1 24 hour on call supervisor shift per day

\$50 on call pay for each 12 hour shift-\$50 x 4 shifts=\$200

\$50 supervisor on call pay for each 24 day-\$50 x days=\$100

On call supervisor pay per week:  $\$100 + \$200 = \$300$  per week x 52 weeks = \$15,600

Total on call deputy and supervisor pay:  $\$30,940 + \$15,600 = \$46,540$  annually.

Average weekly calls:

7 calls per week with average call taking 5 hours:

$7 \times 5 \times \$15.50 = \$542.50$

Autopsies: Average 3 per week

$3 \times 5 \text{ hours} \times 2 \text{ staff} \times \$15.50 = \$465$

Call back pay: When off duty employees are called in to assist with simultaneous calls/autopsy/admin (2 hour minimum pay): Average 4 times per week:

$4 \times 2 \text{ hours minimum} \times \$15.50 = \$124$

$\$542.50 + 465.00 + \$124 = \$1131.50$  x 52 weeks = \$58,812.

On call pay and hourly pay-\$46,540 + \$58,812=\$105,352

Some of this cost is offset by the fact the on call pay does not get paid if the deputy responds to a call. They only get their hourly rate.

## Extra help budget reduction with FTEs

Option 1: 5 FTEs= 200 hours per week.

This would allow for overlapping shifts to reduce overtime caused by calls running over shift

Extra help: Used to cover vacations/sick days/weekend on call supervisor

80 hours vacation per year x 5 FTEs= 400 hours x \$15.50=\$6,200

4 sick days per year x 5 FTEs=160 hours x \$15.50=\$480

Weekend on call supervisor: \$50 per 24 hour shift x 2 shifts x 52 weeks=\$5200

Total: \$11,880

Option 2: 4 FTEs=160 hours per week

This leaves 8 hours per week of shifts to be covered

8 hours per week x \$15.50 x 52 weeks= \$6448

80 hours vacation per year x 4 FTEs=320 hours x \$15.50=\$4960

4 sick days per year (32 hours) x 4 FTE x \$15.50=1984

Weekend on call supervisor: \$5200

Total: \$6448+4960+1984+5200=\$18592

Option 3: 3 FTEs=120 hours per week

This leaves 48 hours per week of shifts to be covered

48 hours x \$15.50 x 52 weeks=\$38,688

80 hours vacation per year x 3 FTEs= 240 hours x \$15.50=\$3720

32 hours sick time per year x 3 FTEs x \$15.50=\$1488

Weekend on call supervisor: \$5200

Total: \$38,688 + \$3720 + \$1488 + 5200=\$49096

Option 4: 2 FTEs=80 hours per week

This leaves 88 hours per week of shifts to be covered

88 x \$15.50 x 52 weeks=\$70,928

80 hours vacation per year x 2 FTEs=160 hours x \$15.50=\$2480

32 hours sick time per year (4 days) x 2 FTEs x \$15.50=\$992

Weekend on call supervisor: \$5200

Total: \$70,928 + \$2480 + \$992 + \$5200=\$79,600

Our current Extra Help budget is \$54,000 but with the call load we handle there is an amendment each year from between \$15,000 and \$25,000.

Lewis County Coroner's Office request to increase Causa Help pay from \$15.00 to \$21.34

**Figures provided by LC Budget Director:**

**2021**

1728 X 15.50 = 26,784 for extra help – Estimate for 2021 w/ben \$31,992

On call is averaging \$1,300 a month – Estimate for 2021 is \$15,600

**Total Estimate based on current actuals \$47,592**

**2021 with Increase**

1728 X 21.32 = \$36,840 for extra help – Estimate for 2021 w/ben \$44,004

On call Estimate (from above) – \$15,600

**Total estimate 59,604**

**Current amount in Extra Help budget line item: \$39, 954.**

With increase in hourly rate \$59604

Current amount        -\$39954

Additional needed:    \$19650

**Budget – review budget increase requests**

**November 9, 2020**

**3:30 p.m.**

**Present:** Commissioner Stamper, Commissioner Fund, Commissioner Jackson, County Manager Erik Martin, Becky Butler, Daleyn Coleman, Jonathan Meyer, Warren McLeod, Dianne Dorey, Jake Coppock, Dawn Harris, Katie Conradi, Sandra Peck, Stephen Wilson, Chelsie Wilson, Fionna Velaquez, Andy Caldwell

**Guests:** Claudia Yaw, Commissioner-elect Dr. Lindsey Pollock, Commissioner-elect Sean Swope; Citizens Budget Committee members Paul Crouner, Bill Serrahn and Frank Corbin

**Recorder:** Rieva Lester

Becky Butler noted that the commissioners had requested that the \$100,000 for the Lewis County Seniors be included in the preliminary budget. She also noted that the commissioners also approved increases for electeds' salaries but had not yet approved additional funding to cover the increases.

Becky provided an overview of the 10 increase requests.

Warren McLeod reviewed staffing schedules, call logs, call-back pay, extra help budgets, etc., related to his request for a Coroner's Office increase. Warren noted that staff members perform highly skilled, sometimes dangerous work and that the pay is close to minimum wage. Daleyn Coleman said HR received the documents for review earlier in the day.

**Indigent Defense - Superior Court: \$174,750 for attorneys' contracts**

Increase per-unit pay to \$1,000.

Commissioner Stamper, Commissioner Fund and Commissioner Jackson approved increasing the per-unit payment to \$1,000.

**Superior Court: \$122,000 for operations**

Costs in Superior Court Indigent Defense covers professional services for Criminal / Family Law and Guardianships.

Commissioner Stamper, Commissioner Fund and Commissioner Jackson approved the request.

Commissioner Stamper, Commissioner Fund and Commissioner Jackson approved the increase.

**Emergency Management: \$100,000 for operations**

The 2021 DEM budget increase will primarily be used to fund the FTE Coordinator position. Law changes in 2017 have mandatory requirements for DEM to meet by 2022, including participation in the 2022 statewide Cascadia Earthquake Exercise. Staffing levels must be increased in order to meet the program requirements by 2022 or Lewis County may not be in compliance with Federal laws.

Andy Caldwell said Emergency Management needs additional help to stay caught up with state and federal mandates.

Commissioner Stamper, Commissioner Fund and Commissioner Jackson approved the increase.

**Coroner: \$357,613 for salaries / benefits for five new positions (two Senior Deputy Coroners and three Deputy Coroners)**

Warren said he'd like five deputy coroners. Becky noted that the Coroner would save roughly \$50,000 in casual help with the addition of five FTEs. She said five FTEs would be a net increase of roughly \$300,000 to the budget.

Jonathan Meyer said the PA's Office would commit some funds to help cover costs associated with controlled substance deaths, which account for roughly 10 percent of the Coroner's Office's cases.

Commissioner Stamper suggested approving 1.5 new positions, with a review mid-year.

Warren said the deputy coroners pay for their five-year certification (\$500) and uniforms out of pocket.

Commissioner Stamper suggested approving 1.5 new FTE positions, with a review mid-year that could lead to the increase to two FTEs.

Commissioner Stamper asked for documentation regarding certification costs.

Commissioner Stamper suggested having the county pay for the certification. Daleyn Coleman noted that reimbursement for the training already is a county policy.

~~Commissioner Stamper, Commissioner Fund and Commissioner Jackson approved two new positions using the funds the PA discussed for 1.5 position, effective Jan. 1, 2021, with a review mid-year.~~

**Jail: \$22,857 for medical contract costs**

The costs for NaphCare services increase each year.

Commissioner Stamper, Commissioner Fund and Commissioner Jackson approved the increase.

### **Coronavirus Relief Funds**

Becky said the county still is looking at a Nov. 30 deadline, while Public Health & Social Services is still looking at a Dec. 30 deadline.

Becky said Breeze was unable to complete its project and is turning back \$100,000. She discussed possible ways in which to reallocate those funds before the deadline, including holding onto the funding to cover COVID-19 response, noting that Commerce has indicated that public safety salaries are eligible for CRF allocations.

Meeting adjourned at 5 p.m.

## Daleyn Coleman

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**From:** Warren McLeod  
**Sent:** Tuesday, May 7, 2019 1:13 PM  
**To:** Daleyn Coleman; Dawn Harris; Steve Walton  
**Subject:** Staffing

Hey all,

I just wanted to outline for Daleyn the staffing consideration for when she is looking at our options.

Right now M-F 8a-4pm is covered by an on call deputy who gets paid \$25 on call pay for the shift. In many cases the deputies are coming in and covering the office (answering phones, etc.). Is this the same as their volunteering to do what they get paid to do? For example \$25 is only for their on call time so any hours put in at the office would be considered volunteer correct? I think we need to stop this practice by the deputies.

With that in mind and stopping that practice of day shift folks covering the office with no hourly pay would mean we are not able to function even at bare minimum. What happens during day shift is the phone rings constantly, there are faxed forms for deaths that had occurred in facilities (not requiring a scene response) that then have to be entered into the system, assigned case numbers, etc. There is also the releasing of decedent's that occur during day shift. Dawn is here M-Thursday 9-5 but she has admin duties that only she can do and if she gets pulled off those duties to do the daily activities described above the admin goes by the wayside.

We could pay deputies 3 hours per day for day shift and have them cover the office for three hours but that would increase our extra help budget costs and would also affect the actual hours worked factor we talked about today.

For consideration:

Two full time deputies 1 for day shift M-F & 1 for Swing shift M-F would alleviate those issues and increase the efficiency of the office as the swing shift deputy would be paid to be in the office on duty for the 4-12 shift rather than at home on call like they are now.

The remaining shifts: 12-8a M-F and Sat/Sun (24 hour shifts) would be covered by extra help/casual and myself/Dawn.

For vacations or sick time Dawn and I could then jump in to cover shifts for the full timers.

I am just offering the scenario without budgetary considerations but from the standpoint of what is needed to effectively run the office with staff.

Starting in June and for the rest of the year we are eliminating the paid on call supervisor for the weekends (Dawn and I will cover those) thus resulting in a \$2800 savings for the remainder of the year (almost an entire month's payroll) and with me covering 6- 24 shifts per month that would decrease our extra help budget by \$3150 for the rest of the year.

In subsequent years it would be a savings of \$5400 for me covering the 24 hour shifts and \$5200 for the on call weekend supervisors. (\$10, 600). This would be a great savings but it results in Dawn and I working 7 days a week (as on call supervisor) and me working 144 hours additional to my time in the office.

Saving money is wonderful but when you look at the time it requires us to put in it does not seem worth it or fair.

I just wanted to give you more facts/figures to cloud your brain as you look at the staffing issues ha ha. Please let me know if you have any questions or comments.

Warren McLeod, MA, D-ABMDI  
Lewis County Coroner  
360-740-1376

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## Daleyn Coleman

---

**From:** Bobby Jackson  
**Sent:** Friday, July 24, 2020 10:42 AM  
**To:** Steve Walton; Daleyn Coleman  
**Subject:** Fwd: Letter regarding casual help

FYI..just passing it along.  
[Get Outlook for iOS](#)

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**From:** Jason Baker <jason.baker@lewiscountywa.gov>  
**Sent:** Thursday, July 23, 2020 11:55 PM  
**To:** Bobby Jackson  
**Subject:** Letter regarding casual help

Dear Bobby,

Regarding the designation 'Extra Help' for the staff of the Coroner's office. Much has been made of the topic in the office as it pertains to the job and functionality of our office. It seems in my view that the title classification should have been retired in the few years after it was requested, by the then coroner in the 1950's. The reason I say this is it denoted that the position was short term, temporary, and not professional. All of us who have worked or are working in this office are professional, as we are held to professional standards by internationally recognized agencies, that this office holds accreditations with, showing that we meet the professional standards set forth to hold accreditation with those agencies.

We are classified by the county as casual help, yet we are deputy coroners providing medicolegal death investigations. We have been trained as such, with some of us accredited; most have extra schooling and training as our duties necessitate such. When we are working cases with law enforcement they defer to us as the experts: they wait for us to arrive so we can provide our professional expertise in medicolegal death investigation. They often ask us for a professional opinion as to what we think may have happened; more than a few of the officers we work with have had some training through our office. Yet we are given such a generic non-specific title, one would think anyone could do the job... When people acknowledge what it is we do generally we get a response of "I couldn't do your job," "it must be difficult at times," or "how do you do your job." Which denotes some emotional understanding of the job we perform to the general public, not necessarily the technical and professional nature of the careers we have chosen to embark on. It is ridiculous to assume that there is a true understanding of how and what we do based on the emotional response we get from people in the line of duty and performing said 'casual' work.

There are several of us in the office that have more than one job, just so we can try and make ends meet. Most of the time they don't. There is a disparity of the job that needs to be done, the staffing for the minimal amount to do said job, as well as the compensation thereof. I personally have this job, a job at a local parts house, and a business to run. I want to do this job more than the second; I would rather not have two jobs. The economics of the job necessitate having the other, and the business is supposed to be my hobby that pays for itself. That is not the case, however. I am sometimes using the business to help make those pesky ends meet. I had been doing pretty good, I thought. Then COVID -19 came and I have lost a lot of my business for this year and I had just bought new equipment to augment existing. That has seen me in debt for the first time in years.

It wouldn't be too bad if I had one job, but bouncing from one of the three can be taxing enough. So much so it effects my physical health, to the point where it can take me days to recover from several shifts of the jobs in a row. I have empirical data to this point as I have been tracking my physical fitness with an activity watch. It shows how much rest, sleep, stress, etc., I undergo on a daily basis. I have been using it to help me be healthier where I can, but I am finding that the job(s) require much more recovery time than anticipated. This means I need to rest much more, where I

can. The deficit the job(s) put me in is difficult, as it is having a negative impact on me. It is costing my health to make ends meet with three jobs and no real benefits from any, especially the one I value the most, working as a deputy coroner.

While on the subject for deficits, bouncing between three jobs is not my idea of employment satisfaction by any means. It's a battle of run here for so many hours, be on call for this many hours and maybe get a call or five, or work with a client hoping I still have enough energy to finish processing their pictures so as to deliver the product in a reasonable time. It's not enough to have time to do any of the work. Time is the most important and valuable to myself and the others who are classified as 'casual help'. Come to find out when I started at the office I interviewed for a job at McDonalds, they paid more and had more benefits to start than as a deputy coroner in Lewis County... I was floored. Are we not worth our time at a decent wage that affords us time to do a job that requires dedication and attention to detail, working with families in some of the worst times of their lives, treating them and the deceased with the dignity and respect that they deserve. Do we as employees of the County deserve the same, so that we can do this difficult and emotional task that most of us want to do, as we are not in it for the money or the glory? We all want to be adequately compensated for the time and giving up said time to perform said duties. All of what we do is essential, from working a case in the field, working an autopsy, processing hospice paperwork and death certificates, down to just answering phones. That requires staff and the ability to work full time; if we stopped working death care in Lewis County would stop: no processing of cases, hospice, autopsies, death certificates, or anything of the like. Funeral homes would not be able to move forward with cremations or burials without the proper permit that comes from the processing of death certificates. As it stands now we do not have FTE or even PTE to cover the needed tasking in the office, let alone all of the case work that is done on a yearly basis. A survey was done as to what typical salary requirements were in the field that we have chosen to work, and it turns out we are undervalued by 23%! We have had colleagues and friends move on to other jobs as they have families to provide for and bills to pay; some have even moved to doing the same job in other counties that have value added benefits for the time we put in, mental and physical health as well.

It is not just one thing: a title, money, benefits. We are a largely forgotten office that is still dealt with like it was 68 years ago, as it appears to function to the outside observer. But this is not the case.

Warm regards,

Jason Baker

Deputy Coroner  
Lewis County  
360-740-1376

## Daleyn Coleman

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**From:** Warren McLeod  
**Sent:** Monday, July 20, 2020 1:05 PM  
**To:** Bobby Jackson; Edna Fund; Gary Stamper; Erik Martin; Becky Butler; Daleyn Coleman; Dawn Harris  
**Subject:** Follow up

Hello BOCC,

This is a follow up for our conversation during my update last Tuesday. As I said when looking at comparative counties we need to look at the call volumes and not just the population size. As I pointed out Grant County is larger than we are and they handle it with 3 full time staff with one of the being on call 24 hours per day for a week at a time. When we asked how they could do this they reported they do 6 cases a month.

Per our conversation I indicated we can do more than that in a short period of time. Between Friday and today we have handled 13 cases, 8 of which required a deputy coroner to respond to the scene to a comprehensive death investigation. 3 out of the 13 require autopsies.

When the last decedent was brought in this morning we had no storage space left in our cooler at all. The day shift deputy was called in 2 hours early this morning to help with the phone calls that accompany a busy weekend. She then responded to a call in a remote location. Another deputy was brought in to assist with the phones and releasing of decedents where arrangements had been made with a mortuary. Another deputy was called in to process the forensic aspect of the cases. This means we are operating at almost "all hands" today.

I just wanted to illustrate what I meant when I said looking at the number of cases handled is an important part of comparing county coroners. The budgetary impact of all this will be forthcoming with my monthly budget impact report. Thanks all.

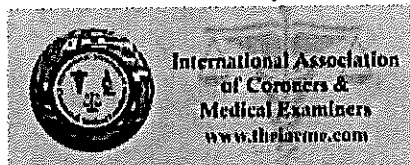
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Lewis County Coroner  
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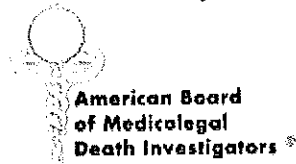
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## Daleyn Coleman

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**From:** Warren McLeod  
**Sent:** Wednesday, January 8, 2020 5:36 PM  
**To:** Daleyn Coleman  
**Subject:** Deputy training  
**Attachments:** Training modules-outline.docx

Here is the training academy materials for training deputies:

80 hours total  
40 classroom  
20 office  
12 Field Training  
4 ride along with law enforcement  
2 observing dispatch

The additional certification from the American Board of Medicolegal Death Investigators consists of 620 hours of death investigation required before applying/\$50 app fee./ Being signed off on 300 skills/knowledge areas by a certified ABMDI person/once that is submitted the written exam is scheduled at \$450 (online at a proctored site). The written exam is 4 hours and you must pass with 80% or better.

The ABMDI Certification is nationwide and means that you are certified to conduct death investigations following established standards. To keep the certification you must get 45 hours of CE in five years.

Our office accreditation through the IACME requires at least the Coroner/ Chief to be ABMDI certified and at least ½ half of staff. We are. I used to require the certification within 1 year but since there is no money in our budget for this I cannot demand people pay \$500 for the certification when it gets them \$1 more per hour (wooo).

The state Coroner Association last legislative session passed a bill that raised the fees on certificates collected that will go towards a WA State Coroner/ME training academy. This legislative session our priority bill is to mandate that all offices and personnel go through the training and be certified.

The grant we have applied for every year since 2011 and have received every year but one is now requiring the office to IACME accredited to even apply for a grant.

I hope this info helps and I will see you tomorrow (or today when you read this at 1000).

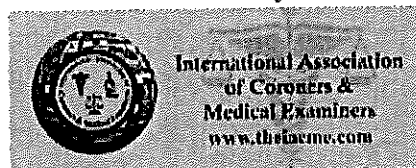
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Training modules: 71 hours  
Reserve Deputy Coroner Training

Phase I. 31 Hour Medicolegal Death Investigation Course

(T) 06/09/15:

**Module I: 1800-2000:** Introduction (Warren & Dawn)

- Introductions
- Tour of facility
- Mission/visions
- Organizational chart
- Jurisdiction
- Purpose and scope
- Cause and manner
- Policy and Procedure flash drive
- MFI Plan
- IACME/ABMDI

**Module II: 1800-1900:** Public safety agencies (Marc & Dawn)

EMS

- Fire districts
- LE agencies
- Roles/interactions of all agencies
- 911 calls

**Module III: 1900-2000:** Bloodborne pathogens (Marc & Dawn)

- Blood borne pathogens
- PPE

Wrap up and final exam overview

(S) 06/13/15:

**Module IV: 1000-1200:** Anatomy and Physiology I (Dawn & Warren)

- A & P
- Cause and manner

**Module V: 1200-1400:** Anatomy and Physiology II (Dawn)

- A & P
- Post mortem changes

(T) 06/16.15:

**Module VI: 1800-1900:** Preparing to respond (Warren)

- Rotating mortuaries
- Investigative tools and equipment
- Vehicle/MFI trailer
- Radio procedures
- LCCO forms
- Checklist
- Case #
- Contacting LE

**Module VII: 1900-2000:** Arriving at the scene (Warren & Marc)

- Introduce self/identify roles
- LE briefing
- Exercise scene safety/security
- Conduct scene walk through
- Follow laws (related to the collection of evidence-search and seizure)
- Interview families/witnesses

(TH) 06/18/15:

**Module VIII: 1800-1900:** Documenting and evaluating the scene (Warren & Jess)

- Photographs
- Develop descriptive documentation
- Sketches
- Establish probable location of injury/illness

**Module IX: 1900-2000:** Documenting and evaluating the decedent (Jess & Marc)

- Photographs
- Head to toe exam/diagrams
- Preserve evidence (on the decedent)
- Establish decedent ID
- Document post mortem changes/injuries
- Participate in scene debriefing
- Ensure security/dignity of the decedent

(S) 06/20/15:

**Module X: 1000-1200:** Establishing and recording decedent profile information (Warren & Sarah)

- Document discovery history
- Determine terminal episode history
- Document decedent medical history
- Document decedent mental health history
- Document social history

**Module XI: 1200-1400:** Completing the scene investigation (Dawn & Jess)

- A. Maintain chain of custody
  - decedent
  - property
  - medications
- B. Assist family
- C. Perform exit procedures

(T) 06/23/15:

**Module XII: 1800-2000:** Back at LCCO (Warren & Dawn)

- Toxicology
- Fingerprints
- Secondary exam
- Chain of custody lockers
- White boards
- Paperwork/files

-Medical records

(TH) 06/25/15:

**Module XIII: 1800-2000:** Report writing: (Dawn & Jess)

-Spillman (general)

-Reports/content

(S) 06/27/15:

**Module XIV: 1000-1200:** Case Types I (Warren & Dawn)

-NJA/Hospice/Pre-registration

-Naturals

-Motor vehicle collisions

-Drug related

**Module XV: 1200-1400:** Next of Kin (Marc & )

-Progression

-Locating/notifying

-Conducting Follow-up

-LC Chaplaincy

(T) 06/30/15:

**Module XVI: 1800-1900:** Case Types II (Warren & Jess)

-Homicide/suspicious

-Suicide

-In custody

-SUID

**Module XVII: 1900-2000:** Cultural considerations (Jess & Sarah)

-Religious traditions

-Cultural traditions

-Decedent dignity

(TH) 07/02/15:

**Module XVIII: 1800-1900:** Interviewing skills (Warren & Dawn)

**Module IXX: 1900:2000:** Courtroom procedures (Warren)

-Subpoenas

-Professional dress/demeanor

-Testifying in court

(S) 07/04/15: No class!

(T) 07/07/15:

**Module XX: 1800-1900:** Mental health issues (Sarah & Jess)

-Mental illness

-LC Specifics

-Suicide threats

-Critical Incident Stress Management

(TH) 07/09/15:



Lewis County Coroner's Office  
IAC&ME Accredited

Coroner Warren McLeod, MA, D-ABMDI  
Office Location: 585 Center St. Chehalis, WA 98532  
Mailing: 360 NW North St. MS: CORO1 Chehalis, WA 98532  
(360) 740-1376  
Fax (360) 740-1436

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### 2021 BUDGET LIMITATION EXPENDITURE INCREASE REQUEST

The Lewis County Coroner has submitted to the Lewis County Board of County Commissioners (BOCC) a request for a budget increase for 2021 in the amount of \$375,000 to change the status of current Deputy Coroners from casual help to Full Time Employees (FTEs).

On March 11, 1967 The Coroner's Office appointed its first Deputy Coroner and this was a non-paid volunteer position because the Coroner budget did not provide payment for a Deputy so the position would either be "without pay or the Coroner would personally pay him". The rationale behind this was to assist the Coroner with the duties of the office.

53 years later the position of Deputy Coroner is classified as "casual help" which, by the County Employee Handbook, is defined as "an employee hired to work intermittently or as needed". The maximum pay is \$15.50 per hour. There are currently seven Deputy Coroners who cover 168 hours of on call hours per week, 24 hours per day. These folks are committed to making a difference in their community by performing this emotionally and physically difficult work. They are far from working intermittently or as needed as they have been doing the work for many years as outlined below:

- 9 years (1)
- 7 years (1)
- 6 years (1)
- 2.5 years (1)
- 2 years (2)

The role of the Deputy Coroner is to conduct medicolegal death investigations, which is both medical and legal in nature. These investigations include:

- Responding to scenes (residences, freeways, wooded areas, on surfaces of bodies of water)
- Interviewing first responders and family/friends to obtain facts
- Documenting the scene with photos/sketches/notes
- Conducting complete head to toe physical examinations of decedents
- Documenting the decedent with photos/diagrams
- Providing families with all necessary information regarding their next step
- Arranging/supervising transport of the decedent to the appropriate facility

At the LCCO:

- Drawing biological samples (toxicology/Covid-19)
- Fingerprinting the decedent
- Appropriately storing the decedent
- Locating and notifying the legal next of kin (sometimes involving many hours/days to find next of kin)
- Working to get the decedent positively identified (viewing/fingerprints/dentals/DNA)
- Ordering medical records/speaking with physicians
- Completing a comprehensive investigative report

Candidates for Deputy Coroner must have a minimum of two years conducting death investigations or have two years' experience as a Reserve Deputy Coroner (our volunteer program).

Once hired they undergo an 80 hour training program that includes classroom, ride along with law enforcement, observation with Central Dispatch, office hours and field training with a Field Training Officer (FTO).

Deputy Coroners are must have or be able to obtain national certification through the American Board of Medicolegal Death Investigators (ABMDI). This requires 640 hours of death investigation just to apply for the process. They must demonstrate competency/knowledge of 300 hands on skills and pass a four hour examination. Out of the 7 "casual" Deputies 3 hold this certification. The budget does not support the office paying for the \$400 cost of the certification so many of the staff have paid for this themselves.

The office provides one set of the required uniforms a year for staff so many end up buying their own. They use their own cell phones (get a \$50 per month stipend as part of their regular taxable pay).

Deputy Coroner are scheduled to work 8 hours shifts (M-F) and 24 hour shifts on the weekends. They are given an on call stipend of \$25 for 8 hours and \$50 for a 24 hour shift. If they get called out they are paid an hourly rate that ranges from \$13.50-\$15.50 per hour and no benefits at all. This is the "casual employee" pay rate that applies to employees who have no experience or specialized training.

I have submitted this budget limitation expenditure request because it is time the County recognized these Deputy Coroners as professionals who possess a unique set of training and skills doing a job that not many people would want to and certainly would not be able to do.

Expecting people to meet established standards also requires that they are compensated at a rate that is commensurate with what training they have received and the very nature of the job they do.

The staff has demonstrated their willingness to serve the community and be an integral part of the investigative process with all first responders, law enforcement agencies and the Prosecutor's Office.

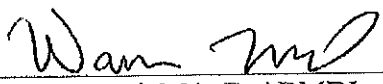
The International Association of Coroners/Medical Examiners (IAC&ME), in our last accreditation audit, recommended that staff be full time so as to increase the level of existing professionalism and standards.

With the exponential increase in drug overdoses our office has been working closely with law enforcement agencies at the local and federal level as well as the Prosecutor's Office in obtaining data and evidence that can be used to prosecute the dealers who are providing the drugs that are killing so many people.

This request is supported by:

Lewis County Sheriff's Office  
Lewis County Prosecutor's Office  
Lewis County Fire Chief's Association  
Centralia Police (JNET)  
Chehalis Police  
Napavine Police  
Toledo Police  
Winlock Police  
Morton/Mossyrock Police  
Dr. Emmanuel Lacsina M.D., Forensic Pathologist  
Dr. Megan Quinn, M.D., Forensic Pathologist  
Dr. Stanley Adams, M.D., Forensic Pathologist

I urge the BOCC to approve this request so that the county can continue to benefit from the experience, training and dedication of these fine employees.

  
\_\_\_\_\_  
Warren McLeod, MA, D-ABMDI  
Lewis County Coroner



**Robert R. Snaza**  
Sheriff

OFFICE OF THE LEWIS COUNTY  
**SHERIFF**

345 W. Main Street  
Chehalis, WA 98532-1900  
Phone: (360) 748-9286 • Fax: (360) 740-1476 • TDD: (360) 740-1480  
[www.lewiscountywa.gov/sheriff](http://www.lewiscountywa.gov/sheriff)

**"Public Safety through Professional Service"**

**Wes H. Rethwill**  
Undersheriff

**Dustin G. Breen**  
Field Operations Chief

**Chris J. Sweet**  
Corrections Chief

**Kevin M. Engelbertson**  
Special Services Chief

October 2, 2020

Lewis County Board of County Commissioners  
Attn: Gary Stamper, Chairman

**RE: Letter of Support – Coroner's Office**

Commissioners:

This letter is in support of Lewis County Coroner Warren McLeod's request for an increase in full-time staff, along with an increase in their base pay.

As you are all aware, over the last several years the Coroner's Office has generally been operated by the elected coroner and one full-time staff member. The Coroner's Office functions 24/7 year around with part-time deputy coroners assisting in responding to all death cases in Lewis County.

Since taking office, I can personally testify the Coroner's Office staff is stretched thin. Often times you will see Coroner McLeod responding himself to many of the death investigations, simply because he has no one else to respond. With the current increase in death investigations we have seen over the last few years, operating like this cannot continue.

In order for Coroner McLeod to keep up with the increase in investigations, he has been able to employ six deputy coroners, who are working multiple shifts for minimal pay as "Casual Help". I find this troubling since the pay for casual help is between \$13.50 and \$15.50 an hour, similar to what a part-time casual employee with no experience would make elsewhere in county government. These individuals are being asked to be highly trained and investigate/handle some of the most sensitive scenes anyone can imagine, all for little pay. These individuals are further being asked to attend training, often times at their own expense, in order to be certified as deputy coroners.

Initially, an individual starting as a deputy coroner receives approximately 80 hours of training, which includes classroom, ride-alongs, office and field training with an experienced Field Training Officer. In addition, three deputy coroners have obtained certification with the American Board of Medicolegal Death Investigation. This

**Lewis County Sheriff's Office Mission Statement:**

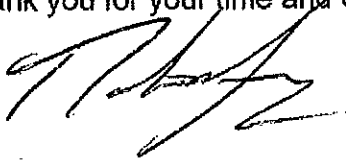
Being a committed community partner, providing professional service to enhance the safety, security, and quality of life in Lewis County.

certification requires a minimum of 640 hours of death investigation experience to even apply. They must demonstrate a competency/knowledge of over 300 hours of hands-on training, and complete a four hour written exam covering all aspects of death investigations. Often times, the individual will pay the \$400 themselves to take the exam because of the limited budget for the Coroner's Office.

I have had the opportunity to work with many of the deputy coroners since becoming Sheriff. I have found the coroner's staff to be highly professional, compassionate, and well trained. They represent Lewis County in the upmost competent manner and are committed to making a difference in their community. In order to continue to keep these vital professionals and experienced staff, it is important the County recognize these individuals for their expertise by staffing the office and paying them accordingly.

I would ask you, as Commissioners, to recognize there is a difference between a casual part-time employee working for the County and a deputy coroner. Further, I ask you to consider adding additional full-time deputy coroners to the payroll, and increasing deputy coroners' pay to compensate them for the critical, professional, and highly trained work they perform.

Thank you for your time and consideration,

A handwritten signature in black ink, appearing to read 'R. Snaza', written in a cursive style.

Robert R. Snaza, Sheriff



## Lewis County Prosecuting Attorney's Office

345 W. Main Street, 2<sup>nd</sup> Floor  
Chehalis, WA 98532  
Phone: (360) 740-1240  
Fax: (360) 740-1497  
TDD: (360) 740-1480

September 21, 2020

Board of County Commissioners  
Lewis County Board of County Commissioners  
351 NW North Street  
Chehalis, WA 98532

County Commissioners:

I am writing to express my concern regarding the lack of funding that has been provided to the Lewis County Coroner's Office. Suffice it to say, the Board of County Commissioners has failed to adequately fund the Lewis County Coroner's Office. Fortunately, the Lewis County Coroner, and his dedicated staff, have limped through on inadequate funding and done an outstanding job in the service to the citizens of Lewis County. In addition, the Lewis County Coroner's Office has established and fostered productive relationships with other similar Offices, law enforcement, and Prosecutors locally, throughout the state, and across the nation. Such relationships are vital as we all attempt to address the myriad of issues faced.

Despite obvious deficiencies in funding, the Board continues to drag its feet in addressing this matter. In 2018, the Lewis County Coroner's Office responded to nine (9) overdose deaths. Fortunately, there were seven (7) in 2019. However, year-to-date in 2020, there have been 19 confirmed drug-related deaths, and there are additional cases currently pending. It is likely each of these involve a ~~Controlled Substance Homicide~~. However, the Coroner's ability to investigate these matters is hampered by a lack of resources.

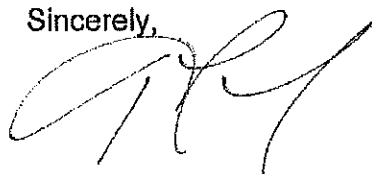
As this Office has done before (i.e. experts, expedited lab testing, regional training, etc.) with other Offices, when the Board has failed or refused to act, this Office will be identifying available funds to address the County's failure. It is believed this Office will be able to provide approximately \$50,000 in funding to the LCCO should the County, again, fail to properly fund the Coroner's Office. This would be reviewed on a yearly basis as this Office reviews what, if any, action the Board takes to remedy the situation created by its inaction.

**It is the Mission of the Lewis County Prosecutor's Office to zealously seek justice in all criminal matters, consistently promote public confidence in the legal system, and diligently represent county government while adhering to the highest ethical and moral standards.**

These are monies that, frankly, are intended for use within this Office. However, this Office understands and appreciates the needs of the Coroner's Office and the importance of the services they provide to those within Lewis County. In addition, the Coroner's Office is a valued partner in the efforts of this Office to hold those accountable that are providing illegal controlled substances to others in this community. While this will not satisfy the complete needs of the Coroner's Office, it, hopefully, will prompt the Board to do something productive towards finally addressing this issues that have long been known to the Board.

If you have any questions, please do not hesitate to contact this office.

Sincerely,

A handwritten signature in black ink, appearing to read 'JLM', with a large, sweeping flourish extending to the right.

JONATHAN L. MEYER  
Prosecuting Attorney

JLM/bsb



# LEWIS COUNTY FIRE CHIEFS' ASSOCIATION



**PRESIDENT: GREGG PETERSON**  
**360-880-4552**  
**SECRETARY: KEVIN ANDERSON**  
**360-269-5347**


**VICE PRESIDENT: KEN CARDINALE**  
**360-669-9392**  
**TREASURER: ED FULTZ**  
**360-269-0077**

September 8, 2020

Board of County Commissioners,

The provision of public service can be a challenging task, even more challenging with inadequate resource levels of personnel and equipment. The Lewis County Coroner's Office provides a vital, and often underestimated service to our community. Elements of this service include the obvious caretaking of deceased citizens and investigation of the circumstances surrounding death but also include the lesser understood interaction with family members, logistical support of transferring care of the decedent's body and administrative functions of data collection and reporting- not to mention ongoing continuing education. The current allocation of funding to provide resources to staff these functions via an 'on-call' arrangement is inadequate to meet the current service level demands of the Coroner's Office. Any failure in providing a service to appropriately address the needs of citizens during one of their darkest periods of losing a loved one is unacceptable.

The Lewis County Fire Chiefs' Association emphatically supports the Coroner's Office funding request for monies to support adequate full-time staffing to provide the necessary level of service. Many, if not all, of our members have seen first hand the positive impact a properly supported Coroner's Office response can have at an incident, and unfortunately have also seen the negative impact an inadequate response can have in supporting the needs of our citizens.

  
\_\_\_\_\_  
Gregg Peterson, President  
Lewis County Fire Chiefs Association



**Centralia Police Department**  
118 W. Maple Street / P.O. Box 609  
Centralia, Washington 98531

**Stacy Denham, Chief of Police**  
Phone 360-330-7680  
[cpd@cityofcentralia.com](mailto:cpd@cityofcentralia.com)

October 6, 2020

Board of County Commissioners  
351 NW North Street  
Chehalis, WA 98532

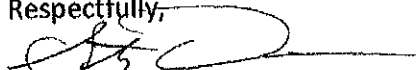
Dear Commissioners,

This letter supports the Lewis County Coroner, Warren McLeod, to change his part-time staff to fulltime. I have been a full-time Police Officer in Lewis County for over twenty-six (26) years and have responded to hundreds of calls involving deceased individuals. The majority of these cases are natural deaths and drug overdoses. Each of these cases requires the Coroners' Office to respond and take over the investigation of the remains. The Deputy Coroners' professionalism who respond to these scenes is not taken lightly and can make or break a potential homicide investigation.

As the controlling agency in the Joint Narcotics Enforcement Team (JNET), we work with the Coroner's Office to identify trends in overdose cases. As you are probably aware, JNET has been working with Warren McLeod and his part-time team to locate those supplying the illegal drugs and bring them to justice. However, this is not an easy task by any means as we have already topped twenty-five drug overdoses this year. All members of JNET are committed to finding these dealers who are preying on those who are battling with addiction for their own greed and leaving death in their wake.

As we move forward in these drug overdose investigations, along with all death investigations, the Coroner's Office is the hinge-pin of information that assists all detectives in putting the pieces together for successful prosecutions. Under the Coroners' Office's current staffing model, the needed information may not be readily available and given their call load; valuable evidence may be overlooked, no matter how professional they may be. I would encourage you to consider funding the Coroner's request to staffing his office with full-time employees that are even better trained and more accessible to other agencies and families who need them the most.

Respectfully,

  
Stacy Denham,  
Centralia Police Chief



# City of Chehalis Police Department

Glenn R. Schaffer, Chief

350 N. Market Blvd. Chehalis, WA 98532  
360-748-8605, fax 360-748-1513



Board of Lewis County Commissioners:

September 8, 2020

Commissioners,

Until this year, I never realized the Lewis County Coroner's Office was not staffed by full-time deputy coroners. This came as a surprise to me considering how vital their work is and what an important service they provide both in criminal investigations, and as support and aid to the families of Lewis County who have lost a loved one.

As a police chief I am intimately aware of the struggles of keeping qualified staff and making them available 24/7 for this community, doing so with part-time staff is unimaginable. With that, I do not hesitate in offering my support to Coroner Warren McLeod in his efforts to staff the Lewis County Coroner's Office with full-time employees.

The cooperation between law enforcement and the coroner's office is critical. Warren's commitment to his duty and to this community is unmatched, and the care he and his staff provided my family this year has been above and beyond anything we could ask for. I implicitly trust his judgement on this request, and as the Police Chief and as a citizen of Lewis County I believe it to be a very worthwhile investment for the county to make.

Sincerely,

A handwritten signature in black ink that reads "Glenn Schaffer".

Glenn Schaffer  
Police Chief



# NAPAVINE POLICE DEPARTMENT

*Chris Salyers, Chief of Police*

*Judy Godbey, Executive Asst. to the Chief of Police*

RECEIVED

Board of County Commissioners  
Lewis County Washington

SEP 24 2020

ORIGINAL

September 22, 2020

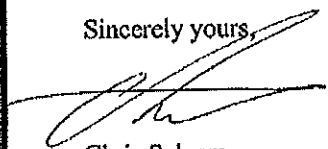
Lewis County Commissioners  
351 NW North St  
Chehalis, WA 98532

Dear Commissioners,

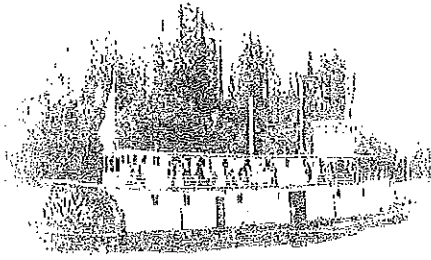
This letter is to express our agency's support for additional funding for the Lewis County Coroner's Office. We feel with an increased level of staffing and additional resources, not only would they better serve our community but it would make law enforcements' job more efficient. We have worked closely with their agency on many occasions and feel the increase in funding would benefit all agencies involved. The coroner's office employees provide the empathy and support to the citizens within our cases and given more resources, it would ensure they have the capacity to perform this to the level that the community deserves.

Thank for taking the time to consider our words of support. If you have any questions, please feel free to contact myself or our agency.

Sincerely yours,



Chris Salyers  
Chief of Police



# *City of Toledo*

City Hall  
P.O. Box 236 • 130 N. 2nd Street  
Toledo, WA 98591

Clerk  
(360) 864-4564  
Police  
(360) 864-6041  
Water-Sewer-Streets  
(360) 864-4565

September 8, 2020

To Whom it May Concern:

I am writing this letter in support of the Lewis County Coroner's Office. Currently, the coroners are not working at a full-time status; which limits them in so many ways. Due to the growing use of this agency and the constant need for them to be available at all times. I would be in support to look at a full-time option for this agency.

Thank You,

John Brockmueller  
Chief of Police

**PACIFIC NORTHWEST FORENSIC PATHOLOGISTS, P.S.**  
**5813 49<sup>th</sup> Street Court West**  
**Tacoma, WA 98467**

**Emmanuel Q. Lacsina, M.D.**  
**Forensic Pathologist**

October 9, 2020

Board of Lewis County Commissioners  
Edna Fund, District 1  
Bobby Jackson, District 2  
Gary Stamper, District 3  
351 NW North Street  
Chehalis, WA 98532

Dear Commissioners,

I am writing this letter in support of Coroner Warren McLeod's request to hire full time medico-legal death investigators.

I am a forensic pathologist who has been providing forensic autopsies and consultations for the Lewis County Coroner's Office for several years. During this period and at the present time, the office has been staffed with part time investigators (deputy coroner). Over the years the workload has substantially increased with cases becoming more complex. The hiring of full time deputies will provide better coverage and will improve the consistency of investigative information which is crucial for the forensic pathologist to accurately determine cause and manner of death. I believe that full time investigators are necessary to provide the county the best possible medico-legal death investigation.

I hope you will consider the request favorably. If you have any questions, feel free to contact me (253-377-1824).

Respectfully,

  
Emmanuel Q. Lacsina, M.D.  
Forensic Pathologist

Cc: Warren McLeod  
Lewis County Coroner