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# Office of the Chief Medical Examiner

**www.ocme.dc.gov**  
**Telephone: 202-698-9000**

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<b>Description</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Approved</b>	<b>FY 2011 Proposed</b>	<b>% Change from FY 2010</b>
Operating Budget	\$9,431,690	\$8,638,441	\$7,668,171	-11.2
FTEs	66.5	79.0	72.0	-8.9

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The mission of the Office of Chief Medical Examiner (OCME) is to ensure that justice is served and that the health and safety of the public is improved by conducting quality death investigations and certification, and providing forensic services for government agencies, health care entities, and grieving families.

## **Summary of Services**

OCME provides forensic services to local and federal government agencies, health care providers, institutions of higher learning, and citizens in the District and metropolitan area. Forensic services include: forensic investigation and certification of certain deaths—those occurring as a result of violence (injury), as well as those that occur unexpectedly, without medical attention, in custody, or pose a threat to public health; review of deaths of specific populations;

grief counseling; performance of a full range of toxicological examinations; cremation approvals; and public disposition of unclaimed remains. For more information on the agency's powers and duties, please refer to District of Columbia Official Code Sections 5-1401 to 5-1418.

The agency's FY 2011 proposed budget is presented in the following tables:

## FY 2011 Proposed Gross Funds Operating Budget, by Revenue Type

Table FX0-1 contains the proposed FY 2011 agency budget compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

**Table FX0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
<b>General Fund</b>						
Local Funds	9,005	9,170	8,364	7,400	-964	-11.5
Special Purpose Revenue Funds	161	210	274	268	-6	-2.2
<b>Total for General Fund</b>	<b>9,166</b>	<b>9,380</b>	<b>8,638</b>	<b>7,668</b>	<b>-970</b>	<b>-11.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0	52	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>9,166</b>	<b>9,432</b>	<b>8,638</b>	<b>7,668</b>	<b>-970</b>	<b>-11.2</b>

\*Percent change is based on whole dollars.

**Note:** If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2011 Proposed Full-Time Equivalents, by Revenue Type

Table FX0-2 contains the proposed FY 2011 FTE level compared to the FY 2010 approved FTE level by revenue type. It also provides FY 2008 and FY 2009 actual data.

**Table FX0-2**

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change
<b>General Fund</b>						
Local Funds	60.0	65.4	77.0	70.0	-7.0	-9.1
Special Purpose Revenue Funds	0.0	1.1	2.0	2.0	0.0	0.0
<b>Total for General Fund</b>	<b>60.0</b>	<b>66.5</b>	<b>79.0</b>	<b>72.0</b>	<b>-7.0</b>	<b>-8.9</b>
<b>Total Proposed FTEs</b>	<b>60.0</b>	<b>66.5</b>	<b>79.0</b>	<b>72.0</b>	<b>-7.0</b>	<b>-8.9</b>

## FY 2011 Proposed Operating Budget, by Comptroller Source Group

Table FX0-3 contains the proposed FY 2011 budget at the Comptroller Source Group (object class) level compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

**Table FX0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
11 - Regular Pay - Cont Full Time	4,794	4,873	5,712	5,319	-393	-6.9
12 - Regular Pay - Other	226	285	296	185	-111	-37.5
13 - Additional Gross Pay	245	313	210	301	90	43.0
14 - Fringe Benefits - Current Personnel	911	952	1,048	1,051	3	0.3
15 - Overtime Pay	164	173	40	18	-22	-55.7
<b>Subtotal Personal Services (PS)</b>	<b>6,340</b>	<b>6,597</b>	<b>7,306</b>	<b>6,873</b>	<b>-433</b>	<b>-5.9</b>
20 - Supplies and Materials	371	273	101	182	81	80.3
30 - Energy, Comm. and Building Rentals	124	253	136	0	-136	-100.0
31 - Telephone, Telegraph, Telegram, Etc.	122	90	123	0	-123	-100.0
32 - Rentals - Land and Structures	3	11	0	0	0	N/A
33 - Janitorial Services	57	44	99	0	-99	-100.0
34 - Security Services	666	410	51	0	-51	-100.0
35 - Occupancy Fixed Costs	146	150	175	0	-175	-100.0
40 - Other Services and Charges	577	760	324	515	191	59.0
41 - Contractual Services - Other	315	363	284	65	-219	-77.1
70 - Equipment and Equipment Rental	446	482	39	33	-6	-16.4
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>2,826</b>	<b>2,835</b>	<b>1,332</b>	<b>795</b>	<b>-538</b>	<b>-40.3</b>
<b>Gross Funds</b>	<b>9,166</b>	<b>9,432</b>	<b>8,638</b>	<b>7,668</b>	<b>-970</b>	<b>-11.2</b>

\*Percent change is based on whole dollars.

### Division Description

The Office of the Chief Medical Examiner operates through the following 5 divisions:

**Death Investigations & Certification Division** - is responsible for forensic pathology, forensic investigation and mortuary services. Forensic pathology involves conducting decedent examination, certifying the cause and manner of death and providing that information to next of kin and law enforcement, as well as designated government entities and interested parties. Forensic investigation includes evidence-gathering, medical interpretation, and provision of infor-

mation to aid in the determination of the cause and manner of death. The purpose of mortuary services is to provide body disposition and autopsy support to forensic pathology staff and the funeral industry.

This division contains the following 3 activities:

- **Forensic Pathology** - provides in a timely manner, decedent external and/or internal examination, documentation (i.e., medical transcription) and analysis services to law enforcement, government agencies, interested parties, and families to determine and understand the cause and manner of death;

- **Forensic Investigations** - provides information and evidence gathering and medical interpretation services to OCME, law enforcement agencies, legal counsel, and the community to identify decedents and determine the cause and manner of death; and
- **Forensic Support Services** - provides body disposition and autopsy support services to OCME, the funeral industry, and the public so that they can have a body that is properly prepared for autopsy or disposition in a timely manner.

**Forensic Toxicology Division** - maintains standards of practice for the detection, identification and quantization of alcohol, drugs and other toxins in biological specimens. The laboratory provides scientific support services to OCME in order that the agency may provide accurate death investigation and certification information in a timely manner to next of kin, law enforcement agencies, legal counsel, and the community when required.

This division contains the following activity:

- **Laboratory Services** - provides scientific support services to OCME, law enforcement, legal counsel and the community so that they can obtain access in a timely manner to accurate and complete data and information; and provides services to various external government entities regarding specified types of testing.

**Fatality Review Division** - reviews the circumstances of the deaths of individuals within certain populations, including their interaction with District government services. The purpose of the reviews is to provide analysis and recommendations to the public and District entities serving defined populations so that they can address systemic problems, provide better services, and be held accountable. The current Fatality Reviews include the Child Fatality Review Committee (CFRC) and Developmental Disabilities Fatality Review Committee (DD FRC).

This division contains the following activity:

- **Child Fatality Review Committee** - provides review and analysis services to District entities serving defined populations and to the public so that they can address systemic problems, provide better services, and be accountable.

**Agency Financial Operations** - provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

**Agency Management Program** - provides administrative support and the required tools to achieve operational and programmatic results. This division is standard for all performance-based budgeting agencies.

### **Division/Program Structure Change**

In FY 2011, the agency will convert to division-based budgeting. The proposed division/program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at [www.cfo.dc.gov](http://www.cfo.dc.gov) on the Annual Operating Budget and Capital Plan page.

## FY 2011 Proposed Operating Budget and FTEs, by Division and Activity

Table FX0-4 contains the proposed FY 2011 budget by division and activity compared to the FY 2010 approved budget. It also provides FY 2009 actual data.

**Table FX0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
<b>(1000) Agency Management Program</b>								
((1010) Personnel	373	462	165	-298	2.8	4.0	2.0	-2.0
(1015) Training	12	0	0	0	0.1	0.0	0.0	0.0
(1017) Labor Management	17	5	0	-5	0.1	0.0	0.0	0.0
(1020) Training	257	289	295	5	2.9	3.0	4.0	1.0
(1030) Property Management	451	620	16	-605	1.0	1.0	0.0	-1.0
(1040) Information Technology	263	345	393	48	1.7	3.0	3.0	0.0
(1050) Financial Management	96	109	0	-109	0.5	1.0	0.0	-1.0
(1055) Risk Management	13	0	0	0	0.1	0.0	0.0	0.0
(1070) Fleet Management	253	33	42	9	1.0	0.0	0.0	0.0
(1080) Communications	448	323	0	-323	6.4	6.0	0.0	-6.0
(1085) Customer Service	303	318	184	-134	4.4	5.0	3.0	-2.0
(1090) Performance Management	82	211	801	590	1.0	2.0	6.0	4.0
<b>Subtotal (1000) Agency Management Program</b>	<b>2,568</b>	<b>2,716</b>	<b>1,895</b>	<b>-821</b>	<b>22.0</b>	<b>25.0</b>	<b>18.0</b>	<b>-7.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	0	0	119	119	0.0	0.0	1.0	1.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>0</b>	<b>0</b>	<b>119</b>	<b>119</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>
<b>(2000) Death Investigations/ Certifications</b>								
(2100) Forensic Pathology	2,531	1,886	1,582	-304	9.6	11.0	9.0	-2.0
(2200) Forensic Investigations	1,370	1,508	1,732	224	9.2	14.0	17.0	3.0
(2300) Mortuary Services	1,082	1,161	0	-1,161	12.4	15.0	0.0	-15.0
(2301) Forensic Support Services	0	0	1,212	1,212	0.0	0.0	14.0	14.0
(2400) Laboratory Services	659	845	0	-845	5.7	8.0	0.0	-8.0
(2500) MRDDA	24	2	0	-2	0.4	0.0	0.0	0.0
<b>Subtotal (2000) Death Investigations/ Certifications</b>	<b>5,665</b>	<b>5,401</b>	<b>4,526</b>	<b>-876</b>	<b>37.3</b>	<b>48.0</b>	<b>40.0</b>	<b>-8.0</b>

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**Table FX0-4 (continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
<b>(3000) Fatality Review Committees</b>								
(3100) Child Fatality Review Committee	1,096	521	292	-229	6.2	6.0	3.0	-3.0
(3300) Domestic Violence Review Committee	103	0	0	0	1.0	0.0	0.0	0.0
<b>Subtotal (3000) Fatality Review Committees</b>	<b>1,199</b>	<b>521</b>	<b>292</b>	<b>-229</b>	<b>7.2</b>	<b>6.0</b>	<b>3.0</b>	<b>-3.0</b>
<b>(4000) Forensic Toxicology</b>								
(4100) Forensic Toxicology Lab	0	0	837	837	0.0	0.0	10.0	10.0
<b>Subtotal (4000) Forensic Toxicology</b>	<b>0</b>	<b>0</b>	<b>837</b>	<b>837</b>	<b>0.0</b>	<b>0.0</b>	<b>10.0</b>	<b>10.0</b>
<b>Total Proposed Operating Budget</b>	<b>9,432</b>	<b>8,638</b>	<b>7,668</b>	<b>-970</b>	<b>66.5</b>	<b>79.0</b>	<b>72.0</b>	<b>-7.0</b>

(Change is calculated by whole numbers and numbers may not add due to rounding.)

**Note:** For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary By Activity** in the **FY 2011 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2011 Proposed Budget Changes

**Intra-Agency Adjustments:** OCME's nonpersonal services (NPS) budget is being increased by \$168,000 in order to align NPS with FY 2010 actual spending levels. In FY 2010, OCME had to reprogram personal services funds to NPS in order to purchase supplies and equipment for the toxicology and other programs. OCME's FY 2011 NPS budget is sufficient for the agency to continue to meet service expectations; the maximum amount of cost savings have been achieved without harming the agency's application to attain full accreditation from the National Association of Medical Examiners (NAME).

OCME's personal services budget is being increased by \$334,000 to correct the data load in the FY 2010 budget. It is also being increased by \$4,000 to adjust the salaries of certain positions to support the increased workload in light of a reduction in operational positions within the agency.

OCME's FY 2011 special purpose revenue will decrease by \$5,000 to account for a projected decrease in revenue in FY 2011. This projection is based on actual revenue totals in recent years.

**Transfers In/Out:** In FY 2011, \$47,380 will be transferred out to the Office of Contracting and Procurement for the procurement assessment, and \$584,500 in fixed costs and telecom budget will be transferred out to the new fixed cost agency and OFRM.

**Cost Savings:** Nine positions are being frozen or eliminated from OCME's FY 2011 budget, resulting in a net cost savings of approximately \$922,000. All of the positions are vacant. Two positions, the Chief Toxicologist and a medical technologist position, are being frozen as a temporary cost-saving measure and will be filled in FY 2012 if budget conditions improve. OCME has been searching for a Chief Toxicologist since 2009, but a shortage of qualified applicants in a field with competitive salaries has made this a hard-to-fill position. OCME's ultimate goal is to hire a Chief Toxicologist with the proper credentials that will enable it to achieve full accreditation from the National Association of Medical Examiners. In the meantime, its Toxicology Laboratory has been running smoothly and generally meeting its Key

Performance Initiatives; therefore, this position can be frozen until FY 2012. The medical technologist position will staff OCME's new in-house histology laboratory, which will be transferred to the new Consolidated Forensic Laboratory when it opens in FY 2012. Until then, OCME will staff the lab with existing employees and, when necessary, continue to contract out its histology work.

Seven vacant positions are being eliminated in FY 2011: a medical examiner position, a medicolegal investigator position, an autopsy assistant position, a records management specialist, a lead intake assistant, the program manager, and a program specialist of the Fatality Review Unit. The medical examiner position is frozen in FY 2010, but the pathologist staff, including the Deputy Chief Medical Examiner position, is otherwise fully staffed for the first time since 2002. This staffing level of 6 doctors has had many positive benefits for the agency, including an improvement in autopsy reporting times. The vacant medical examiner position, therefore, does not need to be filled in FY 2011. The medicolegal investigation unit is also fully staffed and operating 24 hours a day with current staffing levels. The elimination of the autopsy assistant, records management and intake positions will not affect the functionality of those units. The OCME fatality review unit will retain 3.0 FTEs to support the work of the Child Fatality Review and Mental Retardation and Developmental Disability Fatality Review Committees.

**Protected Programs:** The District remains committed to maintaining OCME's provisional accreditation by NAME and to eventually gain full accreditation. OCME continues to make progress in that regard by eliminating deficiencies identified by NAME. This budget proposal protects OCME's mission critical programs that are central to this effort, even while requiring the agency to operate more efficiently in FY 2011.

## FY 2010 Approved Budget to FY 2011 Proposed Budget, by Revenue Type

Table FX0-5 itemizes the changes by revenue type between the FY 2010 approved budget and the FY 2011 proposed budget.

**Table FX0-5**

(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>LOCAL FUNDS: FY 2010 Approved Budget and FTE</b>		<b>8,364</b>	<b>77.0</b>
Reduce: Eliminate vacant medical examiner, medicolegal investigator and autopsy positions	Death Investigations/Certifications	-334	-3.0
Reduce: Eliminate vacant Fatality Review Unit program manager and specialist positions	Fatality Review Committees	-208	-2.0
Reduce: Eliminate intake and records management positions	Agency Management Program	-117	-2.0
Reduce: Freeze vacant chief toxicologist position	Forensic Toxicology	-182	0.0
Reduce: Freeze vacant medical technologist position	Death Investigations/Certifications	-81	0.0
Cost Increase: Adjust salaries to include planned PS increases	Multiple Programs	43	0.0
Cost Increase: Adjust personal services to align with historic spending	Multiple Programs	334	0.0
Cost Increase: Adjust salaries to support realignment of positions	Multiple Programs	4	0.0
Cost Increase: Adjust NPS to maintain budget at FY 2010 level	Multiple Programs	168	0.0
Cost Increase: Align fleet assessment with Department of Public Works estimates	Agency Management Program	27	0.0
Cost Increase: Align IT assessment with Office of the Chief Technology Officer estimates	Agency Management Program	20	0.0
Transfer Out: Transfer out fixed cost and telecom budget to new fixed cost agency and OFRM	Multiple Programs	-585	0.0
Transfer Out: Transfer out procurement assessment to Office of Contracting and Procurement	Agency Management Program	-47	0.0
Reduce: Hold salary steps constant	Death Investigations/Certifications	-6	0.0
<b>LOCAL FUNDS: FY 2011 Proposed Budget and FTE</b>		<b>7,400</b>	<b>70.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2010 Approved Budget and FTE</b>		<b>274</b>	<b>2.0</b>
Correct: Align budget to reflect anticipated revenue	Death Investigations/Certifications	-5	0.0
Reduce: Hold salary steps constant	Agency Management Program	-1	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2011 Proposed Budget and FTE</b>		<b>268</b>	<b>2.0</b>
<b>Gross for FX0 - Office of the Chief Medical Examiner</b>		<b>7,668</b>	<b>72.0</b>

## Agency Performance Plan

The agency has the following objectives and performance indicators for its Divisions:

### 1. Offices of the Chief and Administration

**Objective 1:** Maintain high quality office and system operations to support effective medicolegal death investigation, efficient and quality autopsy reporting, and accurate certification of deaths.

### 2. Death Investigation and Certification

**Objective 1:** Provide efficient, timely, and accurate death investigation and certification of cases within the jurisdiction of the agency as statutorily mandated.

## Death Investigation and Certification

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percentage of autopsy reports on homicide cases completed within 60 days	85%	95%	81.25%	N/A	N/A	N/A
Percentage of autopsy reports on non-homicide cases completed within 90 days	77%	95%	75.41%	N/A	N/A	N/A
Percentage of reports of all postmortem examinations completed within 60 calendar days from time of autopsy	N/A	N/A	N/A	90%	90%	90%
Percentage of positively identified bodies ready for release within 48 hours	94%	95%	93.21%	95%	95%	95%
Percentage of primary contacts (case decision for jurisdiction) made within 8 hours of case assignment to investigator	89%	95%	93.21%	95%	95%	95%
Percentage of mortuary scene response within 1 hour of notification that case has been accepted for OCME jurisdiction by an investigator or medical examiner	88%	90%	90.83%	90%	95%	95%

### 3. Toxicology

**Objective 1:** Prepare and submit an application for accreditation of the Toxicology Laboratory by the American Board of Forensic Toxicology.

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## Toxicology

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percentage of negative toxicology examinations completed within 30 days of case submission	98%	95%	72.9%	N/A	N/A	N/A
Percentage of positive toxicology examinations completed within 30 days of case submission	100%	95%	77.4%	N/A	N/A	N/A
Percentage of toxicology examinations completed within 90 calendar days of case submission	N/A	N/A	N/A	90%	90%	90%

**\*Note:** These percentages represent results during a year when the unit was significantly understaffed due to turnover. Note that while the overall FY 2009 percentages are included in the above table, the fourth quarter percentages reflect an improvement over the previous quarters. The measure goal of 95 percent was met for both negative and positive toxicology examinations for the fourth quarter. This increase and compliance with goals is related to the unit being staffed for most of the fourth quarter.

### 4. Fatality Review

**Objective 1:** Provide analysis and make recommendations that result in improved services and outcomes for those populations served by the Fatality Review Unit.

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## Fatality Review

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Percentage of CFRC fatality reviews held within 6 months of notification of the death	91%	90%	94.6%	85%	90%	90%
Percentage of MRRD fatality reviews held within 3 months of receipt of the investigative report from DHS/DDS and determination of the cause and manner of death	100%	94%	90%	85%	90%	90%
Percentage of recommendations of CFRC implemented.	N/A	N/A	N/A	90%	90%	90%

CFRC: Child Fatality Review Committee

MRDD FRC: Mental Retardation & Development Disability Fatality Review Committee