

ST. TAMMANY PARISH COUNCIL

RESOLUTION

RESOLUTION COUNCIL SERIES NO: C-4071

COUNCIL SPONSOR: MR. FALCONER

PROVIDED BY: COUNCIL OFFICE

RESOLUTION TO CREATE THE POSITION OF DIRECTOR OF MENTAL HEALTH FOR THE ST. TAMMANY PARISH CORONER'S OFFICE AND TO SET THE SALARY OF THE DIRECTOR OF MENTAL HEALTH AND ALSO THAT OF THE CHIEF INVESTIGATOR AS REQUIRED BY LOUISIANA HOUSE ACT NO. 181 (R.S. 13:5725)

WHEREAS, Act 181, Section C(2) states: the governing authority shall also establish an annual salary for the deputy or assistant coroners, secretaries, stenographers. technicians, official photographers, or other employees; and

WHEREAS, the Parish Council is the governing authority for the Parish of St. Tammany; and

WHEREAS, the Coroner has requested that the Parish Council set the salary for the newly created position of Director of Mental Health and that of the Chief Investigator as documented by the attached letter from the Coroner and related job descriptions.

THE PARISH OF ST. TAMMANY HEREBY RESOLVES that it acknowledges the creation of the position of Director of Mental Health for the St. Tammany Parish Coroner's office and hereby sets the salary of the Director of Mental Health to be at Labor Grade 21 Step to be determined by the Coroner based on the candidates qualifications.

THE PARISH OF ST. TAMMANY FURTHER RESOLVES that it sets the salary of the Chief Investigator at Labor Grade 12 Step to be determined by the Coroner based on the candidates qualifications.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

MOVED FOR ADOPTION BY: _____ SECONDED BY: _____

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____


THIS RESOLUTION WAS DECLARED ADOPTED ON THE 5 DAY OF JUNE, 2014, AT A REGULAR MEETING OF THE PARISH COUNCIL, A QUORUM OF THE MEMBERS BEING PRESENT AND VOTING.

R. REID FALCONER, AIA, COUNCIL CHAIRMAN

ATTEST:

THERESA L. FORD, COUNCIL CLERK

ST. TAMMANY PARISH
CORONER



May 20, 2014

Reid Falconer
2140 Koop Drive
Mandeville, LA 70471

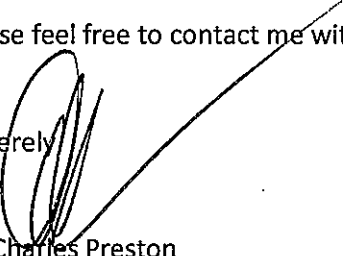
Dear Reid,

Greetings. I hope this letter finds you doing well. I am sure that you are aware by now, of the fact that Leanne Truehart has resigned from her position at the Coroner's office, as our Mental Health Director. She will finish out her contract with us through the end of June. In the meantime, in planning for the future I have decided to make the Mental Health Director a full time position with the office, not on a contract basis as it is now. I am asking you to approve a salary for this position at the next council meeting on June 5th, 2014. Please set the salary at Labor grade 21 step 1. This is pay scale is commensurate with the contract salary that is currently being paid to our Mental Health Director. Also, please see attached a copy of the Job Description for this position.

Also, after careful consideration I have decided to add Chief investigator. The office has functioned now for 7 months without a Chief Investigator, but after consulting with Dr. Defatta and Ken Fielder we feel this position needs to be filled again, and is in the best interest of the office. I am asking you to set the salary for this position at Labor Grade 12 Step 1. Please note that the salary that I am requesting for this position is \$54,882 less than the previous Chief Investigator that resigned in October 2013. Please find attached a copy of the job description for this position.

Please feel free to contact me with any questions. Thank you all for your assistance.

Sincerely,



Dr. Charles Preston
St. Tammany Parish Coroner

cc: Patricia Brister
Beverly Garipey
Donald Henderson

St. Tammany Parish Coroner's Office Job Descriptions	Implemented Date: 09/28/07	Revision 2.0 Date:
Chief Investigator		Page: 1 of 1

JOB TITLE: Chief Investigator

DEPARTMENT: Coroner's Office, St. Tammany Parish

SALARY: Commensurate with experience and education

QUALIFICATIONS AND TRAINING PROGRAMS: Attendance at continuing education programs to ensure compliance with all registrations, licenses, or affiliations is required; including American Board of Medicolegal Certification with Death Investigation

EXPERTISE AND EXPERIENCE: Two to five years clinical experience in one of the above referenced areas of training. Prior experience as a forensic investigator in a coroner's office or medical examiner's office is preferred. Previous experience in medicine (nursing, EMT, Paramedic) or law enforcement for a minimum of 2-5 years is preferred. Experience in supervising and evaluating staff in daily duties as well as experience in writing and/or reviewing policies and/or procedures for government agencies is recommended.

DUTIES:

- Manages and directly supervises team of investigators and morgue technicians for the Coroner Forensic Science Center, St. Tammany Parish.
- Writes and oversees work schedule for investigators and morgue technicians.
- Oversees work performed by subordinate employees relating to orders of protective custody.
- Oversees and reviews the development and organization of death reports written by investigators.
- Interviews and hires new employees in his/her section along with administrator.
- May responds to death scenes as an on-call investigator at which time all duties of an investigator are applicable.
- Acts as a liaison between forensic pathologist and members of the community including treating physicians, law enforcement, and family of the decedent.
- Approves expenditures by staff in his/her section.
- Performs other duties as assigned by the Coroner or Administrator.

ORGANIZATIONAL STRUCTURE: Reports directly to the Administrator.

MANAGERIAL DUTIES: Directly supervises all investigators and morgue technicians. Conducts annual performance expectations and evaluations for subordinate personnel. Develops annual budget for the Investigations.

PHYSICAL REQUIREMENTS: *Physical requirements include but are not limited to: Natural ambulation, because of difficult working conditions (i.e. death scenes where dexterity is necessary because of the need to manipulate human bodies as part of the investigation or in loading or unloading remains). Climbing stairs, industrial or commercial structures, board watercrafts / ships, and the ability to spend whatever time is necessary on one's feet to complete an investigation or recovery of human remain.*

CONTROLLED COPY

CD #009

Approved by: Quality Manager / Laboratory Director

Suggested Job Description
Mental Health Director Position
For the St. Tammany Parish Coroner's Office

Job Title: Mental Health Director

Department: St. Tammany Parish Coroner's Office

Salary: To be determined by the St. Tammany Parish Council, as per Legislative Act 181

Qualifications and Training Programs: Must possess an unrestricted license to practice medicine, agree to immediately notify the Coroner for a loss and/or restriction of license or any other action pending before the State Board of Medical Examiners. Failure to maintain an unrestricted license may result in grounds for immediate termination at the sole discretion of the Coroner. Must attend required medical education programs as required to maintain medical license. Must be deputized as a Deputy Coroner in St. Tammany Parish.

Experience and Expertise: Must have completed an ACGME (Accreditation Council for Graduate Medical Education) accredited residency program in psychiatry. Must have an interest in community and/or forensic psychiatry. Management experience preferred, but not required.

Duties:

- Manages and oversees the operation of the Mental Health Division of the St. Tammany Parish Coroner's Office.
- Oversee the process through which the Physician Emergency Certificates (PECs) are received and the Coroner Emergency Certificates (CECs) are executed.
- Communicate with Deputy Coroners to organize and distribute monthly schedule of coverage for completing Coroner Emergency Certificates (CECs).
- Conduct independent examinations of individuals being held under a Physician's Emergency Certificate, and execute Coroner's Emergency Certificates in accordance with Louisiana Revised Statute 28:53 in

- coordination with the other Deputy Coroners.
- Fulfill other CEC duties including: communicating with STPCO Investigators about PECs; driving to health care facilities throughout St. Tammany Parish; communicating with staff, physicians, and administrators at facilities about individual patients and the PEC/CEC process; completing CEC forms; submitting CEC forms.
 - Oversee the process through which Orders of Protective Custody (OPCs) are generated and are sent to law enforcement agencies for execution
 - Be available to review cases with investigators to approve issuance of an Order of Protective Custody (OPC), or arrange coverage with another Deputy Coroner or Coroner to do so.
 - To represent the Coroner's office in appropriate community organizations as directed by the Coroner.
 - Promote and maintain sound working relationships and cooperative arrangements with community groups and organizations including:
 - Mental health non-profit groups including the National Alliance of the Mentally Ill (NAMI) and the St. Tammany Outreach for the Prevention of Suicide (STOPS)
 - Private and public agencies involved with providing mental health services in the community including hospitals, psychiatric institutions and the Florida Parishes Human Services Authority
 - Other St. Tammany Parish government entities involved with mental health matters including the Department of Health and Human Services and law enforcement
 - Track and interpret relevant mental health statistics such as OPCs, PECs, CECs, and suicides.
 - Attend St. Tammany Parish Coroner's Office meetings and events.
 - Faithfully execute any additional duties as deemed necessary by the Coroner of St. Tammany Parish.

Organizational Structure: Reports directly to the Office Administrator.

Managerial Duties: Supervise the Deputy Coroners who execute Coroner Emergency Certificates (CECs). Conduct annual performance expectations and evaluations.

Physical Requirements: Physical requirements include but are not limited to: Must be able to operate a motor vehicle as transportation to multiple hospitals and community sites is required. Frequent sitting and standing in order to attend meetings, evaluate patients, etc. Must be able to evaluate patients using communication, conversation, information exchange, observation, and assessment. Must be able to complete CEC forms using legible writing skills.

Caution:

It is expressly understood that treatment of patients is specifically excluded and not permitted while functioning as Mental Health Director.

This does not prohibit the Mental Health Director from independently practicing medicine and/or psychiatry provided all applicable rules and regulations of the State Board of Medical Examiners are complied with.