

POSITION DESCRIPTIONS: TEXAS MASS FATALITY OPERATIONS RESPONSE TEAM

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TMORT Task Force Leader

Reports to:

This position reports to the local medicolegal authority and EMTF Area Command / Site Task Force Leader.

Supervises:

The Task Force Leader (TFL) is responsible for all TMORT operations and personnel.

Position Specific Requirements:

The TMORT TFL is specifically designated for the TMORT component and is responsible for oversight, coordination, and direction of the fatality management response at the request of the local medicolegal authority.

Position best filled by:

- Individual with combined medicolegal and emergency management experience. Good candidates include emergency managers at medical examiners offices, or other leadership roles at medical examiners offices.

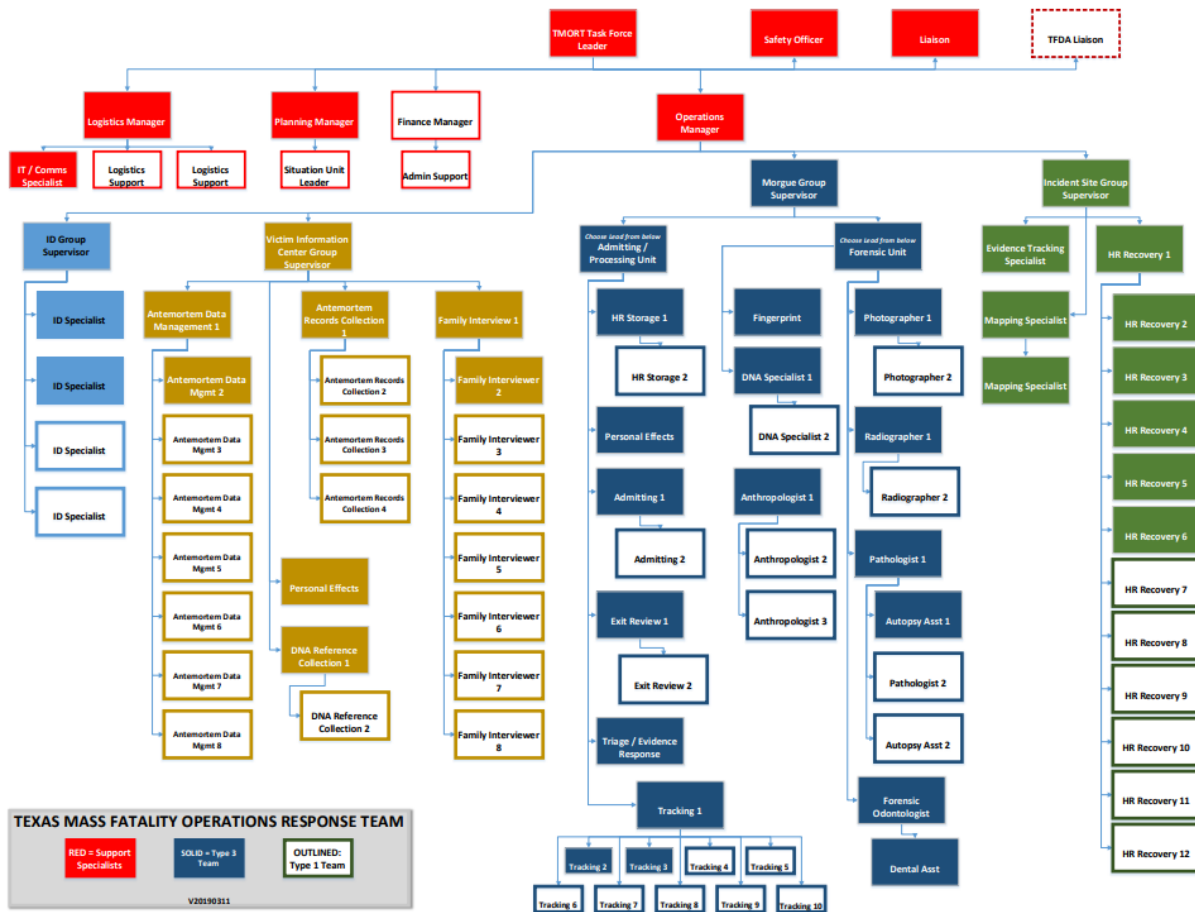
★ Qualifications and Skills:

- ✦ ICS 100, 200, 300, 700, 800
- ✦ Hold a valid Texas driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a State approved TMORT course and attend refreshers periodically
- ✦ Qualified as a Medical Incident Support Team (MIST)
- ✦ Relevant experience conducting fatality management operations in mass fatality incidents with proven managerial experience
- ✦ Individual that possesses unique qualifications that have been recognized and approved by the Lead RAC Leadership
- ✦ Preferred qualifications:
 - G-386 Mass Fatality Management (in-person)
 - EL-958 All Hazards Position Specific Operations Section Chief (in-person)
 - H-100 Hazmat Awareness (online)
 - H-200 Hazmat Operations (in-person)
 - PER-228 Advanced Forensic Investigations for Hazardous Environments (in-person)

★ Assigned Duties:

- ✦ Provide guidance to the local medicolegal authority for fatality management response considerations.
- ✦ Oversee and direct all TMORT fatality management response components.

- + Provide regular situation reports and report statistical data and response operations as requested by SCO, state officials, elected officials, incident command, and others.
- + Conduct meetings relating to human identification operations and procedures.
- + Receive and give briefings to ensuring that all Task Force personnel are kept informed of mission objectives and status changes.
- + Prepare, maintain, and submit completed records and reports, as required.
- + Attend meetings and exchange information with other branch directors.
- + Adhere to all safety procedures.
- + Ensure incident stress management activities are conducted.
- + Ensure resource requests are properly processed.
- + Perform additional tasks and duties, as assigned during a mission.



TMORT Operations Manager

Reports to:

This position reports to the TMORT TFL.

Supervises:

The TMORT Operations Manager is responsible for coordinating all mass fatality incident response operations including the incident site, morgue, identification, and victim identification groups. This role is only staffed as needed depending on the size and scope of the incident; responsibilities will be performed by the TFL if not staffed.

Position Specific Requirements:

The Operations Manager assists the affected jurisdiction's local medicolegal authority by providing fatality management subject matter expertise and overseeing response operations. Assignment to this position is designated by the TMORT TFL.

Position best filled by:

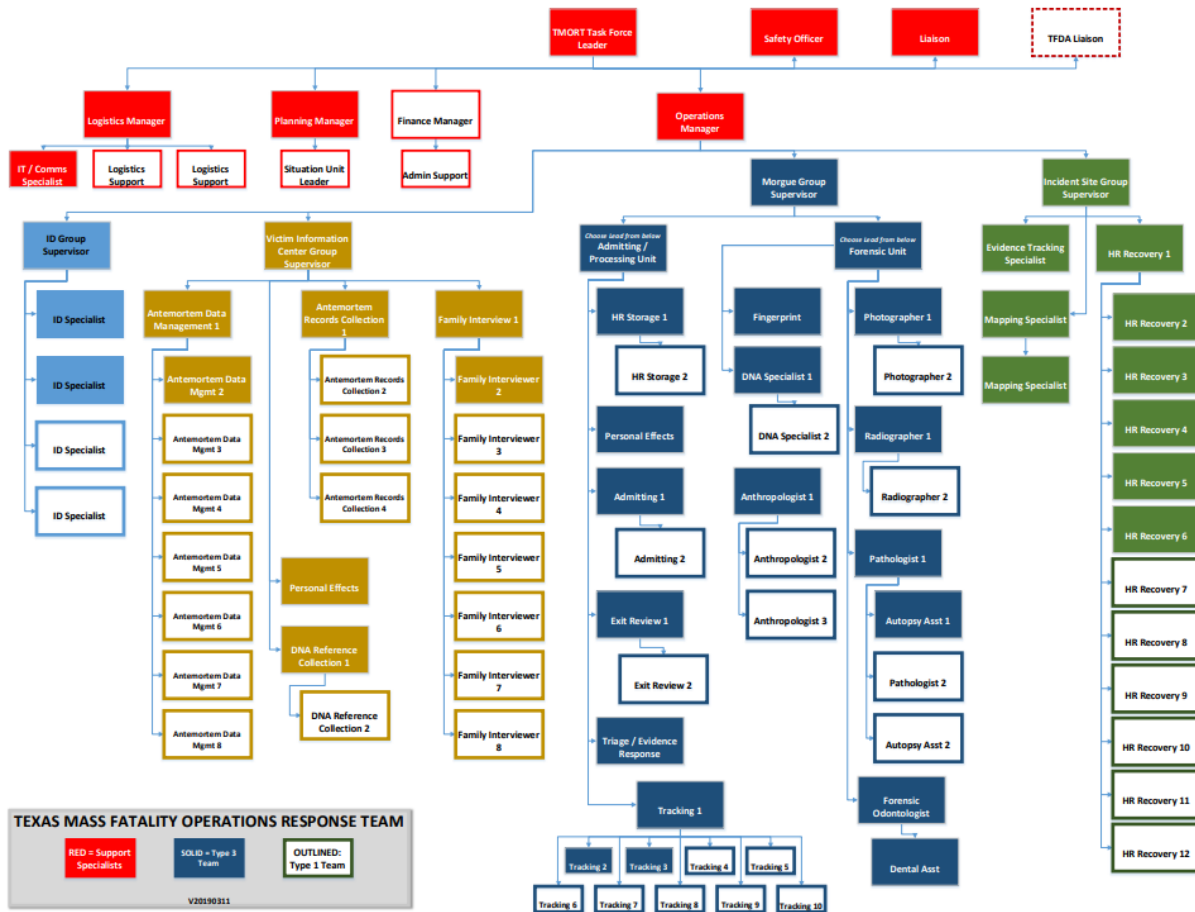
- Individual with management experience in medicolegal field and morgue operations, and knowledge of medicolegal jurisdiction, cause and manner of death and scientific identification of the dead. Good candidates include supervisory death investigators, Medical Examiners with leadership experience, Forensic Anthropologists with leadership and medicolegal experience.

★ Qualifications and Skills:

- ✦ ICS 100, 200, 300, 700, 800
- ✦ Hold a valid Texas driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a State approved TMORT course and attend refreshers periodically
- ✦ Qualified as a Medical Incident Support Team (MIST)
- ✦ Relevant experience conducting fatality management operations in mass fatality incidents with proven managerial experience
- ✦ Individual that possesses unique qualifications that have been recognized and approved by the TMORT leadership
- ✦ Preferred qualifications:
 - G-386 Mass Fatality Management (in-person)
 - EL-958 All Hazards Position Specific Operations Section Chief (in-person)
 - H-100 Hazmat Awareness (online)
 - H-200 Hazmat Operations (in-person)
 - PER-228 Advanced Forensic Investigations for Hazardous Environments (in-person)

★ Assigned Duties:

- ✦ Assist the TFL with managing personnel and equipment resources used to recover, process, identify, and release human remains (HR) and providing services to family members of deceased and missing.
- ✦ Oversee Incident Site, Morgue, Identification, and Victim Information Center (VIC) Group Supervisors.
- ✦ Contribute in the development of the daily Incident Action Plan (IAP), provide regular situational reports, and brief subordinates to maintain situational awareness.
- ✦ Provide briefing details and report statistical data to superiors about response issues, successes, and current situation on a regular basis.
- ✦ Conduct meetings relating to fatality management response operations and procedures with responders.
- ✦ Manage demobilization operations.



Incident Site Group Supervisor

Reports to:

This position reports to the TMORT Operations Manager.

Supervises:

The Incident Site Group Supervisor manages the operations of the Evidence Tracking, HR Recovery, and Mapping Specialist personnel and assets. These responsibilities include working in concert with law enforcement officials and others conducting other simultaneous site operations.

Position Specific Requirements:

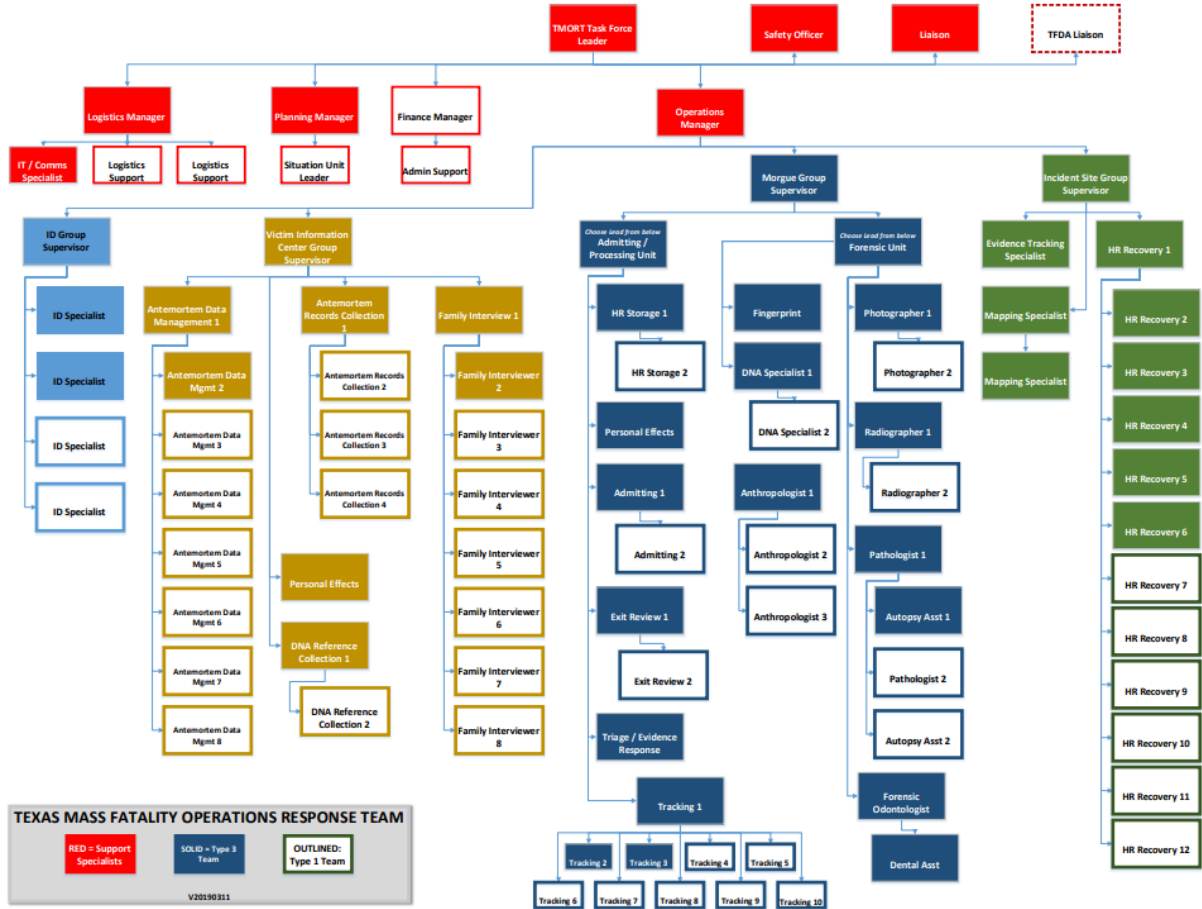
The Incident Site Group Supervisor has overall responsibility for the methodical, systematic processing of the incident site(s) to locate, document, recover, and safeguard HR and PE associated with the incident and the personnel conducting those functions.

Position best filled by:

- Individual with experience in daily death scene investigation. Good candidates include Forensic Death Investigators with supervisory experience.

- ★ Qualifications and Skills:
 - ✦ ICS 100, 200, 700, 800
 - ✦ Hold a valid Texas driver's license
 - ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
 - ✦ Completion of a State approved TMORT course and attend refreshers periodically
 - ✦ Relevant experience conducting site operations and death investigations with proven supervisory experience
 - ✦ Individual that possesses unique qualifications that have been recognized and approved by the TMORT Leadership
 - ✦ Proficiency in scene photography and personal effects management
 - ✦ Preferred experience and qualifications:
 - H-100 Hazmat Awareness (online)
 - ICS-339 Division Group Supervisor (in person)
 - Experience in forensic anthropology and/or forensic archeology
 - Experience in conducting MFI site operations

- ★ Assigned Duties:
 - ✦ Oversee HR Recovery, Evidence Tracking, and Mapping Specialist teams at the site.
 - ✦ Ensure unique numbers are assigned and affixed to remains and PE prior to removal.



Human Remains Recovery Specialist

Reports to:

This position reports to the Incident Site Group Supervisor.

Supervises:

None. The Incident Site Group Supervisor may assign one of the Human Remains Recovery Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

Specialists assigned to the HR Recovery Team are responsible for searching, locating, documenting, and recovering HR from the site.

Position best filled by:

- Individual with experience in body recovery – preferably in the medicolegal context. Good candidates include decedent transport personnel at medical examiners offices and/or decedent transport contractors who work in the medicolegal context (usually funeral home personnel).

★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience conducting site operations and death investigations as a forensic anthropologist or death investigator
- ✦ Preferred experience and qualifications:
 - H-100 Hazmat Awareness (online)
 - G-386 Mass Fatality Management
 - Experience in conducting MFI site operations

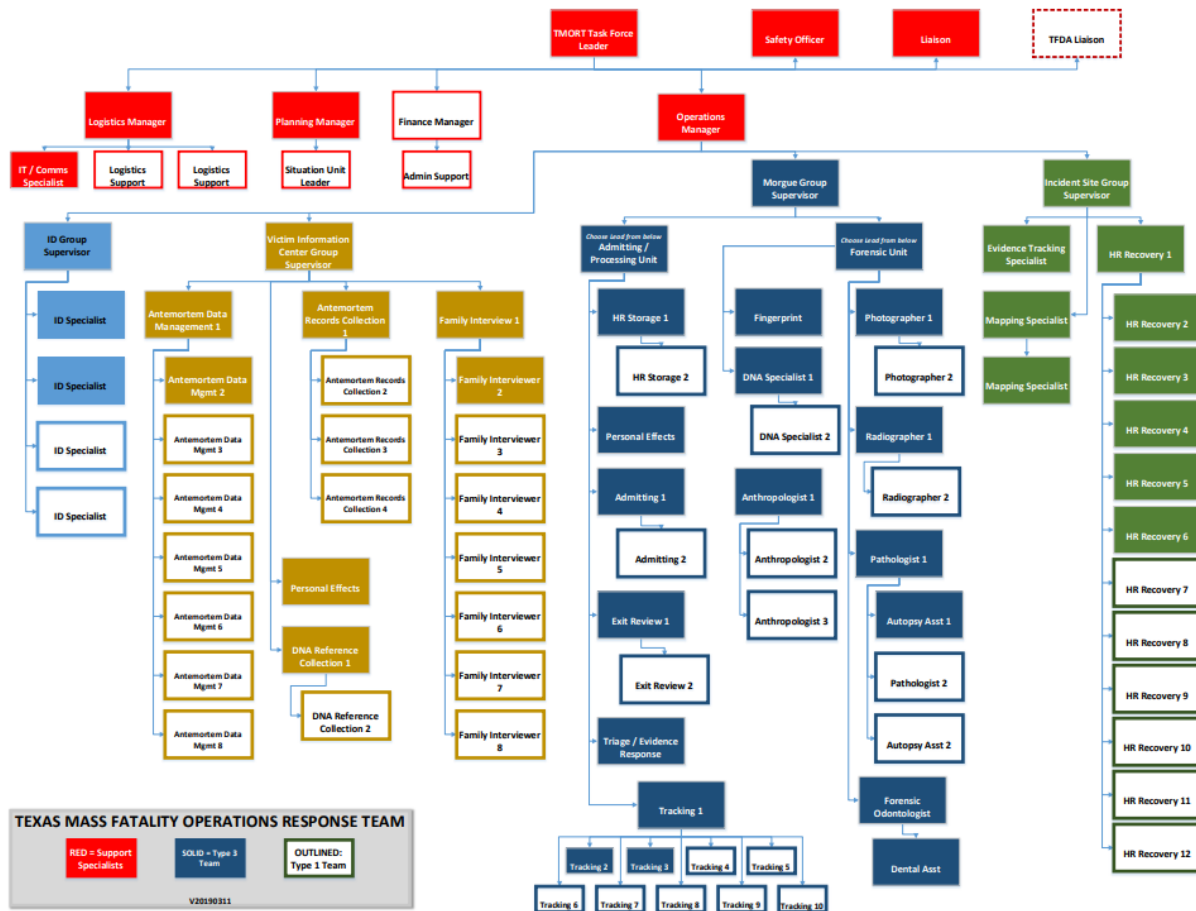
★ Assigned Duties:

- ✦ Establish a plan, with the Incident Site Group Supervisor, for a systematic search for the site.
- ✦ Search for and locate HR associated with the incident.
- ✦ Work in conjunction with but do not interfere with law enforcement teams conducting investigations and/or crime scene processing.
- ✦ Assign a unique case number provided by the Evidence Tracking Specialist and tag the HR with the corresponding number.

- ✦ Using proper lifting techniques, recover HR from site and place in appropriate storage bags (including body bags, bioseal, etc). Keep any associated personal effects (PE) with the HR.
- ✦ Transport HR from site to temporary storage area on site or transport vehicle.
- ✦ Coordinate with team leader or group supervisor on demobilization procedures when all HR are recovered from the site.

☆ Associated Forms:

- ✦ Victim Site Recovery Form



Evidence Tracking Specialist

Reports to:

This position reports to the Incident Site Group Supervisor.

Supervises:

None.

Position Specific Requirements:

Evidence Tracking Specialists are responsible for establishing an evidence numbering system and maintaining chain of custody of evidence recovered from the incident site, including personal effects, evidence, and human remains.

Position best filled by:

- Individuals with evidence management experience. Good candidates include death investigators, crime scene investigators and/or technicians. Graduate students in criminal justice or forensic science with experience/training are good candidates.

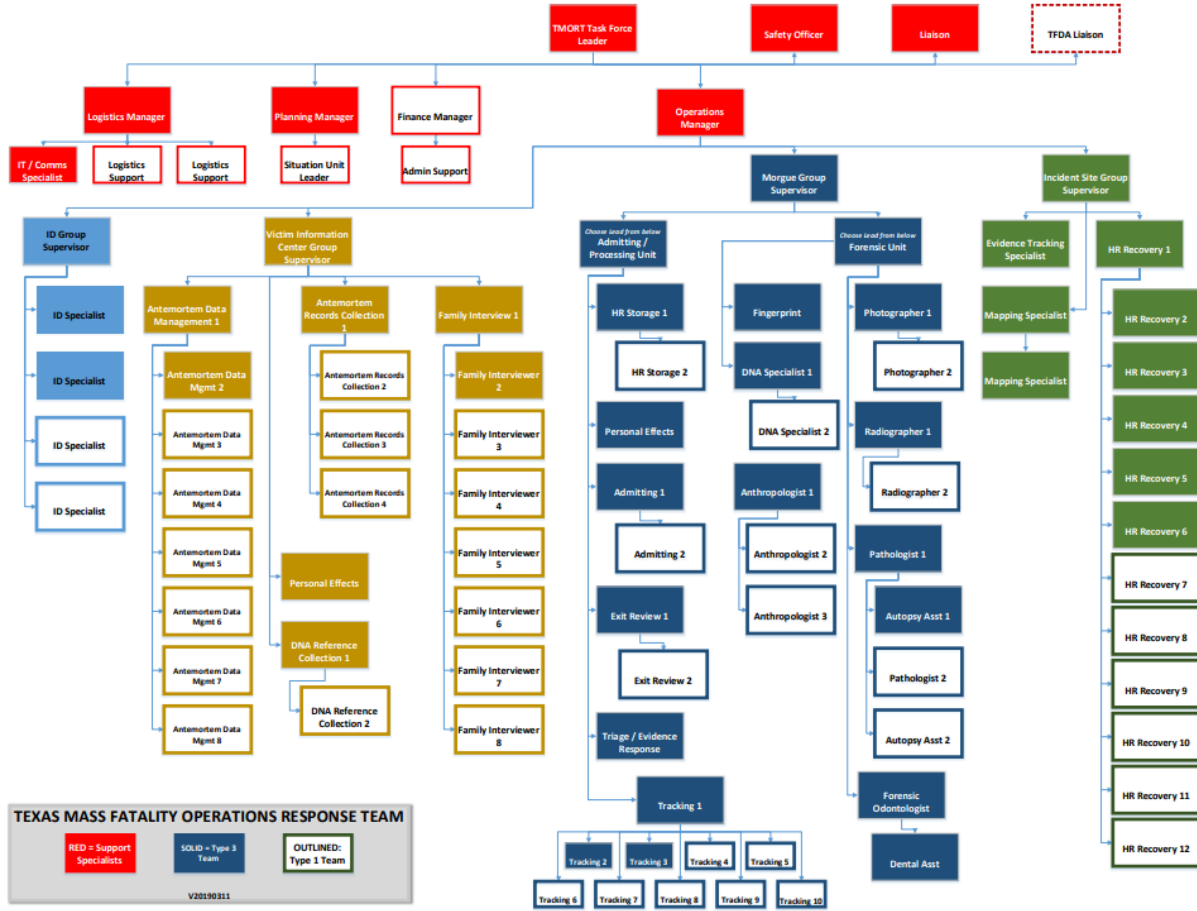
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience conducting site operations and death investigations as a forensic anthropologist or death investigator
- ✦ Preferred experience and qualifications:
 - H-100 Hazmat Awareness (online)
 - G-386 Mass Fatality Management
 - Experience in conducting MFI site operations

★ Assigned Duties:

- ✦ Establish a plan, with the Incident Site Group Supervisor, for establishing a numbering system and maintaining chain of custody at the site.
- ✦ Provide tracking numbers to the HR Recovery Specialists for assignment to evidence, personal effects, and human remains.
- ✦ Receive evidence from the HR Recovery Specialists and maintain chain of custody.
- ✦ Maintain a log of all evidence received.
- ✦ Transfer evidence to the morgue or storage, ensuring that the chain of custody is properly recorded.

- + Coordinate with team leader or group supervisor on demobilization procedures when all evidence is recovered from the site.



Mapping Specialist

Reports to:

This position reports to the Incident Site Group Supervisor.

Supervises:

None. The Incident Site Group Supervisor may assign one of the Mapping Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

Specialists assigned to the Mapping Team are responsible for supporting the site search through thorough documentation (including site map development) of evidence, human remains, personal property, and all other items relevant to the incident through diagrams, photographs, and other recording.

Position best filled by:

- Individuals with mapping experience. Death investigators often do not have mapping experience. Anthropologists with archaeological and/or forensic experience are good candidates. Graduate students in anthropology are good candidates.

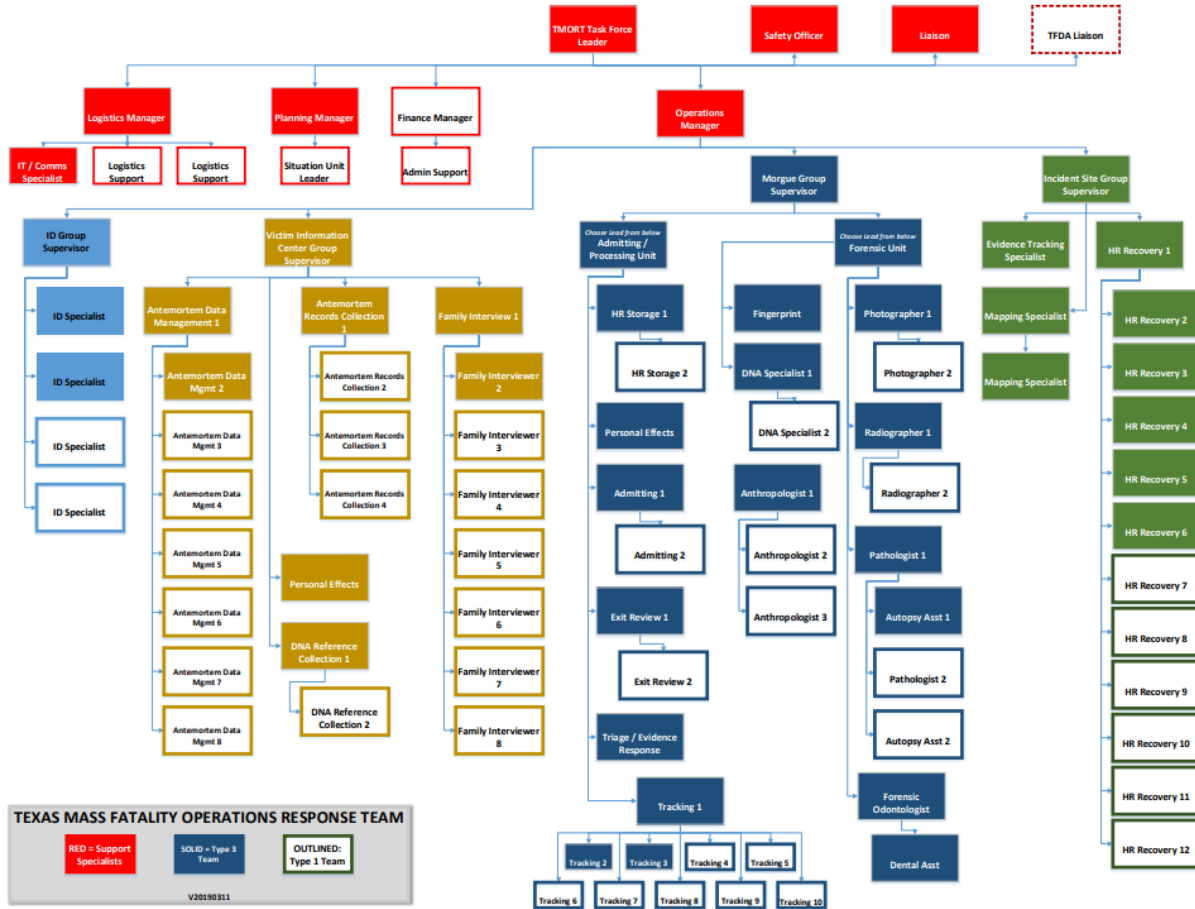
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience conducting site operations and death investigations as a forensic anthropologist or death investigator
- ✦ Preferred experience and qualifications:
 - H-100 Hazmat Awareness (online)
 - G-386 Mass Fatality Management
 - Experience in conducting MFI site operations

★ Assigned Duties:

- ✦ Establish a plan, with the Incident Site Group Supervisor, for thorough documentation and mapping of the incident site.
- ✦ Accompany the HR Recovery Team and document the location and specifics of all evidence, human remains, and personal effects via photography, videography, written notes/maps, or a combination of methods prior to recovery.

- + Work in conjunction with but do not interfere with law enforcement teams conducting investigations and/or crime scene processing.
- + Coordinate with team leader or group supervisor on demobilization procedures when all evidence is documented.



Morgue Group Supervisor

Reports to:

This position reports to the TMORT Operations Manager.

Supervises:

The Morgue Group Supervisor has overall responsibility for the operational, personnel, and asset management of the Admitting/Processing and Forensic Units.

Position Specific Requirements:

The Morgue Group Supervisor has overall responsibility for the day-to-day administration, identification, and management processes of the entire temporary morgue operation and the personnel conducting those functions.

Position best filled by:

- Depending on the scale of an incident, this position may benefit from significant experience in morgue management. Good candidates include morgue managers at medical examiners offices or other supervisory morgue staff who have familiarity with case numbering, body inventory, and personal effects management.

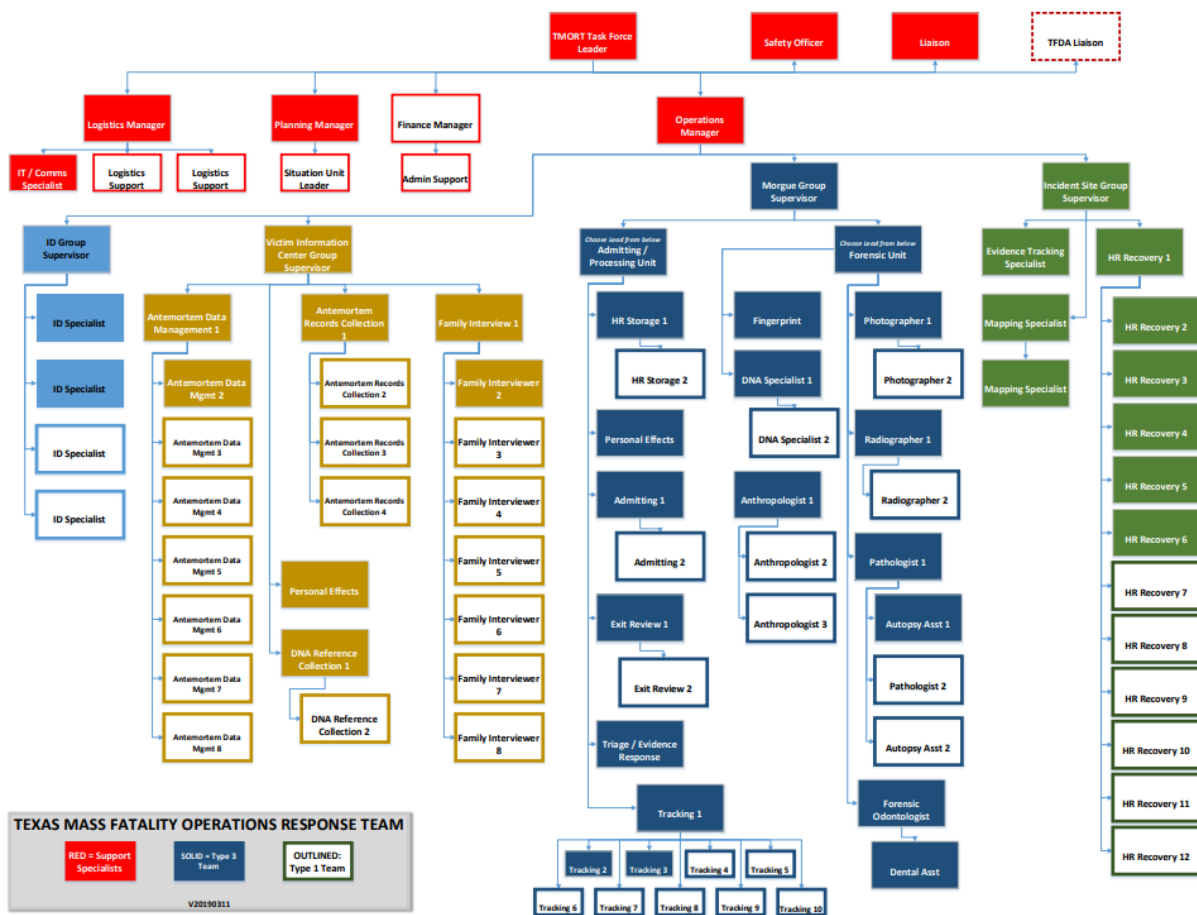
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a State approved TMORT course and attend refreshers periodically
- ✦ Relevant experience conducting medical examiner morgue operations with proven supervisory experience
- ✦ Individual that possesses unique qualifications that have been recognized and approved by the TMORT Leadership
- ✦ Preferred qualifications:
 - H-100 Hazmat Awareness (online)
 - ICS-339 Division Group Supervisor (in person)

★ Assigned Duties:

- ✦ Oversee morgue Admitting/Processing and Forensic Units.
- ✦ Establish guidelines for incident processing procedures.
- ✦ Determine which morgue stations are necessary for the specific incident and the sequence of station processing.
- ✦ Identify personnel requirements to meet operational demands.
- ✦ Approve station protocols specific to the incident.
- ✦ Coordinate assignment of unit leaders.

- ✦ Manage staffing and schedule of site personnel. Coordinate rehab and other support needs with Logistics.
- ✦ Conduct daily operational briefings for morgue staff.
- ✦ Work in coordination with the local medicolegal authority regarding determination of cause and manner of death for each decedent.
- ✦ Oversee identification procedures and standards within morgue operations.
- ✦ Identify and procure any special equipment necessary to support the operation.
- ✦ Represent morgue units at operational, planning, and other ad hoc meetings.
- ✦ Conduct meetings with morgue representatives as needed.
- ✦ Advise the TMORT Operations Manager on morgue operational issues.
- ✦ Direct demobilization procedures to subordinate units and teams.



Admitting/Processing Unit Leader

Reports to:

This position reports to the Morgue Group Supervisor.

Supervises:

The Admitting/Processing Unit Leader supervises the HR Storage, Personal Effects, Admitting, Tracking, and Exit Review operations of the morgue.

Position Specific Requirements:

The Admitting/Processing Unit Leader has overall responsibility for the postmortem data, security, and workflow of the morgue.

Position best filled by:

- Individuals with experience in morgue intake/numbering/inventory. Good candidates include death investigators and autopsy assistants.

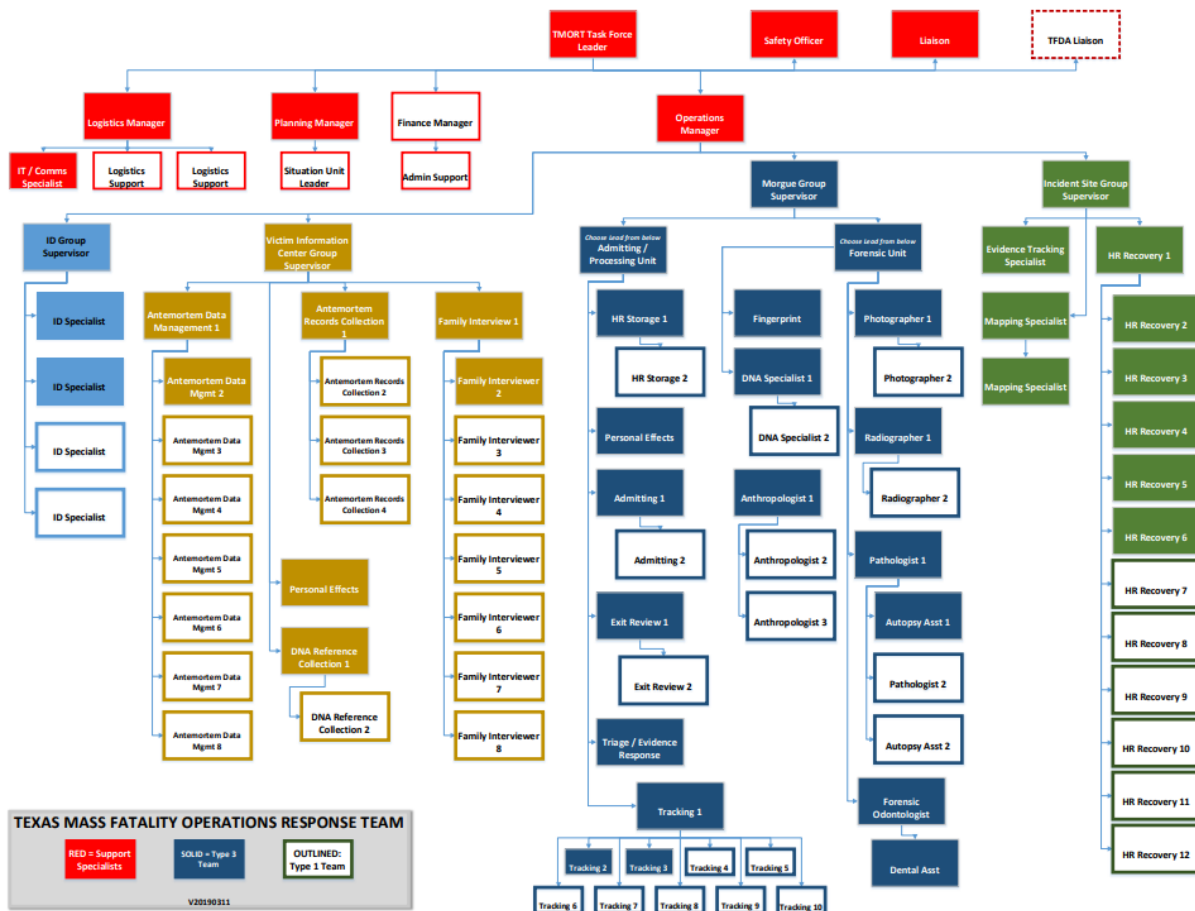
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a State approved TMORT course and attend refreshers periodically, including DPMU orientation training
- ✦ Willingness to work in an austere environment
- ✦ Relevant experience conducting medical examiner morgue operations with proven supervisory experience
- ✦ Individual that possesses unique qualifications that have been recognized and approved by the TMORT Leadership
- ✦ Preferred qualifications:
 - ICS-339 Division Group Supervisor (in person)
 - Previous experience in morgue management during a mass fatality incident

★ Assigned Duties:

- ✦ Oversee all morgue Admitting/Processing Teams, including: Storage, Admitting, Tracking, and Personal Effects.
- ✦ Aid Admitting/Processing Teams in developing, publishing, and implementing station protocols specific to the incident.
- ✦ Maintain accountability of all HR collected from the incident site.
- ✦ Oversee case number assignments and morgue case folders.
- ✦ Ensure all morgue station forms are completed.
- ✦ Submit completed morgue case folders to the Identification Group Supervisor.
- ✦ Participate in quality assurance processes for victim identification.

- ✦ Identify supply and equipment needs of Admitting/Processing Teams and submit them to logistics representatives.
- ✦ Represent Admitting/Processing Teams at operational, planning, and other ad hoc meetings.
- ✦ Conduct Admitting/Processing Unit meetings with team representatives as needed.
- ✦ Identify, report, and resolve accountability issues relating to victim identification.
- ✦ Oversee HR release processes.
- ✦ Oversee demobilization procedures and processes for subordinate teams.



Human Remains Storage Specialist

Reports to:

This position reports to the Admitting/Processing Unit Leader.

Supervises:

None. The Morgue Group Supervisor may assign one of the Human Remains Storage Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

The HR Storage Specialist is responsible for ensuring the appropriate storage and accountability of all HR recovered from the incident site.

Position best filled by:

- Individuals with experience with decedent numbering and inventory. Good candidates include autopsy assistants.

★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics and ESF-8 overview
 - Students will receive just in time training and will report directly to their faculty supervisor
- ✦ Willingness to operate in austere conditions
- ✦ Preferred experience and qualifications:
 - Relevant experience conducting morgue operations, human remains storage, or funerary services
 - Experience in conducting MFI morgue operations

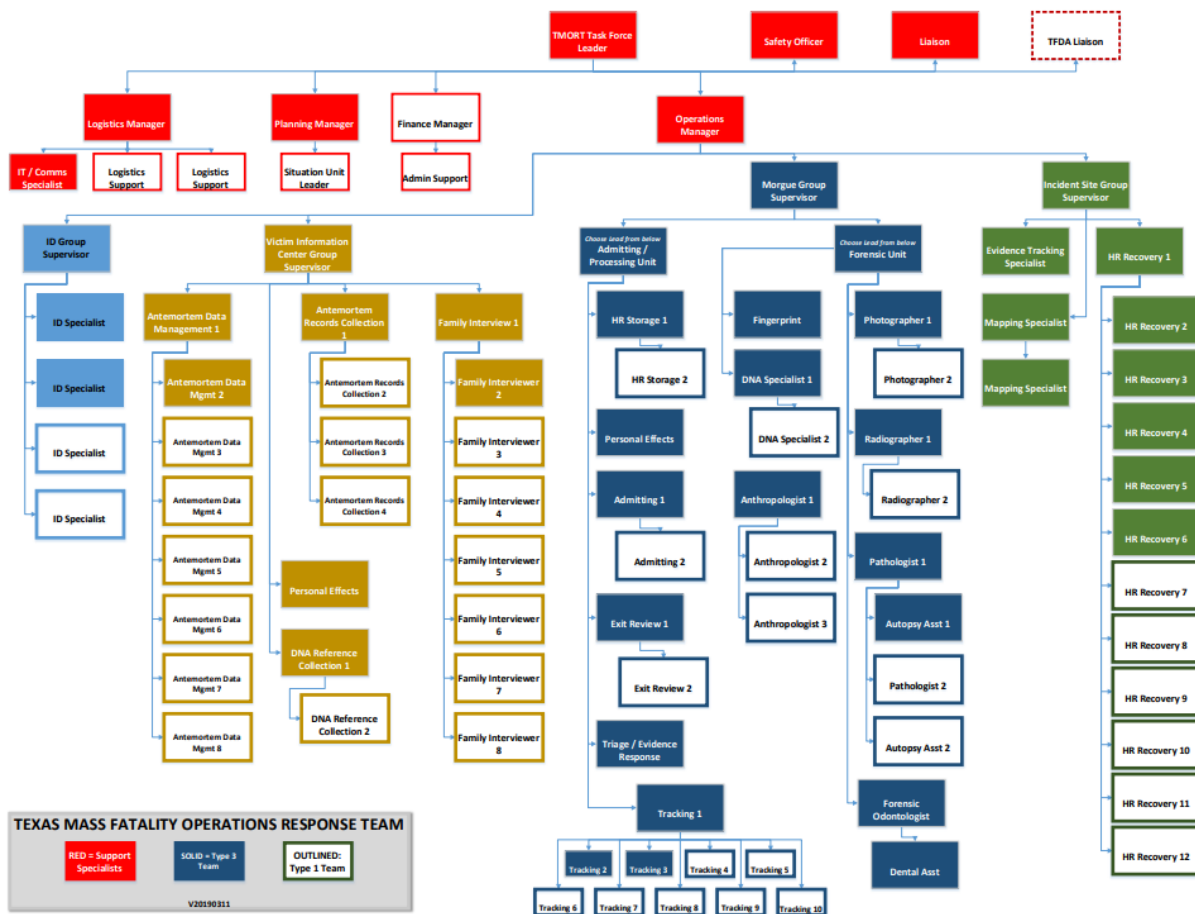
★ Assigned Duties:

- ✦ Maintain accountability and security for all HR associated with a MFI.
- ✦ Restrict and control access to HR.
- ✦ Create a maintenance checklist of all temporary refrigeration units used for cold storage of HR to periodically record temperature levels and ensure cooling units are properly functioning.
- ✦ Report temperature variations to designated authorities and request maintenance and servicing as necessary.
- ✦ Create a storage inventory list by body bag number and any additional morgue numbering sequence.
- ✦ If multiple storage units/locations are required, list the storage unit ID number on the HR tracking and identification documents.

- ✦ Deliver HR to the morgue as requested and obtain HR from the morgue upon notification once HR examinations are completed by morgue personnel.
- ✦ Segregate HR material that has and has not been processed through morgue operations.
- ✦ Segregate HR materials that have been identified from HR that are unidentified.
- ✦ Assist with reassociation of all HR bag numbers that are associated with the identification documents.
- ✦ Release identified HR at the direction of the medicolegal authority for the operation and document release details in designated remains tracking formats.
- ✦ Document the following: time, date, transport vehicle identification, person to whom remains are released, and stated destination of the remains.
- ✦ Handle all HR material with the utmost dignity and respect during conduct of all stated tasks.

★ Associated Forms:

- ✦ Storage Temperature Monitoring Log
- ✦ Storage Tracking Form
- ✦ Postmortem Release Log



Triage / Evidence Response Specialist

Reports to:

This position reports to the Admitting/Processing Unit Leader.

Supervises:

None.

Position Specific Requirements:

The Triage/Evidence Response Specialist is responsible for initial assessment of the HR being presented for morgue. Their primary focus is on directing potentially identifiable HR to the appropriate morgue stations and culling unclassifiable and unidentifiable HR, as well as non-human material, from the process. This position also evaluates HR for potential evidence. In addition to a TMORT team member, an evidence technician from the agency conducting the incident investigation may simultaneously conduct evidence documentation and collection.

Position best filled by:

- This position can be filled by a variety of forensically trained individuals but will benefit most from individuals with experience with fragmentary or skeletal remains. Anthropology graduate students with forensic exposure are good candidates.

★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Relevant experience as a forensic anthropologist or pathologist in a medical examiner's office, private pathology service, or university
- ✦ Willingness to operate in austere conditions
- ✦ Preferred experience and qualifications:
 - Experience in conducting MFI morgue operations

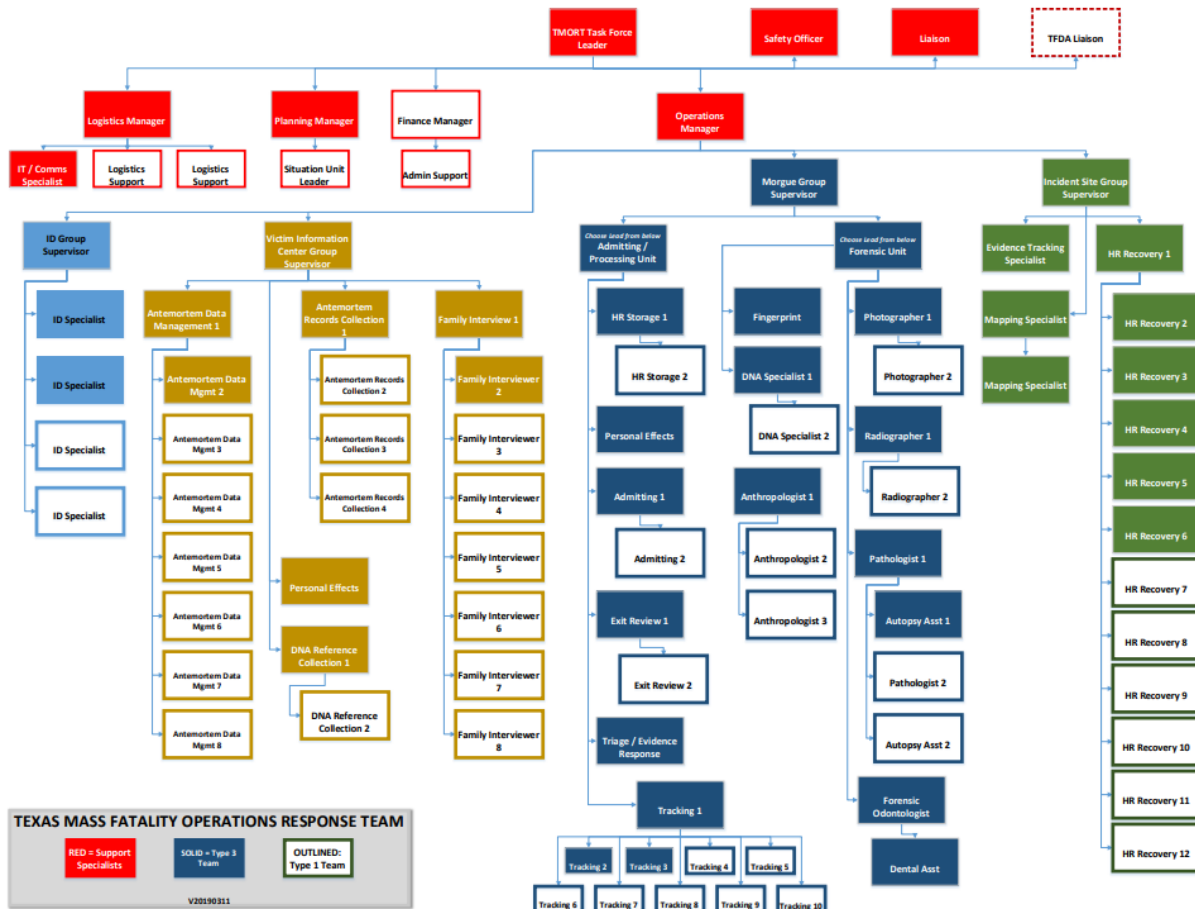
★ Assigned Duties:

- ✦ Receive body bags or other containers used to transport HR from the incident site to the morgue and inspect contents.
- ✦ Log the bag number and other pertinent information on the Tracking Form.
- ✦ Identify "as needed" requirements for content assessment radiographs (by Radiography Unit) to locate non-human material, debris, and potential hazardous materials.
- ✦ Determine if remains are human; separate HR from non-human material.

- + Verify anatomical articulation of HR.
- + Identify potential evidence (e.g., foreign objects imbedded in HR or evidence present on the remains such as wounds).
- + Collect potential evidentiary items using appropriate agency chain of custody forms and obtain signatory authority release for transfer from the morgue to the agency responsible for conducting incident investigation.
- + Locate and segregate disassociated and/or comingled remains.
- + Classify remains as potentially identifiable or non-identifiable common tissue.
- + Identify which morgue stations the remains must process through and check off those inapplicable stations on the Tracking Form (e.g., fragmented remains absent dentition, hands, and feet need not be present to the Odontology Team or Fingerprints Team).
- + Enter remains into admitting for assignment of a morgue number.

☆ Associated Forms:

- + Tracking Form



Admitting Specialist

Reports to:

This position reports to the Admitting/Processing Unit Leader.

Supervises:

None. The Morgue Group Supervisor or Admitting/Processing Unit Leader may assign one of the Admitting Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

The Admitting Specialist establishes and manages overall accountability for all HR processed through morgue operations for examination and identification. This team also manages the workflow of HR through the morgue process to ensure each station has a continuous stream of cases to examine.

Position best filled by:

- This position can be filled by a variety of forensically trained individuals and does not require specific experience with human remains. Good candidates include graduate students in criminal justice and any forensic science.

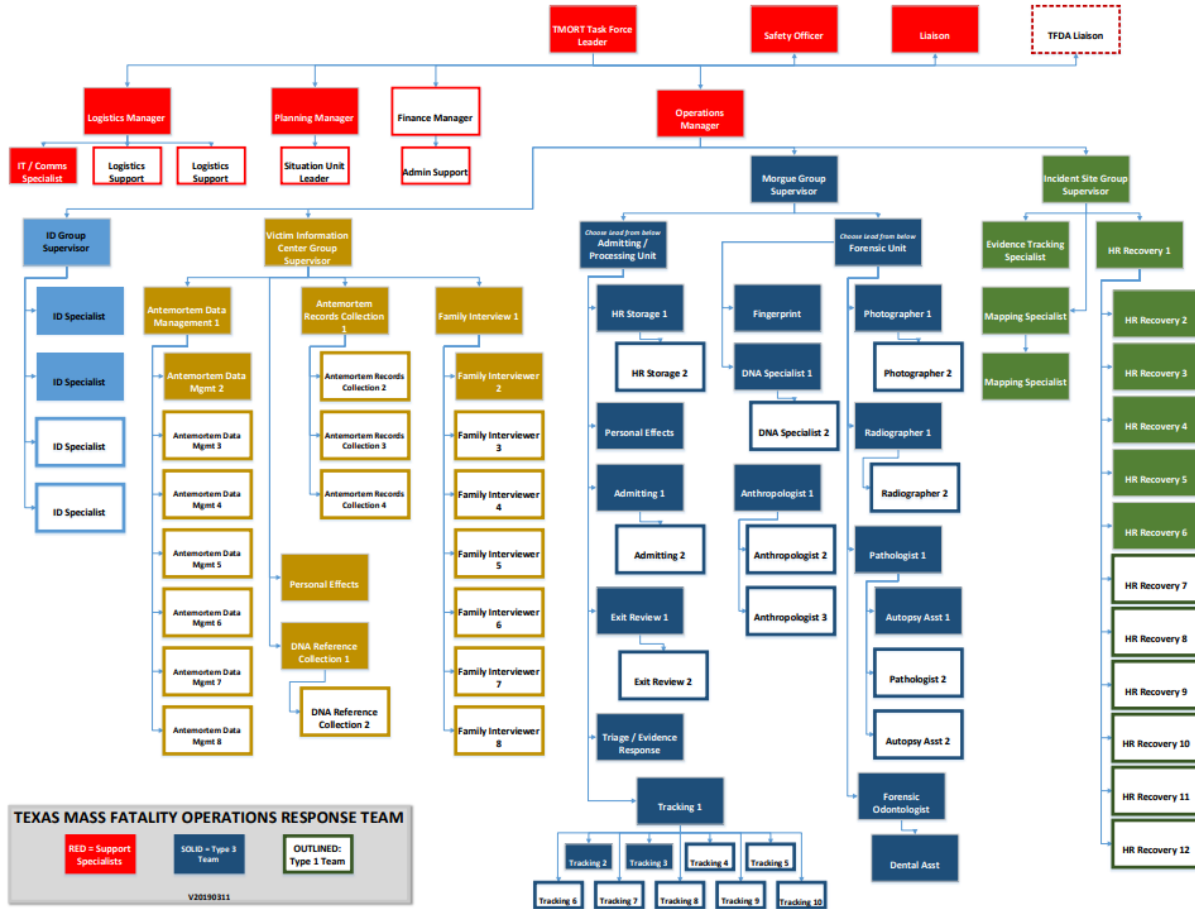
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Preferred experience and qualifications:
 - Relevant experience conducting morgue operations, human remains storage, or funerary services
 - Experience in conducting MFI morgue operations

★ Assigned Duties:

- ✦ Verify the HR bag/container number.
- ✦ Assign a unique (simple and ascending) morgue identification number and affix a number tag to the HR container.
- ✦ Initiate tracking forms for each examination station.
- ✦ Generate barcode labels, if a barcoding system is employed.
- ✦ Assign a dedicated tracker.
- ✦ Relieve/replace any assigned tracker requiring a break from tracking duties.
- ✦ Collate morgue tracking forms after HR has completed the examination cycle in the morgue.

- + Verify each required examination station has completed tracking forms with signatures.
- + Transfer completed HR documentation to the Exit Review Specialist.
- + Request that the HR Storage Team return HR from morgue to temporary storage.



Tracking Specialist

Reports to:

This position reports to the Admitting/Processing Unit Leader.

Supervises:

None. The Morgue Group Supervisor or Admitting/Processing Unit Leader may assign one of the Tracking Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

The Tracking Specialist are responsible for accompanying HR through the morgue process and ensuring proper documentation is completed and released at each morgue station. Trackers are responsible for safe keeping of all papers and examination records until transferred to the Exit Review Specialist.

Position best filled by:

- This position can be filled by a variety of forensically trained individuals and does not require specific experience with human remains. Good candidates include graduate students in criminal justice and any forensic science.

★ Qualifications and Skills:

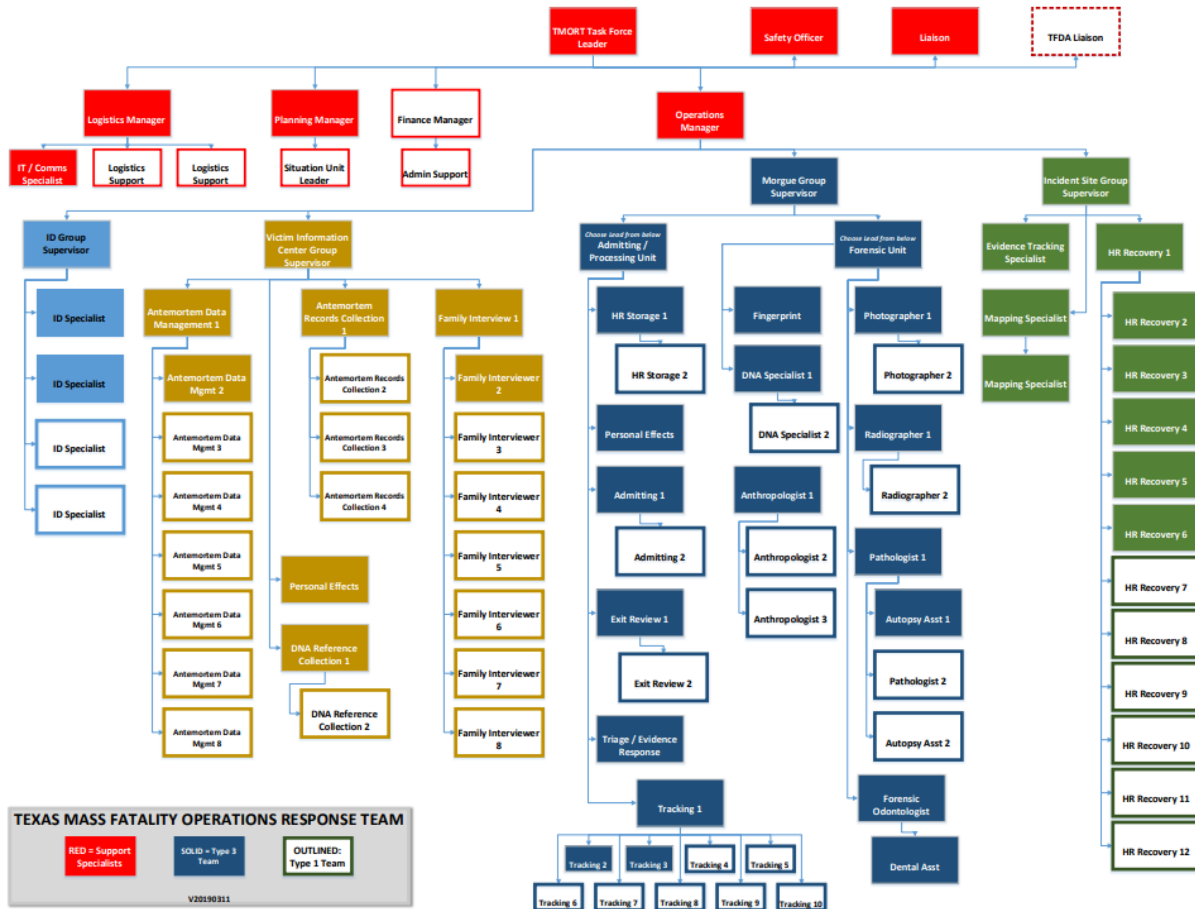
- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed or sponsored by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
 - Students will receive just in time training and will report directly to their faculty supervisor
- ✦ Willingness to operate in austere conditions
- ✦ Preferred experience and qualifications:
 - Relevant experience conducting morgue operations, human remains storage, or funerary services
 - Experience in conducting MFI morgue operations

★ Assigned Duties:

- ✦ Guide gurneys carrying human remains from station to station in the morgue.
- ✦ Stay with HR at all times throughout the morgue processing cycle.
- ✦ Assist with HR movement/manipulation in the forensic stations as needed.
- ✦ Remain with assigned HR unless relieved by another tracker.
- ✦ Complete the HR Tracking Form as escorted HR is presented at each morgue station.

- ✦ Collect forms completed by station personnel for return to Exit Review Specialist.
- ✦ Return HR to temporary storage after all morgue stations have completed their examinations.
- ✦ Release collected station forms to the Exit Review Specialist.
- ✦ Assist transferring the HR to and from gurneys.
- ✦ Clean gurneys between transport of sets of remains.

- ☆ Associated Forms:
 - ✦ HR Tracking form



Morgue Personal Effects Specialist

Reports to:

This position reports to the Admitting/Processing Unit Leader.

Supervises:

None.

Position Specific Requirements:

The Morgue Personal Effects Specialist has the responsibility of documentation, storage, and return of personal effects (PE) found on the decedent during postmortem processing.

Position best filled by:

- This position can be filled by a variety of forensically trained individuals and does not require specific experience with human remains. Good candidates include graduate students in criminal justice and any forensic science. Proficiency in photography is preferred.

★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Preferred experience and qualifications:
 - Relevant experience conducting morgue operations, human remains storage, or funerary services
 - Experience in conducting MFI morgue operations

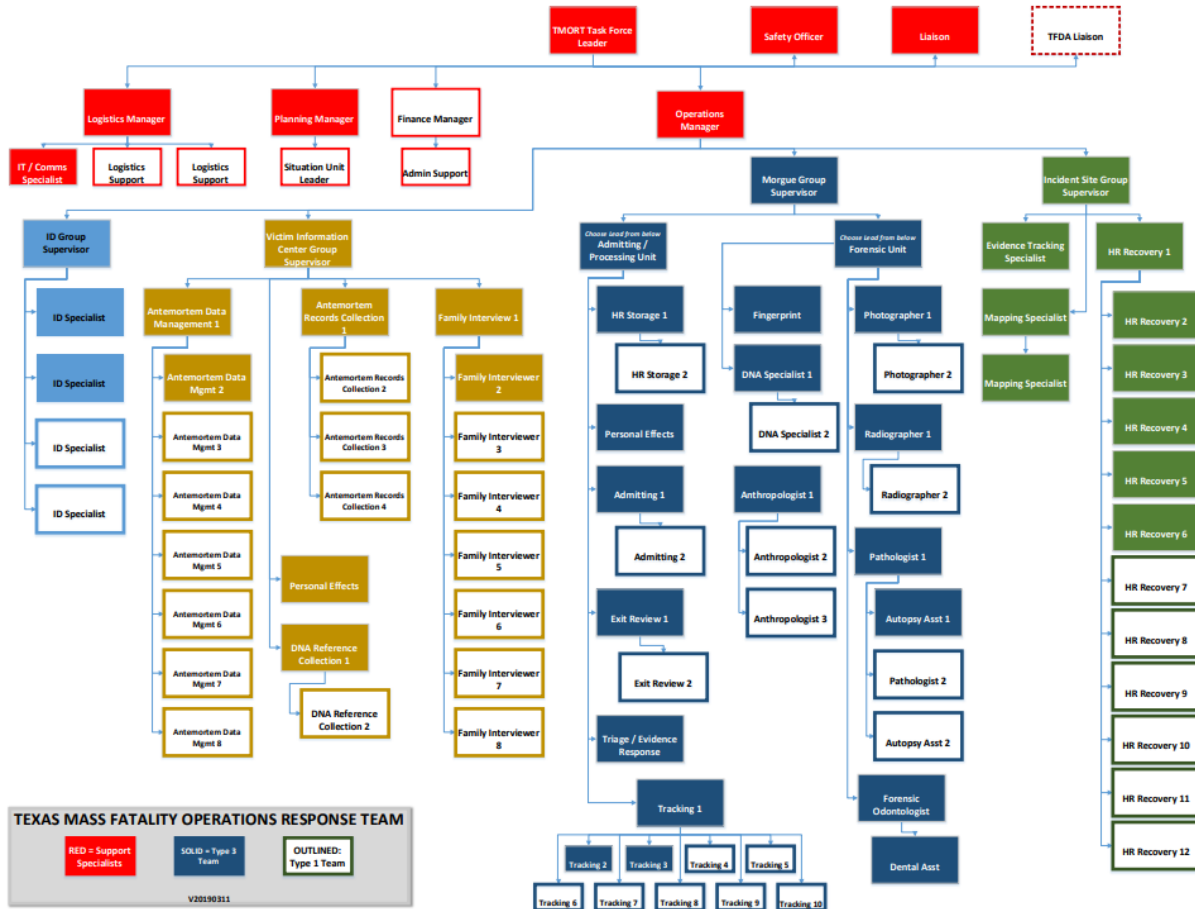
★ Assigned Duties:

- ✦ Maintain custody and security of all items deemed to be PE.
- ✦ Prepare PE items for release, including cleaning and sanitizing but not repair or recondition to serviceable status.
- ✦ Create an itemized description list and photograph (or task the morgue Photography Team) each object in sufficient detail to capture any identifying features, such as jewelry inscriptions, serial numbers, and unique wear marks.
- ✦ Identify and segregate PE that is incapable of being reconditioned and therefore inappropriate for release to families.
- ✦ When necessary, create a catalog of items for viewing by families at the FAC or online.
- ✦ Obtain PE items removed from HR during morgue processing.

- + Release individual items of PE from storage to authorized recipients using a chain of custody form from the local jurisdiction.
- + Coordinate PE efforts with PE teams at the incident site.

☆ Associated Forms:

- + Personal Effects Recovery Log



Forensic Unit Leader

Reports to:

This position reports to the Morgue Group Supervisor.

Supervises:

The Forensic Unit Leader supervises the Photography, Radiography, Pathology, Odontology, Anthropology, DNA, and Fingerprint operations of the morgue.

Position Specific Requirements:

The Forensic Unit Leader has overall responsibility for the postmortem processing operations of HR in the morgue.

Position best filled by:

- This position is best filled by an individual with morgue management experience. Good candidates include morgue managers or morgue personnel with supervisory experience (shift supervisors etc)

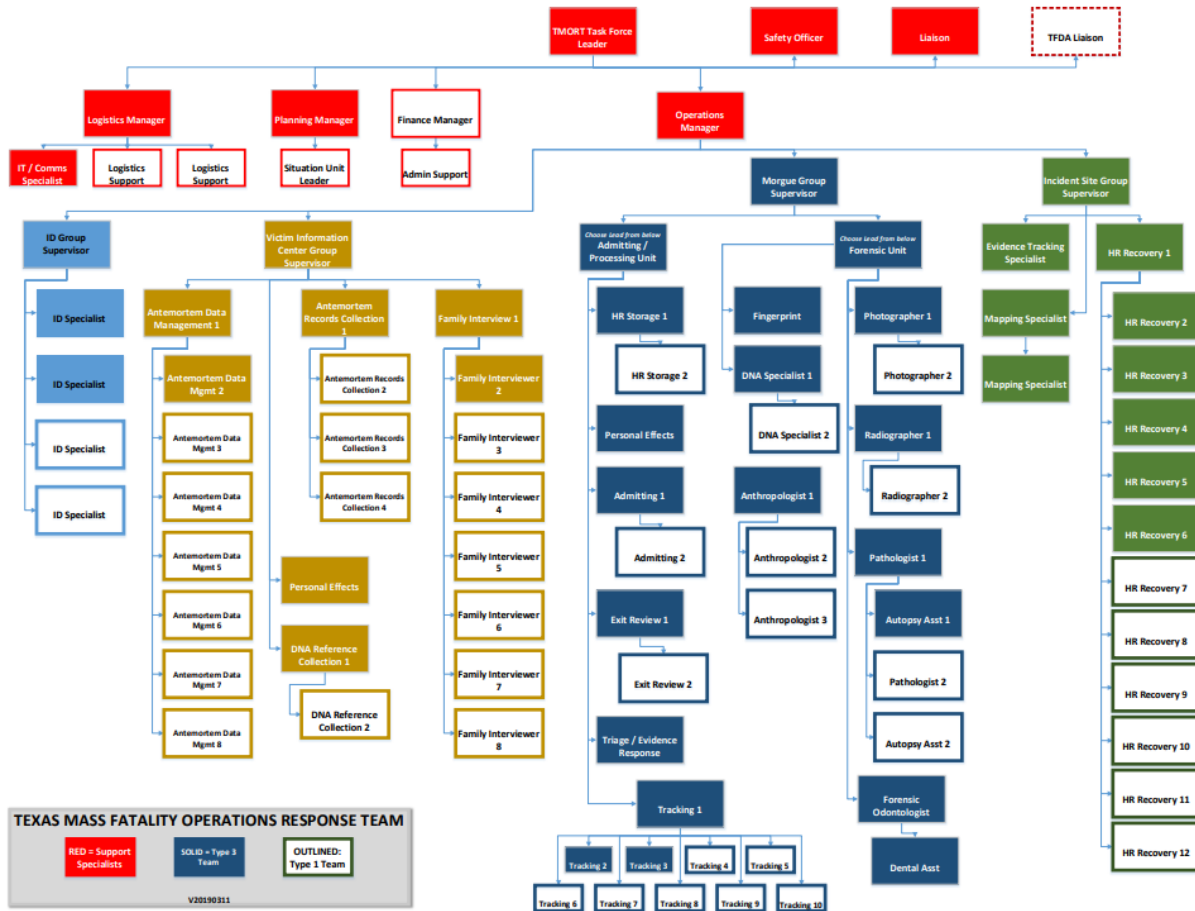
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid Texas driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a State approved TMORT course and attend refreshers periodically
- ✦ Relevant experience conducting medical examiner morgue operations with proven supervisory experience
- ✦ Individual that possesses unique qualifications that have been recognized and approved by the TMORT Leadership
- ✦ Preferred qualifications:
 - ICS-339 Division Group Supervisor (in person)
 - Previous experience in morgue management during a mass fatality incident

★ Assigned Duties:

- ✦ Oversee all morgue forensic teams, including: Photography, Radiography, Pathology, Fingerprints, Odontology, Anthropology, and DNA.
- ✦ Establish guidelines for postmortem processing procedures.
- ✦ Aid forensic teams in developing, publishing, and implementing station protocols specific to the incident.
- ✦ Participate in data analysis and quality assurance processes for victim identification, as requested.
- ✦ Identify supply and equipment needs of forensic teams to logistics representatives.

- + Represent forensic teams at operational, planning, and other ad hoc meetings.
- + Conduct Forensic Unit meetings with team representatives as needed.
- + Identify, report, and resolve forensic issues relating to victim identification.
- + Oversee demobilization procedures and processes for subordinate teams.



Photography Specialist

Reports to:

This position reports to the Forensic Unit Leader.

Supervises:

None. The Morgue Group Supervisor or Forensic Unit Leader may assign one of the Photography Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

Morgue photographers are the only personnel in morgue operations authorized to take photographs depicting morgue operations, processes, HR, and/or PE.

Position best filled by:

- This position requires proficiency in photography but not necessarily experience in forensics. Good candidates are forensic science/criminal justice students with photography experience. The specific photographs taken can be taught in real time.

★ Qualifications and Skills:

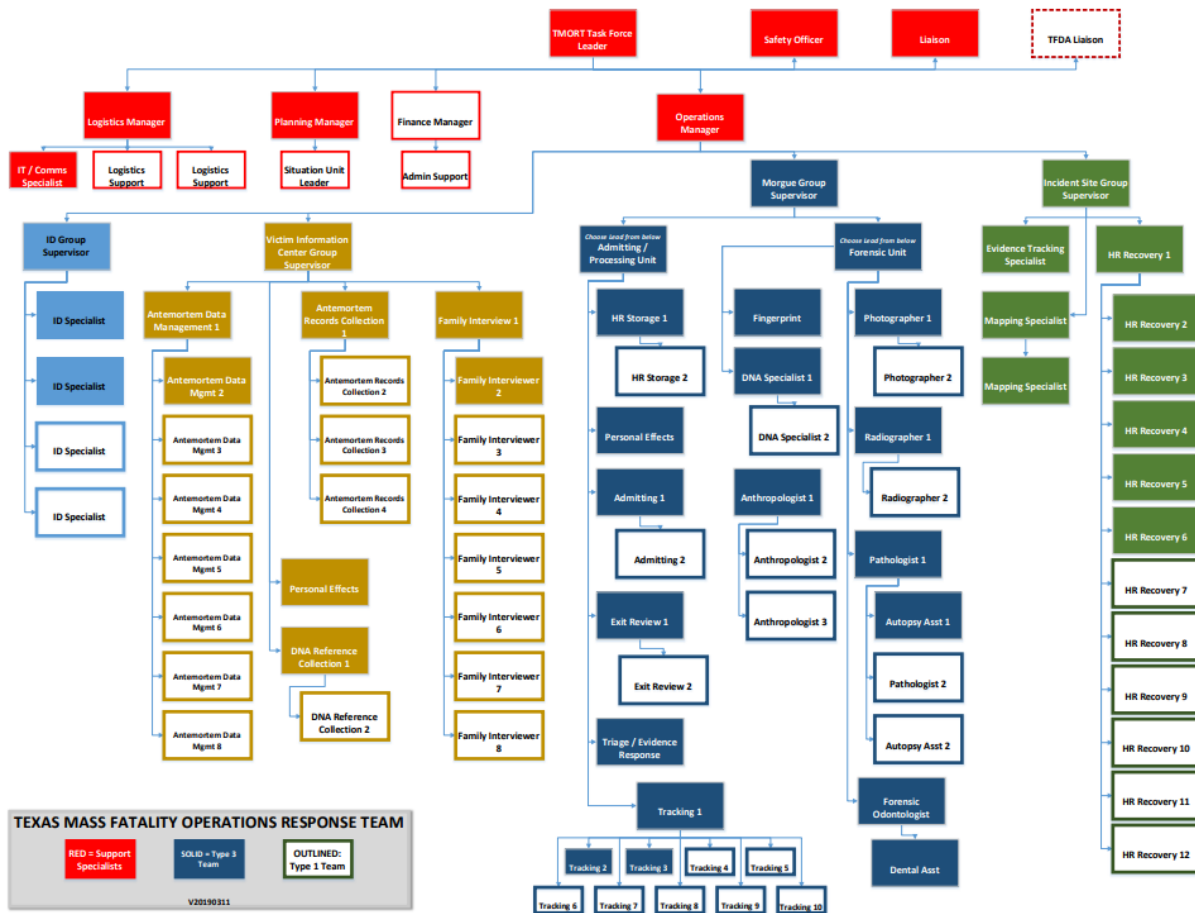
- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience conducting forensic photography in a medical examiner operation
- ✦ Preferred experience and qualifications:
 - Experience in conducting MFI morgue operations

★ Assigned Duties:

- ✦ Maintain camera equipment.
- ✦ Request photographic supplies.
- ✦ Create and maintain a log of all images captured.
- ✦ Take full-body (anatomical position) photos of any complete body.
- ✦ Take full-face identification photographs, where possible.
- ✦ Ensure each photograph bears the morgue reference number and include a scale where applicable.
- ✦ Ensure all HR (intact and fragmented or otherwise disarticulated) are processed through the morgue are captured in photographs.
- ✦ Photograph all PE associated with each set of HR.

- ✦ Provide digital images to the Exit Review Team for inclusion into Victim Identification Program (VIP) or other ID software.
- ✦ Release all hard copy photographs to the Exit Review Team.
- ✦ Provide photographic support to other morgue stations as needed.
- ✦ Safeguard and maintain security of all photographic images generated in the morgue.
- ✦ Complete morgue tracking documentation.

- ☆ Associated Forms:
 - ✦ Photograph Log



Radiography Specialist

Reports to:

This position reports to the Forensic Unit Leader.

Supervises:

None. The Morgue Group Supervisor or Forensic Unit Leader may assign one of the Radiography Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

The Radiography Team generates postmortem radiographic documentation of all HR processed in the morgue. This is useful for HR accountability, characterization, antemortem and postmortem comparison, and discovery of foreign bodies and unique identifiers, such as bone fractures and surgical implants. Any records produced by the Radiography Team become the property of the medicolegal authority for the incident response.

Position best filled by:

- This position benefits from, but does not require radiography training/experience. The position can be filled by radiography technicians (preferable), but can be filled by forensic scientists/students with just in time training and appropriate safety training.

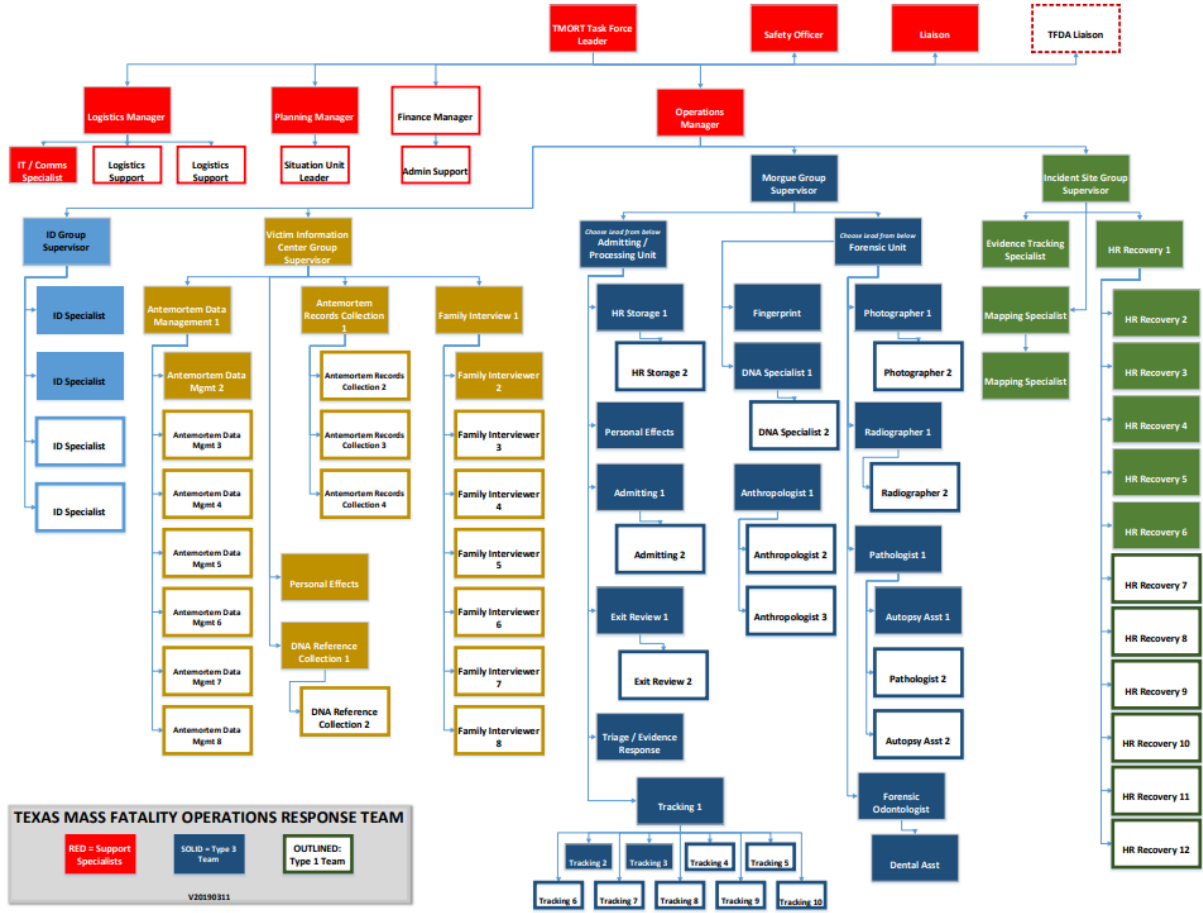
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ~~✦ Relevant experience as a radiologist or radiology technician~~
- ~~✦ Must hold appropriate certification from the Texas Department of State Health Services or the American Registry of Radiologic Technologist.~~
- ✦ Preferred experience and qualifications:
 - Relevant radiography experience in a medical examiner morgue
 - Experience in conducting MFI morgue operations

★ Assigned Duties:

- ✦ Radiograph all remains entering the morgue.
- ✦ Obtain both standard and conventional views for ease of comparison with antemortem films.
 - Radiograph the abdomen and chest region.

- Radiograph the skull from the anterior position as well as laterally to include a clear view of the sinuses.
 - Radiograph extremities as needed.
 - ✚ Annotate Radiography Form and release to tracker.
 - ✚ Maintain a Radiograph Log that includes the following information:
 - Morgue reference number
 - Date and time of the radiograph
 - Radiograph number
 - Number of radiographs taken for that set of HR
 - Initials of the technician taking the radiographs
 - ✚ Mark each radiograph with the morgue reference number.
 - ✚ Proof all radiographs for quality and document the presence of detected implants, etc.
 - ✚ Evaluate the need for additional images.
 - ✚ Provide radiograph support to other forensic sections upon request.
 - ✚ Aid other forensic teams with comparison of antemortem and postmortem radiographs.
 - ✚ Annotate the Tracking Form.
 - ✚ Transfer all digital and film radiographs to the Identification Group.
 - ✚ As needed, conduct safety screening by radiographing HR bags prior to triage to assess bag contents and screen for weapons or potential hazardous materials.
 - ✚ Address radiation safety issues, such as shielding.
 - ✚ Use dosimeters to monitor the radiation dosage of team members.
 - ✚ Maintain and control accountability of all radiographs in the morgue.
- ★ Associated Forms:
- ✚ Radiography Form (VIP Postmortem Packet)
 - ✚ Radiograph Log
 - ✚ Tracking Form



Pathology Specialist

Reports to:

This position reports to the Forensic Unit Leader.

Supervises:

None. The Morgue Group Supervisor or Forensic Unit Leader may assign one of the Radiography Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

The Pathology Team is responsible for conducting postmortem examinations of all human remains processed through the morgue in order to identify the human remains, describe injury and disease patterns, and determine cause and manner of death.

Position best filled by:

- Board certified forensic pathologists.

★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience as a forensic pathologist in a medical examiner's office or private pathology service
- ✦ Preferred experience and qualifications:
 - Experience in conducting MFI morgue operations

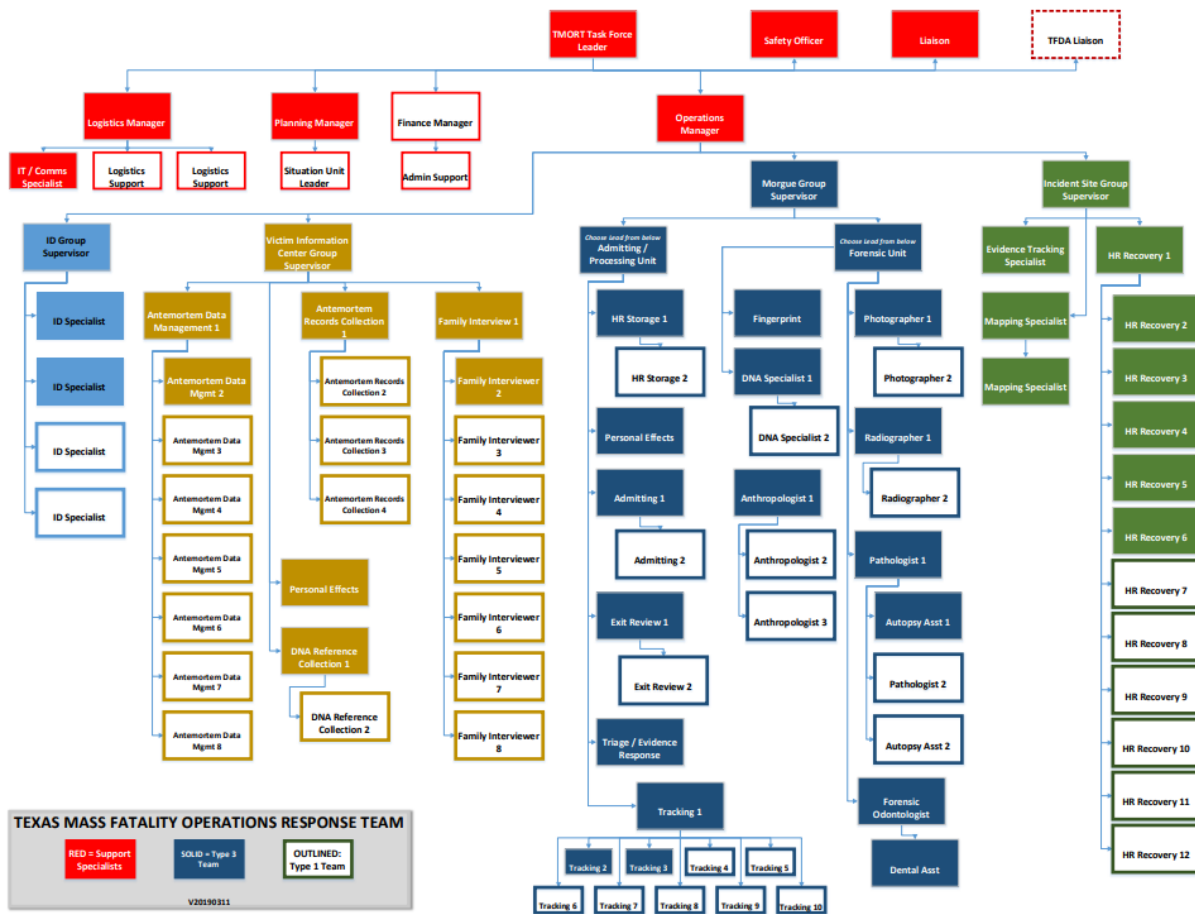
★ Assigned Duties:

- ✦ Examine all HR bags cycled through the morgue process.
- ✦ Document examination findings and features relevant for decedent identification including:
 - General characteristics
 - Specific scars, tattoos, and other unique identifying features
 - Injuries and trauma
 - Implanted medical devices and other surgical interventions
 - Associated clothing, jewelry, and/or other PE
- ✦ Review radiographs.
- ✦ Recover documented and implanted medical devices for identification.
- ✦ Document and recover evidence, maintaining chain of custody.
- ✦ Collect appropriate toxicology samples if warranted.

- ✦ Conduct a complete autopsy if specified by the medicolegal authority in charge.
- ✦ Participate in triage screening as needed.
- ✦ In the absence of a morgue personal effects (PE) station, inventory, describe, and examine all PE associated with each HR container.
- ✦ In the absence of a DNA collection station, refer to the morgue DNA Team position description, as needed, for collecting DNA samples.
- ✦ Provide forensic pathology consultation to other morgue stations as needed.
- ✦ Complete morgue tracking forms.

☆ Associated Forms:

- ✦ Pathology Form (VIP Postmortem Packet)
- ✦ Chain of Custody Form



Autopsy Assistant

Reports to:

This position reports to the Forensic Unit Leader.

Supervises:

None. The Morgue Group Supervisor or Forensic Unit Leader may assign one of the Autopsy Assistants to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

The Autopsy Assistant is responsible for assisting the Pathologist during postmortem examinations of all human remains processed through the morgue in order to identify the human remains, describe injury and disease patterns, and determine cause and manner of death.

Position best filled by:

- Autopsy technicians with experience in medical examiner's office. Photography skills preferred but not required.

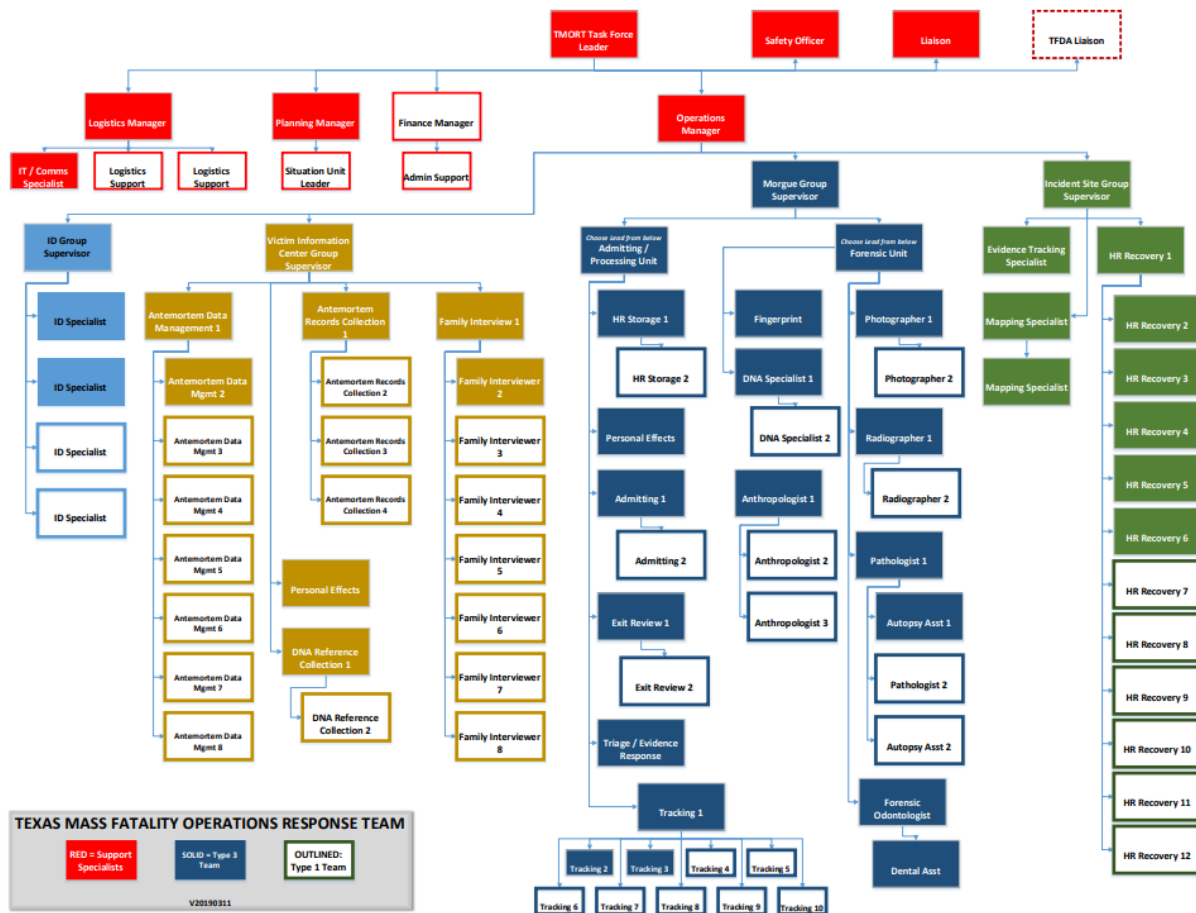
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience as an autopsy assistant in a medical examiner's office or private pathology service
- ✦ Preferred experience and qualifications:
 - Experience in conducting MFI morgue operations

★ Assigned Duties:

- ✦ Assist the pathologist in the examination, documentation, and processing of human remains.
- ✦ Record per the pathologist all examination findings and features relevant for decedent identification including:
 - General characteristics
 - Specific scars, tattoos, and other unique identifying features
 - Injuries and trauma
 - Implanted medical devices and other surgical interventions
 - Associated clothing, jewelry, and/or other PE
- ✦ Document and recover evidence, maintaining chain of custody.
- ✦ Participate in triage screening as needed.

- ✦ In the absence of a morgue personal effects (PE) station, inventory, describe, and examine all PE associated with each HR container.
- ✦ In the absence of a DNA collection station, refer to the morgue DNA Team position description, as needed, for collecting DNA samples.
- ✦ Complete morgue tracking forms.
- ☆ Associated Forms:
 - ✦ Chain of Custody Form



Fingerprint Specialist

Reports to:

This position reports to the Forensic Unit Leader.

Supervises:

None.

Position Specific Requirements:

The Fingerprints Team is responsible for obtaining postmortem fingerprints (ink or digital) of all printable HR and submitting the fingerprints to appropriate authorities for analysis.

Position best filled by:

- This position does not require specific skills but will benefit from forensically experience and training. Real time training can be provided for print collection and submission. Graduate students in forensic science are good candidates.

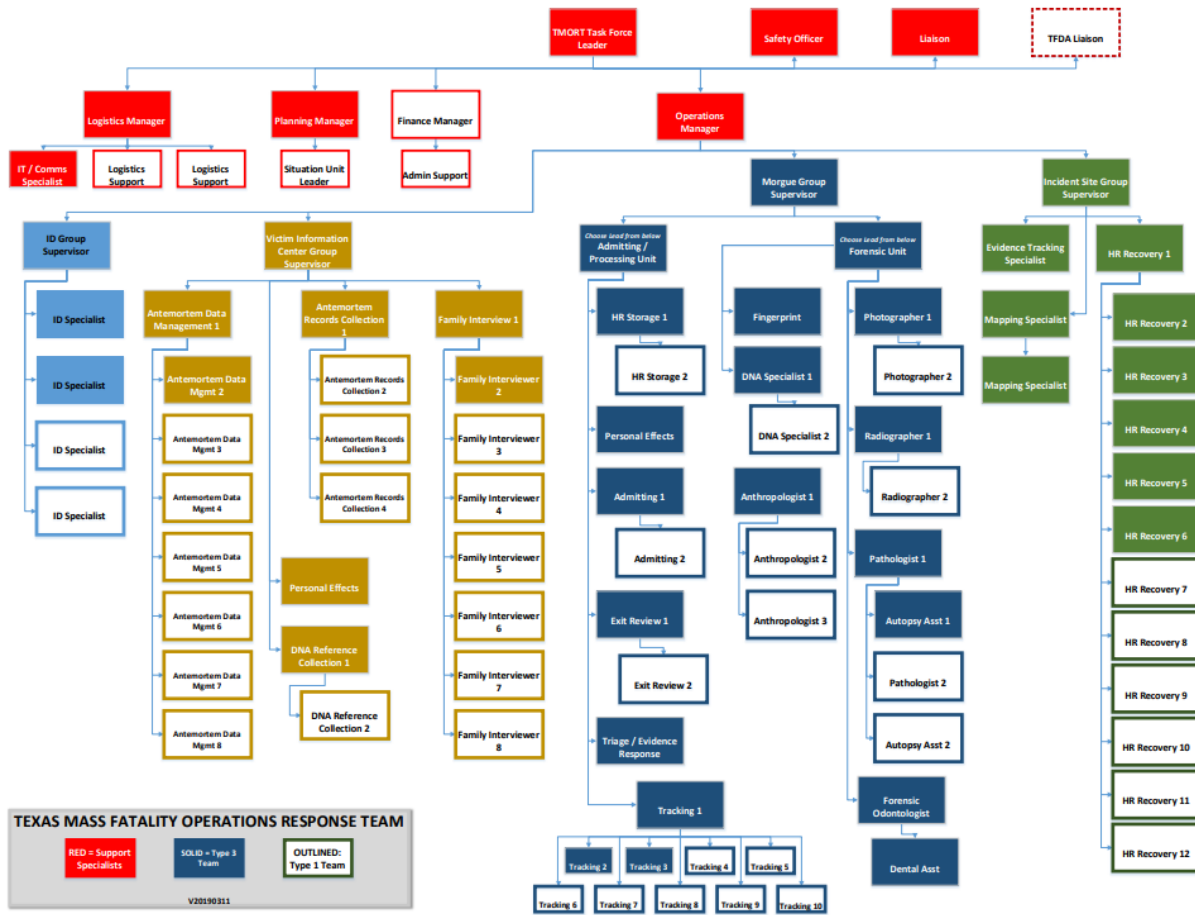
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience as a fingerprint technician in a medical examiner's office, private pathology service, or law enforcement agency
- ✦ Preferred experience and qualifications:
 - Experience in conducting MFI morgue operations

★ Assigned Duties:

- ✦ Supply necessary postmortem fingerprint equipment and materials.
- ✦ Obtain digital or inked fingerprint impressions of all applicable HR.
- ✦ Submit recorded HR fingerprints to appropriate law enforcement channels for analysis.
- ✦ When presented with potential flight crew members, obtain inked footprint impressions.
- ✦ Annotate the standard Fingerprinting Form and release the annotation to the tracker.
- ✦ Complete the Morgue Tracking Form.
- ✦ Transfer record fingerprints from the law enforcement agencies to the Identification Group.
- ✦ Generate positive identification reports when matches of recorded fingerprints to postmortem fingerprints are made.

- ★ Associated Forms:
 - + Fingerprinting Form (VIP Postmortem Packet)
 - + Morgue Tracking Form



Odontology Specialist

Reports to:

This position reports to the Forensic Unit Leader.

Supervises:

None.

Position Specific Requirements:

The Odontology Team is responsible for the examination, classification, and documentation of dental features represented in each human remains (HR) container.

Position best filled by:

- Board certified Forensic Odontologist.

★ Qualifications and Skills:

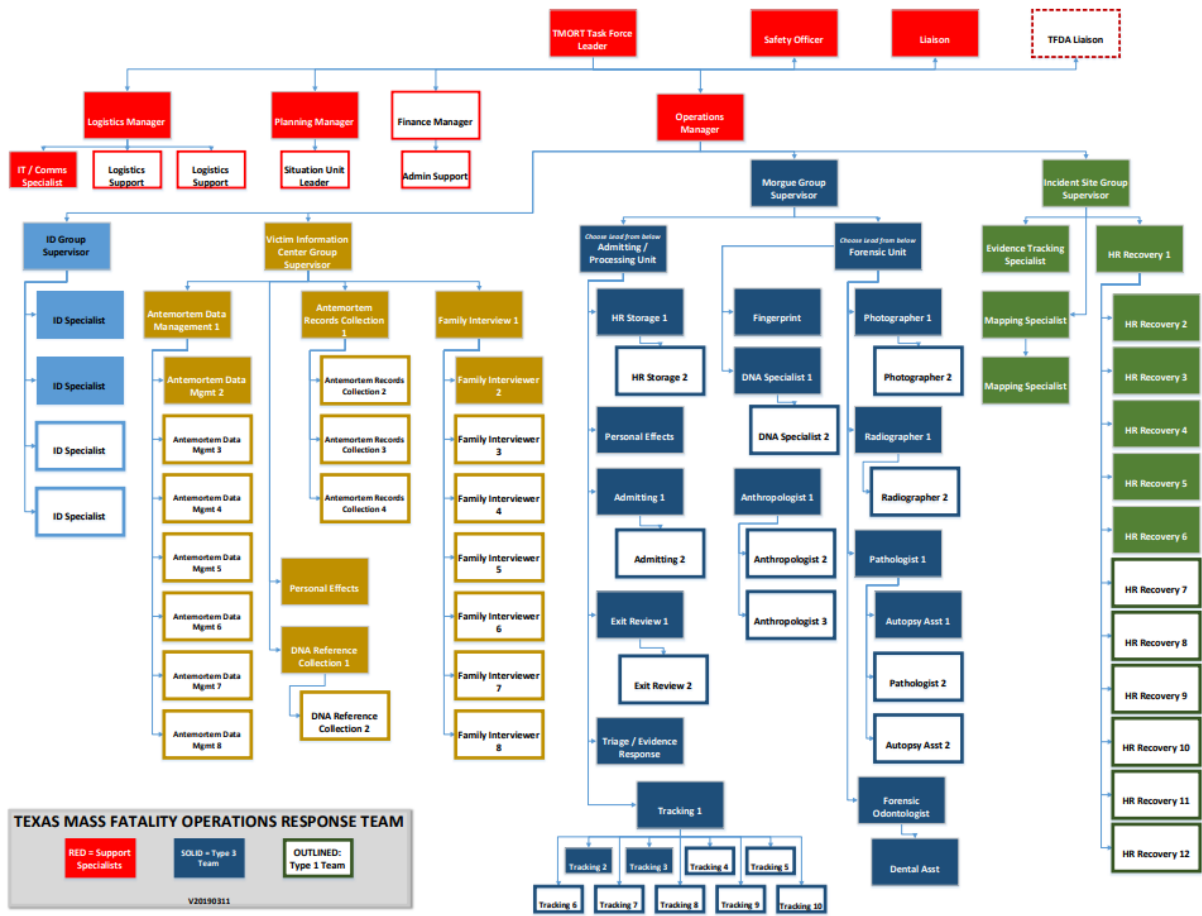
- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience as a forensic odontologist in a medical examiner's office or private pathology service
- ✦ Maintains American Board of Forensic Odontology certification
- ✦ Preferred experience and qualifications:
 - Experience in conducting MFI morgue operations

★ Assigned Duties:

- ✦ Conduct visual examination and charting of HR dentition
- ✦ Conduct radiographic examination of the dentition and alveolar structures the
- ✦ Cast dental models if needed.
- ✦ Perform craniofacial dissection if necessary but only with prior approval by the medicolegal authority.
- ✦ Address radiation safety issues and use dosimeters to monitor radiation dosage of team members.
- ✦ Maintain and control accountability of all dental records.
- ✦ Participate in triage screening as needed.
- ✦ Complete the Morgue Tracking Form.

★ Associated Forms:

- ✦ Morgue Tracking Form



Anthropologist

Reports to:

This position reports to the Forensic Unit Leader.

Supervises:

None.

Position Specific Requirements:

Anthropologists are essential for conducting HR triage, radiograph interpretation, examination, and classification of decomposed, mummified, and skeletal remains. They may also support the Identification Group as part of the Data Analysis Team or Quality Assurance Team.

Position best filled by:

- Board certified Forensic Anthropologists.

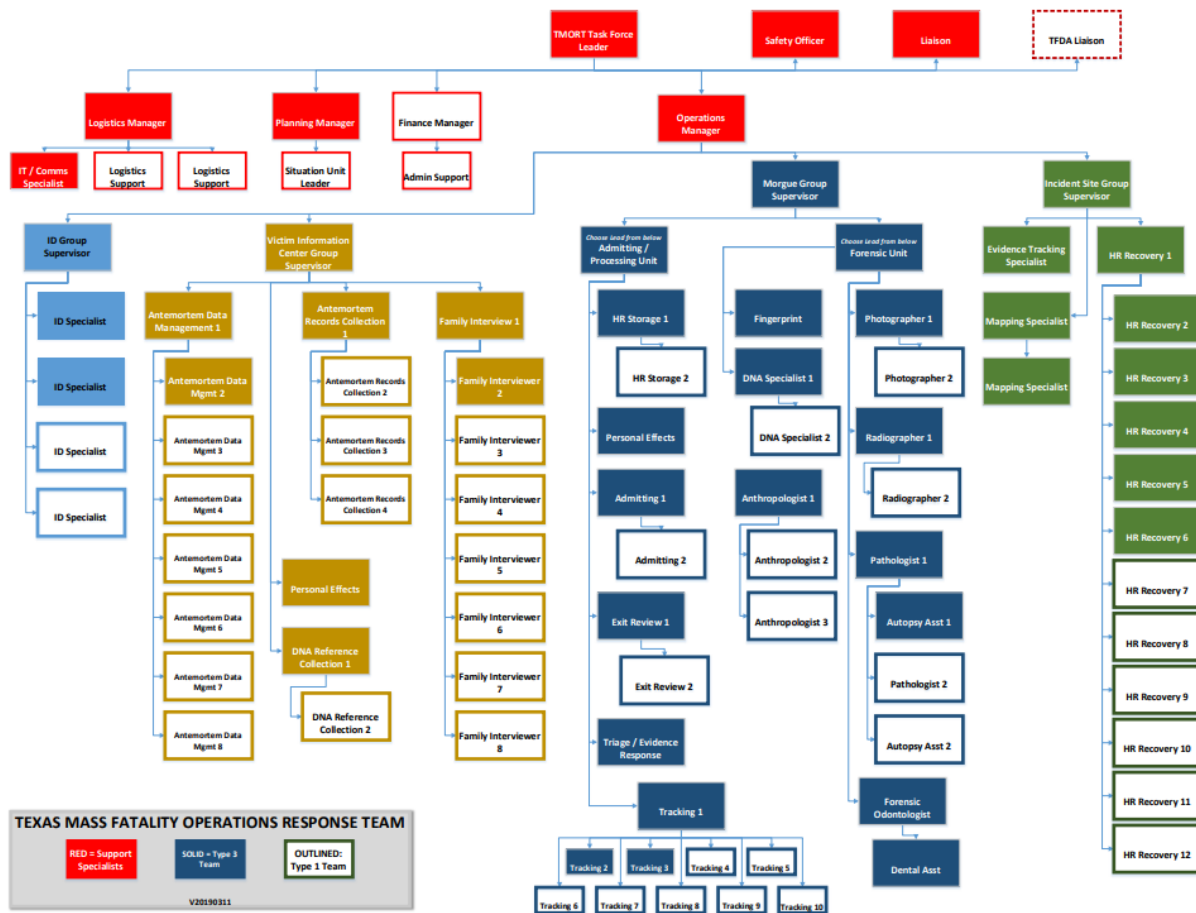
- ★ Qualifications and Skills:
 - ✦ ICS 100, 200, 700, 800
 - ✦ Hold a valid state driver's license
 - ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
 - ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
 - ✦ Willingness to operate in austere conditions
 - ✦ Relevant experience as a forensic anthropologist in a medical examiner's office, private pathology service, or university
 - ✦ Preferred experience and qualifications:
 - Experience in conducting MFI morgue operations
 - Certified by the American Board of Forensic Anthropology

- ★ Assigned Duties:
 - ✦ Examine all HR containers cycled through the morgue process.
 - ✦ Classify and characterize all skeletal material represented in HR containers to include gender, stature, age, ancestry, and anomalies and idiosyncratic variations.
 - ✦ Articulate disarticulated skeletal remains.
 - ✦ Document specific identifying features.
 - ✦ Determine antemortem and postmortem trauma.
 - ✦ Review radiographs.
 - ✦ Interpret and compare antemortem and postmortem records and radiographs.
 - ✦ Assist other morgue stations with antemortem and postmortem comparisons.

- ✦ Perform quality control operations by examining identified remains prior to release to confirm that biological evidence used for identification matches the biological parameters of the remains.
- ✦ Participate in triage screening as needed to evaluate and sort HR bag contents.
- ✦ Provide medical consultation to other morgue stations as needed.
- ✦ Document examination findings using the standardized Anthropology Form and release the annotation to the tracker.
- ✦ Complete the Morgue Tracking Form.

☆ Associated Forms:

- ✦ Anthropology Form (VIP Postmortem Packet)
- ✦ Morgue Tracking Form



DNA Specialist

Reports to:

This position reports to the Forensic Unit Leader.

Supervises:

None. The Morgue Group Supervisor or Forensic Unit Leader may assign one of the DNA Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

The DNA Team sets selection criteria, obtains appropriate DNA samples from HR, and initiates chain of custody for all samples collected.

Position best filled by:

- Crime lab, medical examiner's office, or private laboratory geneticists preferred. Genetics graduate students with laboratory experience are good candidates for real time morgue training.

★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience as a forensic geneticist / DNA analyst in a medical examiner's office, private pathology service, crime lab, or university
- ✦ Licensed by the Texas Forensic Science Commission as a forensic analyst
- ✦ Preferred experience and qualifications:
 - Experience in conducting MFI morgue operations
 - Certified in Molecular Biology by the American Board of Criminalistics

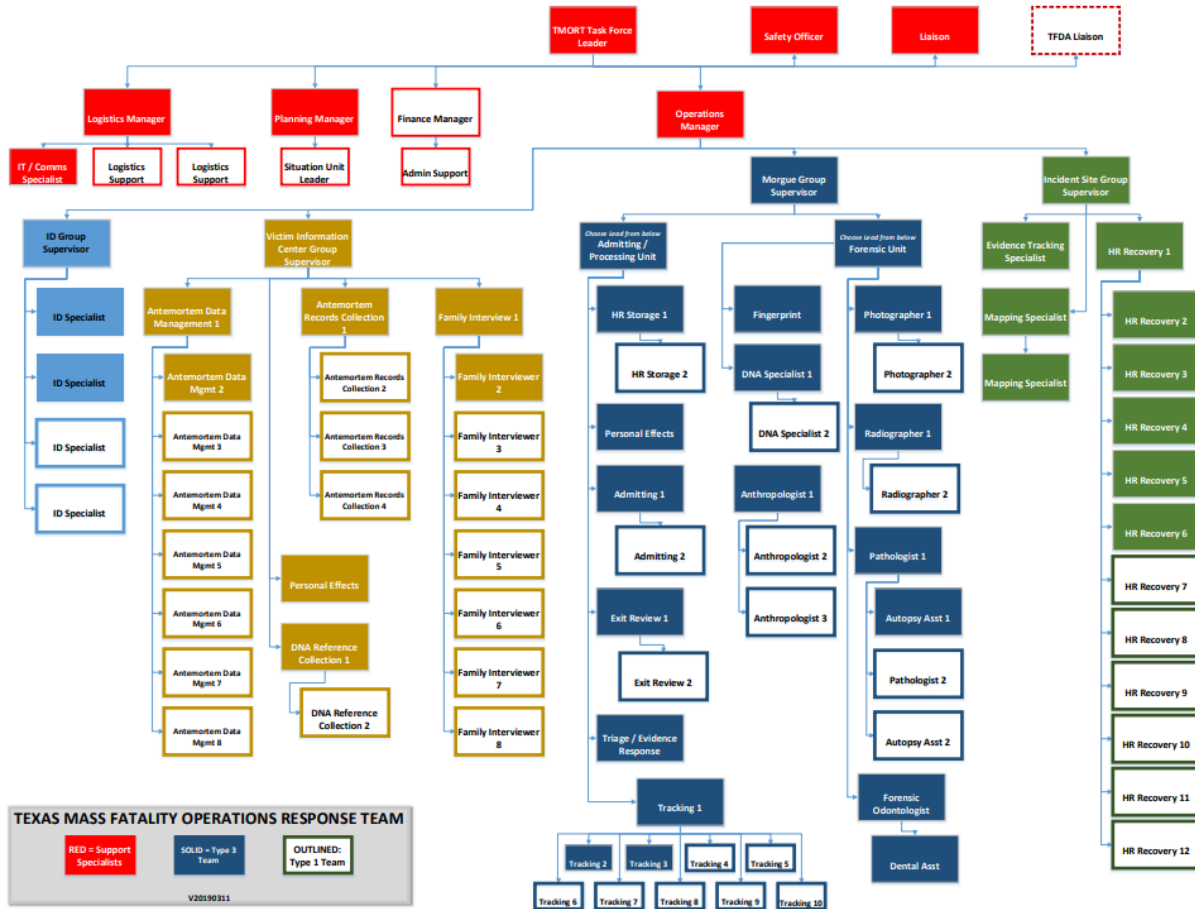
★ Assigned Duties:

- ✦ Establish DNA specimen selection criteria in concert with the morgue's medicolegal authority and the supporting DNA laboratory.
- ✦ Examine all HR containers and collect buccal swab, blood, tissue, bone, or teeth samples as available and in accordance with the sample collection procedures of the supporting DNA laboratory.
- ✦ Establish a DNA evidence collection numbering method.
- ✦ Label and individually package each collected DNA sample.
- ✦ Initiate chain of custody documentation on all DNA samples collected.

- ✦ Store DNA samples in the refrigerator or freezer appliance dedicated for DNA storage.
- ✦ Maintain accountability and security on all collected DNA samples.
- ✦ Relinquish DNA samples to the supporting DNA laboratory.
- ✦ Annotate the DNA Form and release the annotation to tracker.
- ✦ Complete the Morgue Tracking Form.
- ✦ Provide collection guidelines and consultation to the VIC Group's DNA Reference Collection Team for family reference collections and direct reference items relinquished by families.
- ✦ Receive DNA family references and direct references collected at the FAC for transfer to the supporting DNA laboratory.
- ✦ Provide technical assistance to the Identification Group to interpret and understand DNA laboratory findings and reports.

☆ Associated Forms:

- ✦ DNA Form (VIP Postmortem Packet)
- ✦ Morgue Tracking Form



Identification Group Supervisor

Reports to:

This position reports to the TMORT Operations Manager.

Supervises:

The Identification Group Supervisor has oversight for the Antemortem Data Management, Antemortem Records Collection, Family Interview, Personal Effects, and DNA Reference Collection personnel, operations, and assets.

Position Specific Requirements:

This Identification Group Supervisor has overall responsibility for managing the decedent identification processes, and exercising administrative control over all HR documents, images, and files, and directing the personnel conducting those functions.

Position best filled by:

- This position can be filled by a variety of experts as long as they have considerable experience in managing the identification process. Different offices handling identification differently. Forensic anthropologists, death investigators, ID managers, morgue supervisors or others with experience in identification often manage this process and these individuals are good candidates.

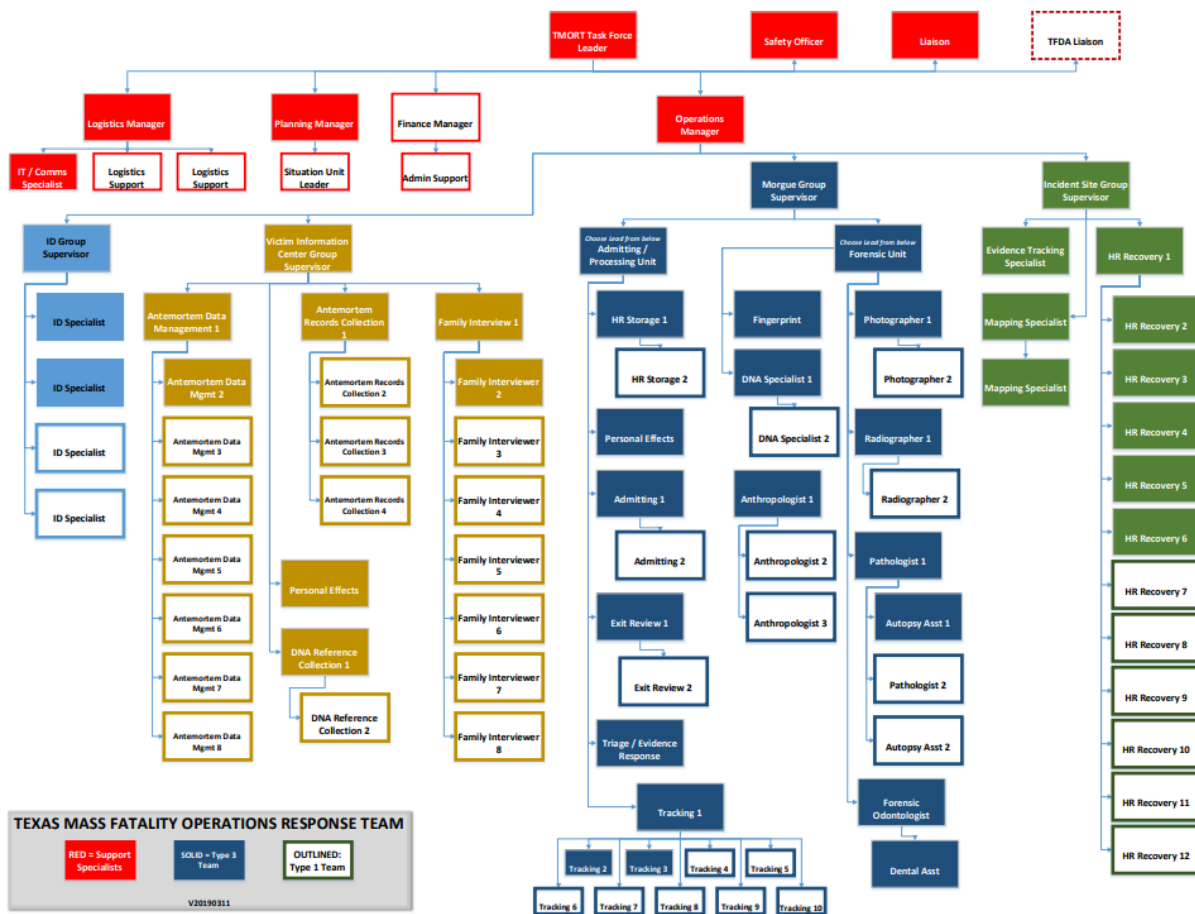
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a State approved TMORT course and attend refreshers periodically
- ✦ Relevant experience as DNA analysts, pathologists, odontologists, anthropologists, and others with proven supervisory experience, including process management and administration
- ✦ Individual that possesses unique qualifications that have been recognized and approved by the Lead RAC Leadership
- ✦ Preferred qualifications:
 - ICS-339 Division Group Supervisor (in person)
 - Experience in conducting MFI victim identification operations

★ Assigned Duties:

- ✦ Oversee all teams and functions in the Identification group, including the Postmortem Data Management Team, Postmortem Records Collection Team, Data Analysis Team, and Quality Assurance (QA) Team.

- ✦ Aid Identification Teams in developing, publishing, and implementing station protocols specific to the incident.
- ✦ Manage staffing and schedule of identification personnel. Coordinate rehab and other support needs with Logistics.
- ✦ Serve as an advisor to the incident authority for death certification.
- ✦ Present identification findings and recommendations to the local medicolegal authority for acceptance and death certification.
- ✦ Determine post-processing identification requirements and the appropriate methods for documentation and storage of file materials.
- ✦ Report identifications made to the TMORT Operations Leader.
- ✦ Identify Identification Group supply and equipment needs and report them to logistics representatives.
- ✦ Ensure the information management system equipment is installed and functioning properly.
- ✦ Represent teams in the Identification Group at operational, planning, and other ad hoc meetings.
- ✦ Conduct Identification Group meetings with team representatives as needed.
- ✦ Resolve any reported victim identification issues.
- ✦ Oversee demobilization procedures and processes for subordinate teams.



Identification Specialist

Reports to:

This position reports to the Identification (ID) Group Supervisor.

Supervises:

None. The ID Group Supervisor may assign one of the ID Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

The ID Specialist reviews all postmortem and antemortem records to develop identification recommendations for the medicolegal authority's approval.

Position best filled by:

- This position can be filled by forensic scientists with experience in identification. Experience in the management of the ID process is not necessary. Good candidates include death investigators, anthropologists, geneticists, odontologists among others.

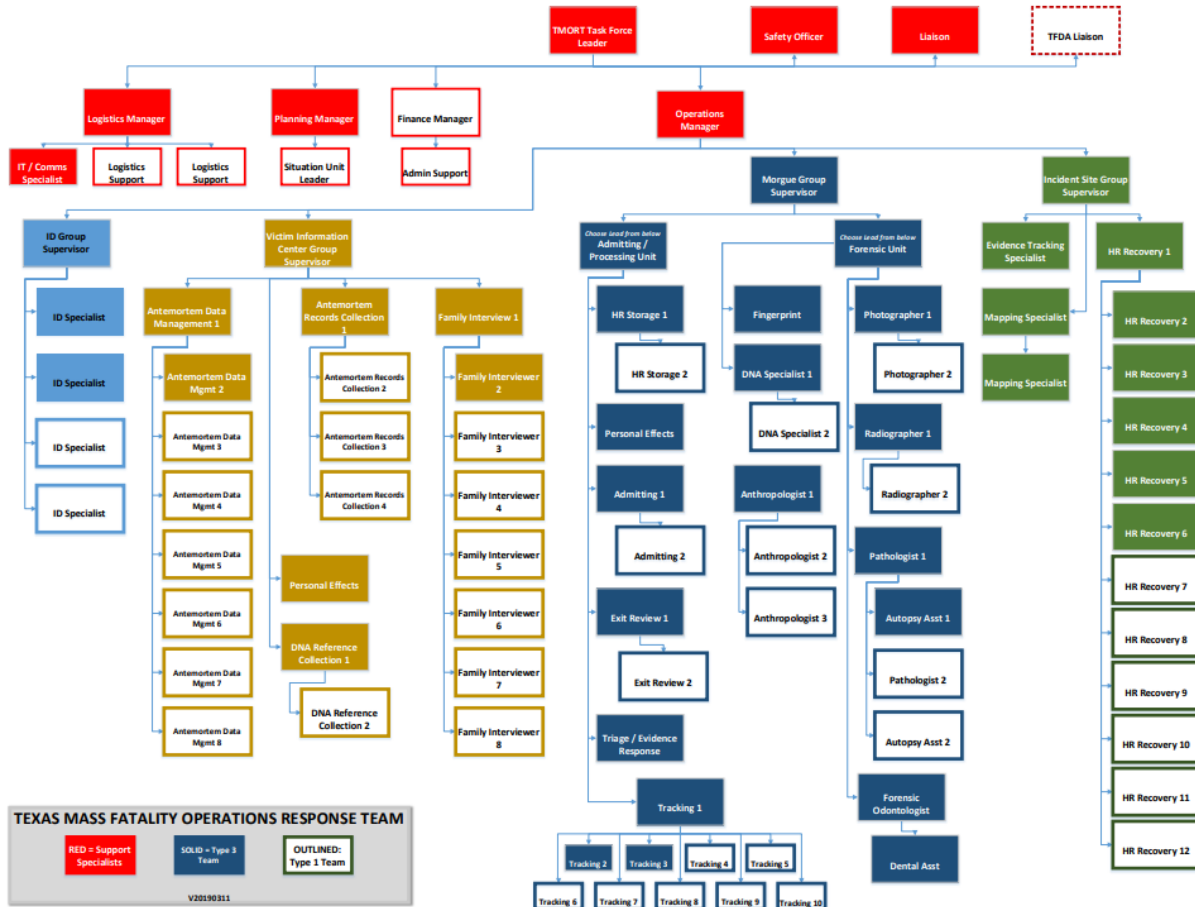
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience conducting decedent identifications as a forensic practitioner (including death investigator, forensic anthropologist, forensic pathologist, forensic geneticist, fingerprint analyst, forensic odontologist, etc)
- ✦ Preferred experience and qualifications:
 - G-386 Mass Fatality Management
 - Experience in conducting MFI identification operations

★ Assigned Duties:

- ✦ Manage all antemortem and postmortem documents to ensure security and organization of documents.
- ✦ Use records and data files from the VIC Group (including antemortem records and family interviews) for comparison to postmortem information.
- ✦ Compare antemortem and postmortem records to exclude possibilities and to match facts and evidence leading to the identification of HR.
- ✦ Identify and request follow-up examinations to further uncover facts relative to identification.

- ✦ Develop recommendation for decedent identification for each set of human remains.
- ✦ Prepare an Identification Summary Report for victim identification presentation to the medicolegal authority for the incident for approval and subsequent death certification.
- ✦ Examine identified remains prior to release to confirm that the biological evidence used for identification matches the biological parameters of the remains.



Victim Information Center Group Supervisor

Reports to:

This position reports to the TMORT Operations Manager.

Supervises:

The Victim Information Center (VIC) Group Supervisor is responsible for managing the operations, personnel, and assets of Antemortem Data Management, Antemortem Records Collection, Family Interviewers, Personal Effects, and DNA Reference Collection teams.

Position Specific Requirements:

The VIC Group Supervisor has overall responsibility for the antemortem data gathering and management to assist in the identification process of deceased persons.

Position best filled by:

- This is a management position primarily but benefits from medicolegal familiarity and experience. Supervisory death investigators and managerial medical examiner positions are good candidates.

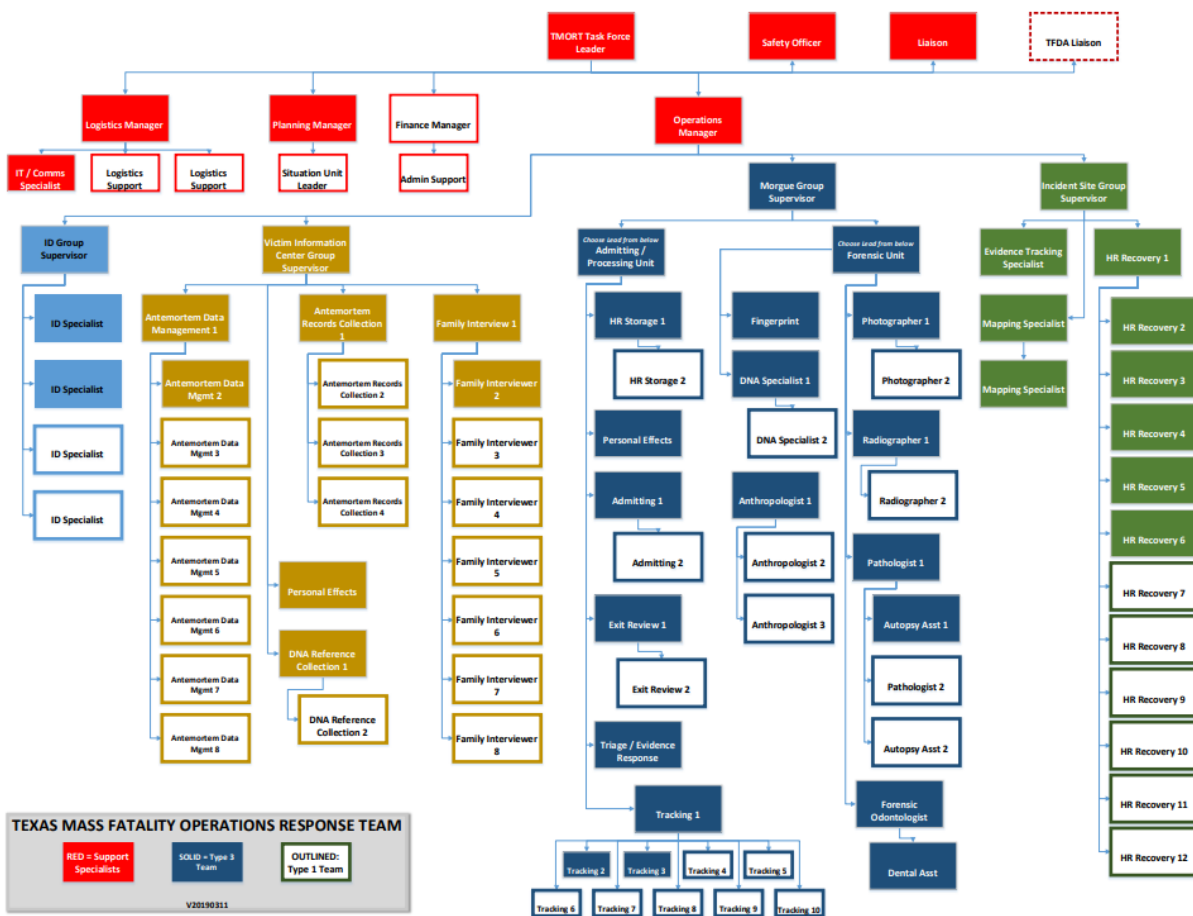
★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a State approved TMORT course and attend refreshers periodically
- ✦ Relevant experience conducting death investigation operations with proven supervisory experience
- ✦ Individual that possesses unique qualifications that have been recognized and approved by the TMORT Leadership
- ✦ Preferred qualifications:
 - ICS-339 Division Group Supervisor (in person)
 - Previous experience in VIC management during a mass fatality incident

★ Assigned Duties:

- ✦ Oversee VIC Antemortem Data Management, Antemortem Records Collection, Family Interviewers, Personal Effects, and DNA Reference Collection teams.
- ✦ Establish guidelines for antemortem data collection (documents, DNA samples, and interviews) and management and the collection and return of personal effects.
- ✦ Identify personnel requirements to meet operational demands.
- ✦ Coordinate assignment of team leaders, if required.

- ✦ Coordinate the exchange of antemortem information between the VIC, Morgue, and Identification Groups.
- ✦ Manage staffing and schedule of site personnel. Coordinate rehab and other support needs with Logistics.
- ✦ Conduct daily operational briefings (and other meetings as required) for VIC staff.
- ✦ Identify and procure any special equipment, including technology requirements, necessary to support the operation.
- ✦ Represent VIC units at operational, planning, and other ad hoc meetings.
- ✦ Advise the TMORT Operations Manager on VIC operational issues.
- ✦ Direct demobilization procedures to subordinate units and teams.



Family Interviewer

Reports to:

This position reports to the Victim Information Center (VIC) Group Supervisor.

Supervises:

None. Group supervisor may assign one of the family interviewers to be the team lead to maintain appropriate span of control.

Position Specific Requirements:

This position is responsible for conducting formal interviews of victim families, friends, and associates to gather information useful in the victim identification process and to provide information to the interviewees.

Position best filled by:

- These positions benefit from experience and training in social work. The interviews are structured so that the forensic component can be taught real time. Good candidates include death investigators (particularly those with social work training/experience), social workers.

★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid state driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Relevant training and experience conducting interviews with families of deceased persons with compassion
- ✦ Preferred qualifications:
 - Completion of a State approved TMORT course and attend refreshers periodically
 - Previous experience in VIC during a mass fatality incident

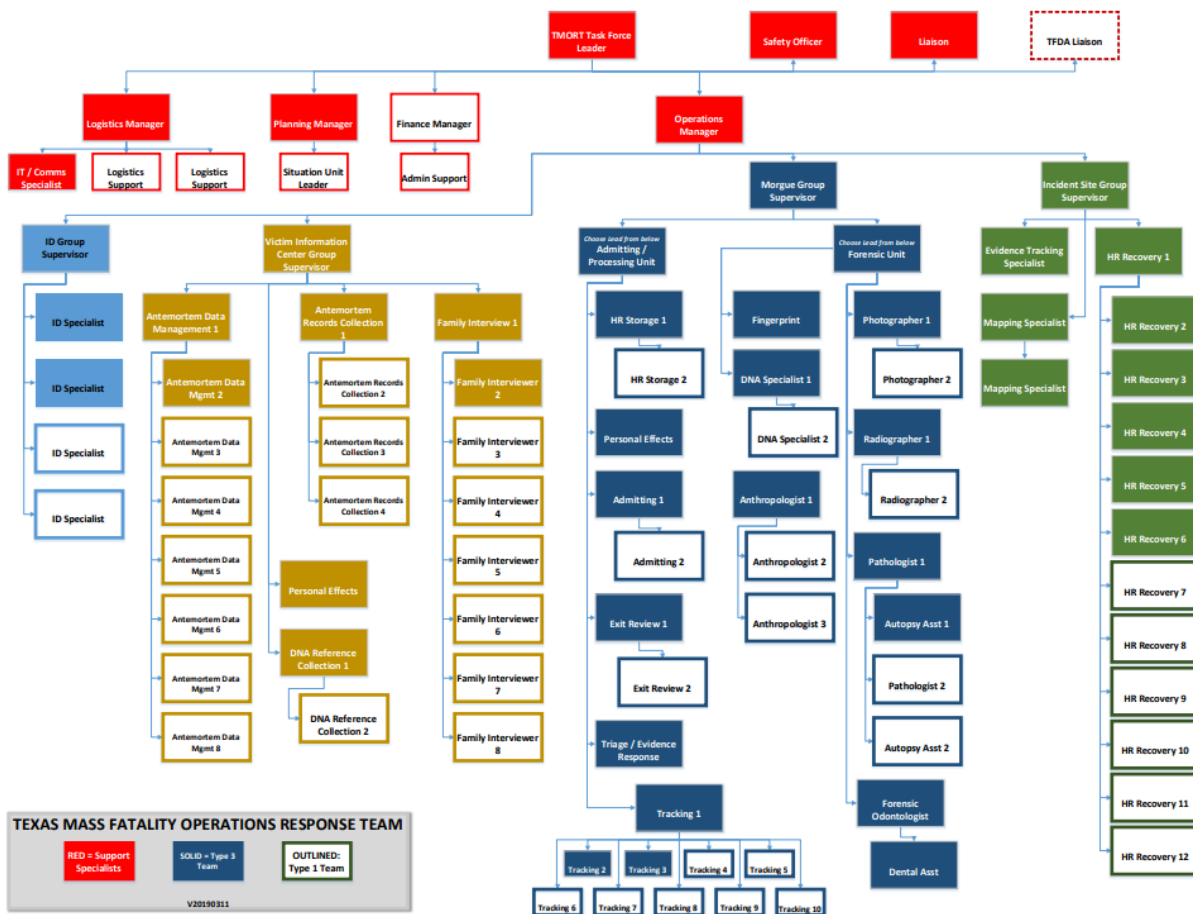
★ Assigned Duties:

- ✦ Establish a rapport and trust with interviewees.
- ✦ Be sensitive to the needs of grieving family members and to their cultural beliefs and practices.
- ✦ Identify language or communications barriers and obtain interpreters as necessary.
- ✦ Conduct individual or group interviews with families and other victim associates in a private setting using approved interview forms.
- ✦ Have the interviewees verify the information documented on the interview forms.

- ✦ Establish victim kinships; chart family trees; and identify suitable DNA donors for victim identification.
- ✦ Identify sources of victim antemortem records and report the findings to the Antemortem Records Collection Team.
- ✦ Answer questions the interviewees may have and assist them with obtaining additional information as requested.
- ✦ Explain the identification and release of remains processes to family members and note relevant information about the family's religious or spiritual beliefs.
- ✦ Complete the Initial Notification Preference Form with family members, if necessary.
- ✦ Refer appropriate family members to the DNA collection station.
- ✦ Conduct telephone interviews of family members who are unable to travel to the Family Assistance Center (FAC).

☆ Associated Forms:

- ✦ Antemortem Interview Form
- ✦ DNA Collection Form
- ✦ Initial Notification Preference Form



Antemortem Data Management Specialist

Reports to:

This position reports to the Victim Information Center (VIC) Unit Leader.

Supervises:

None. The VIC Group Supervisor Leader may assign one of the Antemortem Data Management Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

The Antemortem Data Management Team creates and maintains hard copy and electronic files for each reported missing victim and case management files for FAC patrons.

Position best filled by:

- These are primarily data management positions, but will benefit from forensic training and experience. Death investigators, morgue technicians, administrative staff at medical examiners offices are good candidates. Forensic science graduate students are also good candidates.

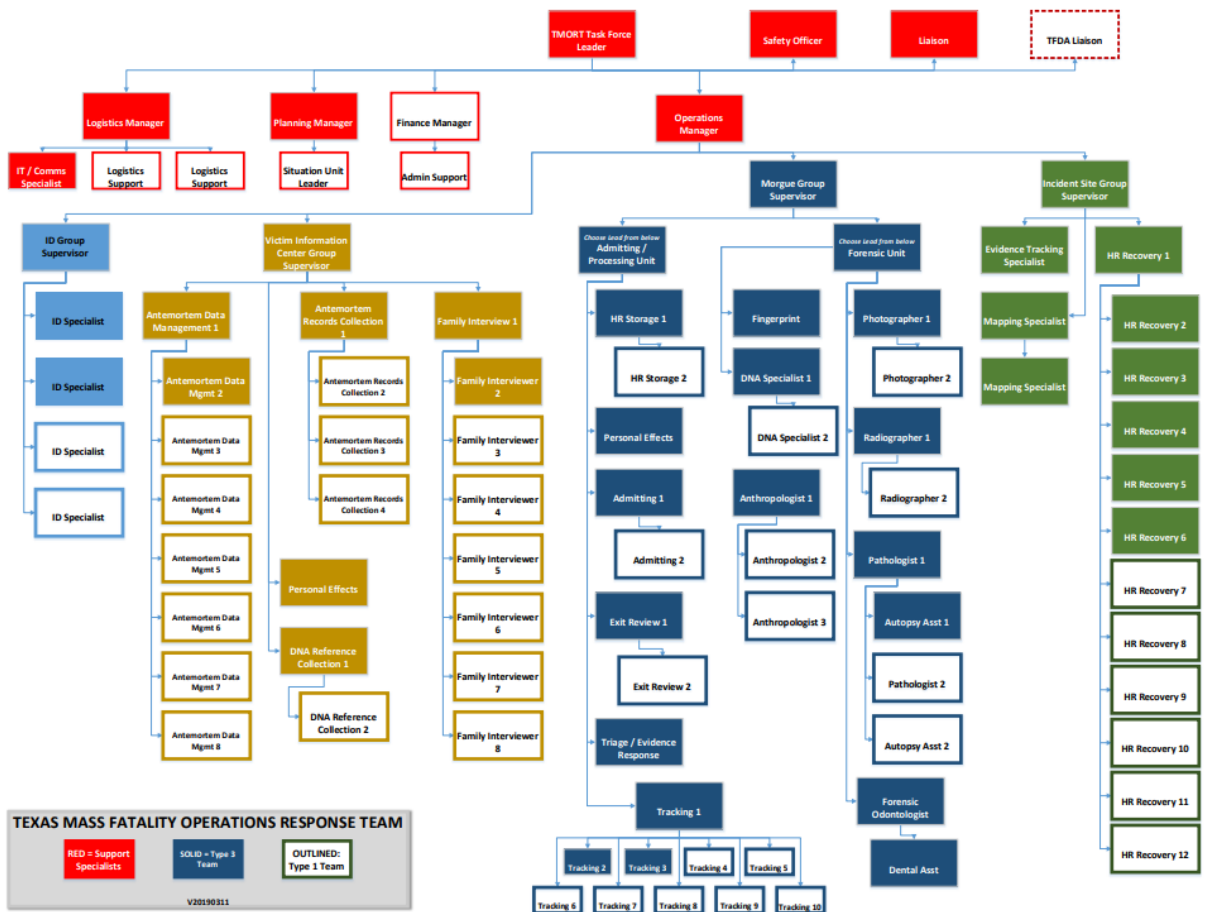
★ Qualifications and Skills:

- ✚ ICS 100, 200, 700, 800
- ✚ Hold a valid state driver's license
- ✚ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
 - Students will receive just in time training and will report directly to their faculty supervisor
- ✚ Relevant training and experience conducting data entry and management
- ✚ Detail oriented and capable of achieving a high level of accuracy in every task performed
- ✚ Preferred qualifications:
 - Completion of a State approved TMORT course and attend refreshers periodically
 - Previous experience in a VIC during a mass fatality incident

★ Assigned Duties:

- ✚ Create an individual file for each reported missing person.
- ✚ Enter information from Victim Identification Program (VIP) interview worksheets into the VIP database.
- ✚ Scan hard copy documents and records into the VIP database.
- ✚ Maintain FAC patron files.
- ✚ Conduct database queries to prevent duplication of records.

- + Edit computer entries to ensure accuracy and completeness of records.
- + File records.
- + Transfer data files to and from morgue operations.
- + Maintain security and control access to all files.
- + Perform other clerical duties as assigned.



Antemortem Records Collection Specialist

Reports to:

This position reports to the VIC Group Supervisor.

Supervises:

None. The VIC Group Supervisor may assign one of the Antemortem Records Collection Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

The Antemortem Records Collection Specialist uses victim medical history collected from patrons during the family interviews and obtains medical records for postmortem comparison in the identification process.

Position best filled by:

- These are primarily data management positions, but will benefit from forensic training and experience. Death investigators, morgue technicians, administrative staff at medical examiners offices are good candidates. Forensic science graduate students are also good candidates.

★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid Texas driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Relevant training and experience conducting data entry and management
- ✦ Completion of a State approved TMORT course and attend refreshers periodically
 - Students will receive just in time training and will report directly to their faculty supervisor
- ✦ Detail oriented and capable of achieving a high level of accuracy in every task performed
- ✦ Preferred qualifications:
 - Previous experience in a VIC during a mass fatality incident

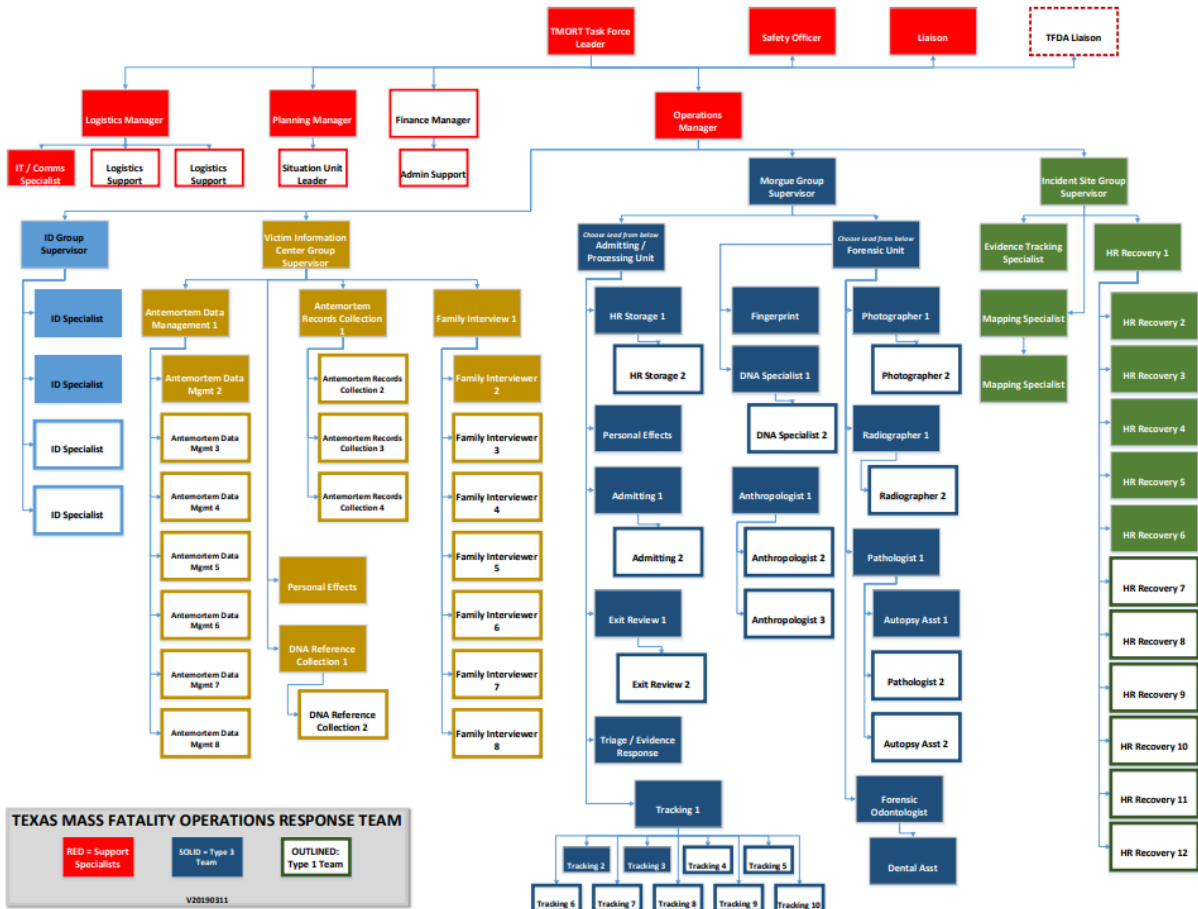
★ Assigned Duties:

- ✦ Initiate telephone contact with decedent medical providers to request dental records, radiographs, and medical records for comparison by morgue personnel.
- ✦ Note the status of requested records on the Requested Records Log.
- ✦ Provide clarification of HIPAA regulations to medical providers reluctant to release decedent records. If necessary, send the provider a clarification HIPAA Exemption Letter.
- ✦ Monitor the status of incoming dental records, radiographs, and other medical records to ensure that all records have been received.

- + Have victim records in foreign languages translated as needed.
- + Send victim medical and dental records to the morgue upon receipt.
- + Transfer medical records to the Antemortem Data Management Team.

☆ Associated Forms:

- + Requested Records Log
- + HIPAA Exemption Letter



DNA Reference Collection Specialist

Reports to:

This position reports to the VIC Group Supervisor.

Supervises:

None. The VIC Group Supervisor may assign one of the DNA Reference Collection Specialists to be the team leader to maintain appropriate span of control.

Position Specific Requirements:

This team gathers appropriate DNA samples from victim next-of-kin (NOK), temporarily stores and secures collected samples, accepts personal belongings released from families of victims that may contain victim DNA, and initiates chain of custody documents for all samples collected.

Position best filled by:

- These positions can be filled by a variety of forensically trained personnel, but benefit from training/experience in social work. Good candidates include death investigators, family assistance personnel or graduate students in social work with real time training.

★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid Texas driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- ✦ Completion of a TMORT Overview Training (online or annual regional course), including deployment basics and ESF-8 overview
- ✦ Willingness to operate in austere conditions
- ✦ Relevant experience conducting DNA reference sample collections as a forensic practitioner (including forensic nurse, death investigator, forensic anthropologist, forensic pathologist, forensic geneticist, etc)
- ✦ Preferred experience and qualifications:
 - G-386 Mass Fatality Management
 - Experience in conducting MFI identification operations

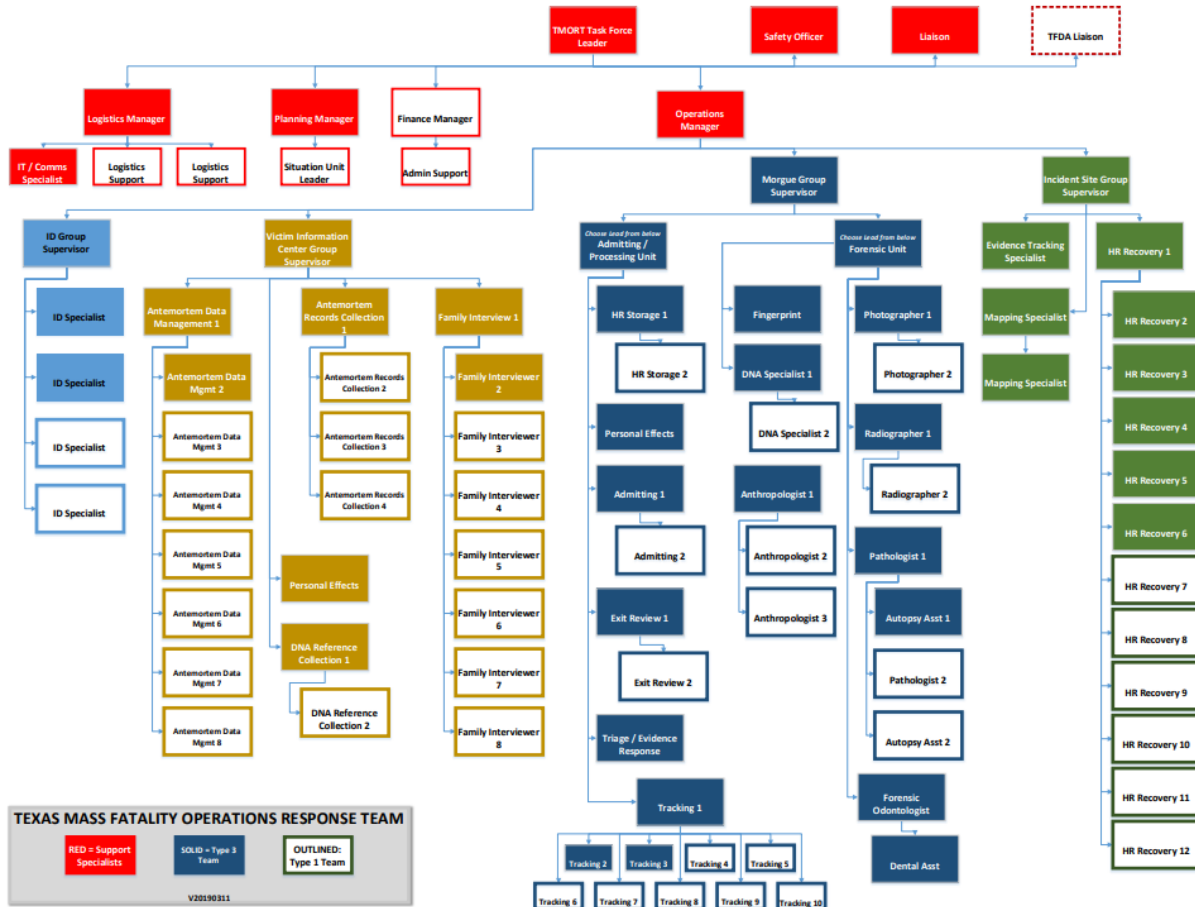
★ Assigned Duties:

- ✦ Establish walk-in office operating hours and schedule appointments for sample collection.
- ✦ Collect a DNA reference sample (buccal swab or blood samples) from family members, as required.
- ✦ Obtain personal belongings of potential victims from family members that may contain direct DNA references.
- ✦ Label and individually package each collected DNA sample.

- + Initiate chain of custody documentation on all DNA samples collected using the Chain of Custody Form.
- + Store DNA samples in the refrigerator or freezer appliance dedicated for DNA storage.
- + Maintain accountability and security on all collected DNA samples.

☆ Associated Forms:

- + Chain of Custody Form



Personal Effects Specialist

Reports to:

This position reports to the VIC Group Supervisor.

Supervises:

None.

Position Specific Requirements:

The team has overall responsibility for associating PE from an MFI to victims and to facilitating the return of PE to the family.

Position best filled by:

- These positions can be filled by a variety of forensically trained personnel, but benefit from training/experience in evidence management. Good candidates include death investigators, evidence technicians or graduate students in criminal justice and or forensics.

★ Qualifications and Skills:

- ✦ ICS 100, 200, 700, 800
- ✦ Hold a valid Texas driver's license
- ✦ Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
 - Students will receive just in time training and will report directly to their faculty supervisor
- ✦ Relevant experience in the collection, preservation, and return of evidence/personal property from decedents (including funeral directors, forensic investigators, autopsy technicians, evidence technicians, or other qualified personnel)
- ✦ Preferred qualifications:
 - Completion of a State approved TMORT course and attend refreshers periodically
 - Previous experience in VIC during a mass fatality incident

★ Assigned Duties:

- ✦ Take custody of and secure all items deemed to be PE.
- ✦ Obtain PE removed from HR during morgue processing.
- ✦ Prepare PE for release by cleaning and sanitizing but not repairing or reconditioning to serviceable status.
- ✦ Identify and segregate PE that is incapable of being reconditioned and therefore inappropriate for release to families.
- ✦ Create a catalog of items for viewing by families at the FAC or online, when necessary. Include descriptions and photographs in sufficient detail to capture identifying features, such as inscriptions, serial numbers, and unique wear marks.

- + Coordinate with TMORT Operations Leader for return of PE to family members.
- + Release PE from storage to authorized recipients using a Chain of Custody Form from the local jurisdiction.
- + Coordinate PE efforts with PE teams at the incident site and morgue.

☆ Associated Forms:

- + Chain of Custody Form

