

From: Smith, JonJ
Sent: Thursday, April 30, 2015 9:44 AM
To: Chavez, Armando; Baroni, James; Tellez, Michael; Dunn, Zeb
Subject: While I'm away.....

Unfortunately due to circumstances beyond my control with staffing challenges, I will continue to triage cases while I am out of the office between May 2 and May 17. Things will be a little different in that I may be tasking Armando to perform some tasks with regards to sample collection or evidence collection in my absence. Any cases handled in this manner will have abbreviated reports authored by myself upon my return. Armando will oversee reportable cases but if anything arises that needs my input then please also send me the information about the case.

As such, I will require email updates about each case that will require an examination. I will need the case number, decedent's name, age, investigative summary including the nature of the case, and attached any possible photos that would be pertinent to helping me decide how to triage a case. I will be creating a list for tracking purposes which is why I will require the demographic information so that cases will not get overlooked. I won't require that you upload all scene photos but just what may be necessary for me to review that is not captured with your case summary. For example, 56 yo male with hypertension and diabetes, doctor unwilling to sign--you might attach a photo of the arcus senilis noted during the scene exam and a picture of his overall body habitus to document his obesity. Additionally, more straight forward cases can have abbreviated emails. For example, case xxx-xx, john doe, 23 yo male, multiple gsw homicide is all I need to know. Obviously if cases are less straight forward or complex, then I will require more information to make a decision.

Once I review every case summary (including homicides), I will send the information to Armando with instructions about what to do with each case so that he can schedule an examination date/time. Please be aware that I will be anywhere from 3 hours ahead of California time to as much as 8 hours ahead. As such, emails should be sent in real time at the conclusion of the scene or as soon as possible after receiving the investigative information to present the case thoroughly so that I have an opportunity to review the materials in time for case examination days. I will not have constant email capability, but will check periodically throughout the day (2-3 times). In order to facilitate cases being examined in a timely manner and not having to unnecessarily hold them until the next exam day, please send emails ASAP.

Thank you in advance for working with this alteration in our practice. If you have any questions please do not hesitate to ask myself or Armando.

Dr. Smith