



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 12/05/2023

**SUBJECT: APPROVAL OF A CHANGE TO THE TABLE OF ORGANIZATION –  
MEDICAL EXAMINER’S OFFICE**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve a change to the table of organization for the Medical Examiner’s Office to create a new Identification Investigator position effective December 6, 2023.

**BACKGROUND**

On October 3, 2023, the Commissioners Court, through Court Order #141863, accepted the FY 2023 Bureau of Justice Assistance (BJA) Missing and Unidentified Human Remains Program Grant Award for the Medical Examiner’s Office.

The Medical Examiner’s Office is requesting an Identification Investigator position under the BJA Grant to perform advanced-level investigative duties on a day-to-day basis to achieve goals of the department including investigations for sudden, unexpected, and unattended deaths of individuals that are tentatively identified or unknown within the jurisdiction of the Tarrant County Medical Examiner’s Office. The position description for the new Identification Investigator position has been evaluated by the Job Evaluation Committee and is recommended to be administered as Grade 19.

Positions funded by grants or special funds may be eliminated due to loss of funding at any time, and Tarrant County has no obligation to assume funding for these positions.

**FISCAL IMPACT**

The annual fiscal impact to BJA Missing and Unidentified Human Remains Program Grant will be approximately \$98,622.87 including fringe benefits.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Amber Duckworth
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