



## FY2027 BUDGET NARRATIVE

Please fill this out and return by May 11<sup>th</sup>. Please save the document by the name of your division, underscore, and FY2027 as follows: FAIR\_FY2027

### INTRODUCTORY INFO/HIGHLIGHTS/GOALS

1. Please list the name of your department/division and provide a statement of what your department is responsible for, your mission statement, and any highlights from the current and prior fiscal year for your department. Please add what your goals and objectives are for the next fiscal year:

#### **Accomplishments for FY26:**

- The Canyon County Coroner's Office has significantly expanded its community outreach efforts by developing and delivering an innovative "Intro to Death Investigations" educational program in local middle and high schools. This initiative pairs career-focused education with critical public health awareness topics, including Safe Infant Sleep practices, Suicide Awareness and Prevention, and Fentanyl Awareness education.
  - These programs have strengthened community engagement by equipping students with practical knowledge that can help prevent tragedy while also introducing them to careers in medicolegal death investigation and public service. As a direct result, the office has seen a substantial increase in internship participation and investigative case-learning opportunities. Additionally, the program has established strong educational partnerships, with nearly all local colleges now offering direct academic credit reciprocation for student participation, creating a valuable pathway for workforce development and future professional training in forensic and death investigation fields.

- The Canyon County Coroner’s Office has been providing Safe Infant Sleep training to local agencies and community partnerships as well (Baby Haven and The Community Baby Shower) by utilizing resources and guidelines provided by Northwest Infant Survival and SIDS Alliance, as well as the CDC. The mission in these trainings is to provide awareness of sleep-related deaths and preventative techniques to new, expecting parents and caregivers. Fortunately, we are also able to provide resources in the form of playpens for those families in need of a safe sleep surface.
- The Canyon County Coroner's Office has implemented a comprehensive agency training standards program designed to strengthen coordination and consistency in death investigations across all responding disciplines. This initiative establishes clear cooperation methods between first responders and death investigators, promoting a unified, team-based approach to scene response, evidence preservation, and investigative continuity.
  - A key component of this program is the development of a specialized focus in Sudden Unexpected Infant Death (SUID) investigations, aligned with recommendations from the Centers for Disease Control and Prevention. This specialized training enhances investigative accuracy while supporting families through sensitive and complex cases.
  - In collaboration with the Nampa Police Department, the program also advanced professional development opportunities for law enforcement partners. Through this partnership, the Chief Deputy Coroner obtained certification through Idaho’s Peace Officer Standards and Training (POST) program, enabling participating officers to receive formal credit hours for their involvement. This achievement further strengthens interagency collaboration and reinforces a standardized, professional approach to death investigations across Canyon County.

**Top Priority Strategic Goals and Objectives for FY27:**

- All death investigators in our office to become ABMDI (American Board of Medicolegal Death Investigators) certified. This intense certification process includes:
  - 640 points (1 work hour is equivalent to one point) of independently conducted medicolegal death investigations in a variety of circumstances.
  - Registry examination contains 240 multiple choice questions that cover factual knowledge, technical information, understanding the principles, and problem-solving abilities related to the profession. The exam is divided into 7 sections, and the investigator has 4 hours to complete.
- The Canyon County Coroner's Office is advancing a long-term workforce development and retention strategy focused on strengthening employee support, professional growth, and operational excellence within death investigation services.
  - Key goals include the implementation of structured retention incentives such as formal Peer Support Programs to promote employee wellness and resilience, as well as the establishment of a clear and transparent Career Advancement Pathway to support internal promotion and skill progression. The office is also prioritizing advanced certification incentives and years-of-service recognition programs to acknowledge experience, dedication, and professional achievement within the agency.

- To further enhance investigative effectiveness and accountability, the office is expanding training initiatives that prepare investigators for courtroom testimony through dedicated court presentation and testimony preparation courses. These efforts ensure personnel are confident, accurate, and professional when presenting findings in legal proceedings.
- The Canyon County Coroner's Office is committed to sustained Professional Development through ongoing training opportunities and certifications tailored to both leadership and front-line staff. This includes skill-building in supervision, operational management, and specialized investigative competencies, ensuring continuous improvement and readiness across all levels of the organization.
- A primary initiative is the full integration of MDILog as the office's standardized death investigation reporting system. This transition enhances accuracy, consistency, and timeliness of case documentation while improving data accessibility, interagency communication, and long-term case tracking. The system supports more streamlined workflows and strengthens the overall integrity of investigative reporting.
- In addition, the office is continuing to expand and strengthen its role within the Public Health and Safety Team (PHAST) and the Overdose Fatality Review Board (OFR). Through these collaborative efforts, the office works alongside public health partners, law enforcement, and community stakeholders to identify trends, review preventable deaths, and implement targeted intervention strategies. These partnerships support data-driven decision-making and strengthen community-wide prevention efforts, particularly in addressing substance-related and other preventable fatalities.

2. Please provide any relevant data measures or key performance indicators or any metrics by which you measure production and performance in your department.

**Data: See attached graphs**

## REVENUES

*All of the revenues have carried over. Do not change anything dealing with property taxes, sales tax, ARPA, or interest. All other lines may be updated to reflect your requested changes.*

3. Please describe department generated revenues and how current events have impacted revenue receipts:

Owyhee County and Gem County contracts with the Canyon County Coroner's Office to provide pathology services for deaths occurring within their jurisdictions. The need for autopsy services changes from year to year. Over the last three years, Owyhee County has needed between 15-18 autopsies. The Gem County Coroner estimates approximately 5 autopsies per year will be needed. The cost of services varies based on the investigative need.

For example:

Full autopsy- \$1,850.00

Partial autopsy- \$1,300.00

External exam- \$1,000.00

x-rays (as needed)- \$175.00 per case

4. Please outline anticipated department revenues for fiscal year 2027 including projected impacts from present circumstances:

Owyhee County anticipated revenues of approximately \$25,000.00

Gem County anticipated revenues of approximately \$3,500.00

The above anticipated revenue generated may also increase due to population growth of Owyhee and Gem County. The ability to estimate “anticipated revenue” may also come with inaccuracies due to the fact that type of “autopsy” needed is determined on a case-by-case basis.

5. Have you had any recent fee adjustments that you included in your projections? Do you anticipate requesting fee adjustments in the upcoming fiscal year? **NO**

## “A” BUDGET - PERSONNEL BUDGET

*Please contact HR for review of all requested changes and new positions. Please reach out to the controller’s office to get an estimate for benefits. Please make sure to budget for all ancillary costs in onboarding a new employee. Please note such “B” budget costs associated with a new employee in your “B” budget as a variable cost contingent on the approval of a new position. You will need to build the following lines from zero:*

- 412032 Extended Shift
- **412035 Overtime \$15,000. Decreased from \$27,134 for a difference of \$12,134.00**
- 413050 Part-time
- 413060 Temporary
- 413065 Seasonal
- **413080 New/reclassified positions \$27,667.00**

6. Please explain the need for all new position requests. Please highlight each request if more than one request: **N/A**
7. Please provide information for step-in-grade adjustments and promotions from one grade to a new grade: **See attached memo from HR**
8. Please provide helpful information about any current vacancies that have been vacant for 6 months or more and reasons contributing to the prolonged vacancy. Is this position still needed? Are there adjustments needed to help fill this position? **N/A**

## “B” BUDGET – OPERATING EXPENDITURES

*Please note that all “B” budget items have rolled over as is from FY26 except for:*

- 577100 Computer Equipment
- 577110 Software
- 577120 Small Office Equipment
- 577121 Office Furniture

You will need to consult with IT and Facilities to build those respective lines in Euna. Whereas, last year, we requested zero-based budgeting, these are really the only variable lines that need to be constructed from scratch with input from It and Facilities. You will need justifying narrative for line items comprised within these lines.

9. How does your total B budget this year compare to last year? Please list the net difference. Please note any significant adjustments among various line items:

2026 B budget= \$82,580.00  
 2027 B budget = \$76,315.00  
 The net difference is -\$6,265.00

The most significant adjustments among various line items are as follows:

577100 Computer equipment – decreased from \$7,565.00 to \$0  
 577120 Small Office Equipment- increased from \$0 to \$1,300.00 for MDILog Supply List. (i.e.- accessories- bar code scanner, bar code printer, bar code labels, capture reader)

### “C” BUDGET – CAPITAL BUDGET

Please describe any property, equipment, project or similar items with an estimated useful life in excess of one year and an initial cost greater than \$5,000. Please note that all Capital lines have also been zeroed out. You will need to consult with Facilities where relevant for building these lines.

- An individual item \$5,000-\$15,000 use 680 expense codes and are not depreciated.
- An individual item \$15,000 and over use 681, 682, 683, 684 codes and are depreciated.

Item or Project	Estimated Cost	Priority – see rating scale
None		

### Priority Rating Scale

**Priority I: Imperative (Must-do)**

- Corrects a public health or safety condition, satisfies legal obligation, prevents severe damage to county property, essential to providing mandated services

**Priority II: Essential (Should-do)**

- Repairs or replaces an obsolete facility or item, reduces future operating or maintenance costs, leverages funding sources

**Priority III: Important (Could-do)**

- Provides new or expanded services, reduces energy consumption, enhances cultural or natural resources

**Priority IV: Desirable (Would like to do)**

- Would be beneficial to operations but not an urgent need

10. How does the asset support or further the core mission of the county?

**N/A**

11. What are the estimated ongoing operational costs and cost savings?

**N/A**