

Sophia C. Garcia-Jackson



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Education

Philadelphia College of Osteopathic Medicine 08/2010-07/2012

- Graduated M.S. program in Forensic Medicine

California State University, Chico 08/2007-05/2010

- Major: Anthropology
- Certificate: Forensic Identification
- Minor: Nutrition
- Member of the Anthropology Honor Society
- Nominated by a professor to join The National Society of Leadership and Success

Relevant Experience

Chester County Coroner's Office- Chief Deputy Coroner 03/14/2020-Present

- Same duties as the First Deputy Coroner
- Manage the Coroner Office budget-understanding the budget in detail and ensure transparency; planning, revenue and expenditures, submitting quarterly reports
- Certify death certificates with cause and manner for cases after review of the Autopsy and Toxicology Reports
- Hiring and training of all aspects of the office: Administration, Investigation and Transportation
- Work closely with the Coroner and handle all tasks in their place, if needed

Chester County Coroner's Office- First Deputy Coroner 04/01/2019-03/14/2020

- Supervisorial duties included:
 - Supervisor on Duty- Provided 24/7 assistance both telephonically and physically to the on-call Investigator and Transporter
 - Supervised investigators on cases and scene responses providing guidance as necessary on policies and procedures
 - Delegated tasks to the investigator team for completion of cases as related to further points of investigation, medical follow up, family correspondence and law enforcement cooperation.
 - Managed a staff of 4 Coroner's transporters payroll, schedule, responsibilities and performance including semi-annual reviews.
 - Worked as an investigator or transporter when necessary to fill in gaps in the schedule or during busy periods of time.
 - Provided autopsy and toxicology assistance to the Forensic Pathologist and Forensic Autopsy Technician, when needed.
 - Assisted in the hiring process of employees in the Coroner's Office.
 - Reviewed, revised and approved schedules for both transports and investigators of the office.
 - Finalized, reviewed and closed all cases in the case management system after peer review.
 - Performed hands on training for all new hire investigators and transporters.
 - Assessed the performance of current employees to determine internal training refreshers, suggest external training opportunities and provide written performance reviews to the Coroner.
 - Reviewed and approved cremation authorizations.
 - Supervised, trained and prepared investigators to take the ABMDI exam.
 - Certified death certificates with cause and manner for cases after medical record review.
 - Creating a Chester County Coroner's Office training manual for death investigations.
- Provided leadership in the office and community included:
 - Identified and put in place a process to use staff with appropriate skills to handle toxicology reports, autopsy reports and drug death reports rather than office staff.
 - Identified and corrected an excessive and unnecessary use of Coroner and county resources for "unwitnessed" deaths. Change lead to a memo being sent out to Chiefs of Police with the office policy clarification.
 - Analyzed staff responsibilities and reassigned work to better align tasks with appropriate resources in office responsibilities to streamline office operations and resolve a Key-Person Dependency risk.
 - Developed, revised, and recommended guidelines, policies and procedures for the Coroner Office.
 - Coordinated training sessions to be performed with all Chester County Hospitals, Hospice and Extended Care Facilities to ensure the proper cases are being reported to the Coroner Office.
 - Represented the office and attended quarterly meetings for the CCDOH Child Death Review Team.
 - Attend Child Fatality Review Team Meetings scheduled for suspected child abuse cases associated with the Coroner Office.



- Attend Sunshine Meetings and Chester County Police Chiefs Association functions to build relationships with law enforcement and County Officials.
- Represented the office and attended Elder Abuse Task Force quarterly meetings.
- Attended quarterly Chester County Healthcare Emergency Planning Coalition meetings.
- Member of the Forensic Facility Planning Committee, attended scheduled meetings and provided feedback.
- Attended and participated in table top exercises with various law enforcement agencies and community response exercises to incorporate Coroner Office involvement in mass casualty and mass fatality planning.
- Actively developing the Chester County Coroner Office Mass Fatality Plan in conjunction with the Chester County Department of Emergency Services.
- Developed the Chester County Coroner Office Continuity of Operations Plan Annex to the County's COOP plan in conjunction with the Chester County Department of Emergency Services.
- Represented and presented information about the Coroner's Office during community outreach functions such as Mock Crash Scenes, High School presentations and showcased a non-human remains exhibit at the First Annual Coroner's Public Information Meeting Session
- Started planning the Coroner's upcoming identification seminar, cancelled due to the Pandemic.
- Actively attended internal training sessions with the office manager to ensure continuation of operations upon their retirement, becoming competent in all aspects of office procedures and mitigating a Key-Person Dependency risk.
- Trained with the office manager to be competent in all aspects of the Coroner Office Budget.

Southern Regional Medical Examiner Office

06/20/2013-03/15/2019

- Medicolegal Death Investigator: Works in Atlantic, Cape May and Cumberland County in New Jersey to determine accepted medical examiner cases
- Release cases that do not meet medical examiner criteria after speaking with the decedent's primary care physician, family, law enforcement agencies and hospital staff to obtain relevant information
- Works with local hospitals on accepted cases to obtain relevant information, including speaking with hospital staff, decedent's family, primary care physicians and arranging transportation of decedent to the medical examiner morgue facility
- Works with local law enforcement agencies on accepted cases at potential crime scenes to obtain relevant information about the decedent, photograph the scene, collect medication, collect personal property/evidence and maintain chain of custody, gather medical/social history, take custody of the decedent and arrange transportation
- Assist family members explaining ME protocol, help with any questions regarding their loved ones at all stages of the process
- Correspond with funeral homes arranging transport; provide information to complete death certificates
- Collaborate with law enforcement agencies on new or existing cases
- Experienced cross training and learned the tasks/duties of a morgue technician, 2014
- Assisted with data mapping of MECMS to the CMS system
- Aided the records department with locating and preparing autopsy/external view reports to send to agencies and families
- Respond to subpoenas in conjunction with the Deputy Attorney General and/or Assistant Attorney General
- Report indigents to their proper County Adjuster's Office for burial/cremation
- Assisted with training new hires and cross training morgue technicians as investigators
- Assisted with corrections, suggestions to standard operating procedures and helped to create a new GOP
- Answer phones to assist all types of callers with any questions related to the medical examiner office

Philadelphia Medical Examiner Office

05/14/2012-06/01/2012

- Observed the day to day activities of a fast-paced medical examiner office
- Worked as an intern observing the process of autopsies
- Helped autopsy technicians when needed
- Accompanied forensic investigators on crime scene investigations
- Observed incoming phone calls by the forensic investigators and listened while they determined whether a death came under the jurisdiction of the medical examiner and when it did how they investigated the circumstances surrounding the death such as the identification of the decedent and determining the next of kin
- Observed the forensic technicians during the intake and release of decedents
- Worked with the forensic pathologists while they determined both the cause and manner of death in every case that came under the jurisdiction of the medical examiner
- Assisted the pathologists with weighing, cutting and examining the organs



- Sat in on the rounds given by the Chief Medical Examiner while he discussed with the other pathologists and staff the outcome of the day's post-mortem autopsies/external examinations
- Accompanied and assisted as a body double to the pathologist while they provided their expert testimony in a court proceeding

Human Identification Lab at California State University, Chico 01/2010-05/2010

- Worked as an intern processing human and animal remains
- Cataloged animal skeletal remains for the Zooarchaeology Lab
- Assisted forensic anthropologists with the identification of human remains: including age, sex, race, stature determination
- Assisted my professor in teaching a continued education course for criminal investigators
- Made sure lab was up to health and OSHA standards
- Helped to maintain a healthy dermestid colony used for processing human and animal remains

Certificates/Training/Memberships

National Transportation Safety Board

Transportation Accident Investigations: NTSB and FAA Interface with Medicolegal Authorities; 3.5 hours
November 18, 2020

Pennsylvania State Coroner's Association; 2020 Death Investigation Educational Webinar; 8 hours
September 29-30, 2020

Sudden Unexpected Infant Death Investigation Reporting Webinar hosted by the CDC; 1 hour
September 16, 2020

Pennsylvania Coroner's Education Board-PA Coroner's Basic Education Course
Certificate of Attendance-December 9-14, 2019; Harrisburg, Pennsylvania

Pennsylvania Child Abuse History Certification – No Records Exist
November 20, 2019

Federal Bureau of Investigation (FBI) Fingerprint Database- No Record Exists
November 15, 2019

Recognizing and Reporting Child Abuse; Mandated and Permissive Reporting in Pennsylvania
June 24, 2019

Basic Life Support (CPR and AED) Program; American Heart Association
May 22, 2019. Expires May, 2021

Emergency Management Institute - FEMA ICS-100, 200, 700, 800 & Hazardous Materials
April 2019

Diplomate of the American Board of Medicolegal Death Investigators
Certification obtained September 05, 2017; active and current on fees
Applied for Fellowship in March 2020; 18 months to sit for exam

Death in Custody Workshop. Office of State Medical Examiner – State of New Jersey
Certificate of Attendance June, 2016

Forensic Science Training Program-Basic 40 Hour Course. New York City - Office of Chief Medical Examiner
Certificate of Completion October, 2016

Member of the International Association of Coroners & Medical Examiners (IACME)
Member since December, 2020