
Cemetery Operations Policy

Burial of Indigent Remains

Adopted: March 24, 2015

Revised: _____

I. PURPOSE

These policies are formulated to establish procedures and protocol for the final disposition of a body of an indigent person.

II. SCOPE

- A. When a body is found in West Chester Township and such person was not an inmate of a correctional, benevolent, or charitable institution of Ohio in accordance with §9.15 of the Ohio Revised Code, the person shall be considered indigent and such person shall be disposed pursuant to these policies and procedures.
- B. In those cases where West Chester Township is charged with the responsibility for handling arrangements for final disposition, the following guidelines shall apply.

III. POLICIES

- A. When West Chester Township receives notification of a deceased person found in West Chester Township, the Township will ask for information from all available contacts, including the Butler County Coroner's office:
 - 1. Proof of legal residence;
 - 2. Indigency and any information supporting it; and
 - 3. Inquiries for disposing of the body by an agency for medical study in accordance with ORC §1713.34.
- B. If the deceased is determined to be indigent and the body is unclaimed, the Township will arrange for cremation and interment in the Township cemetery.
- C. If such person's body is found within the limits of West Chester Township, and that person was a resident of West Chester Township at the time of death, West Chester Township shall make and pay for the arrangements for final disposition in the manner described in these policies.

If such person's body is found in some other city or township of Butler County, or in some other county of the state, and such person was a resident of West Chester Township at the time of death, then that city, township or county official shall make the arrangements for final disposition and charge the expenses to West Chester Township.
- D. If such person's body is found within West Chester Township, and at the time of death that person was not a resident of West Chester Township, then West Chester Township shall make the arrangements for final disposition in the manner provided in these guidelines, and charge the expenses to the county, city, village or township in which the person had a legal residence at the time of death.

- E. Final disposition of indigent remains that are the responsibility of West Chester Township shall be by cremation only.
- F. West Chester Township shall provide a stone marker on which the person's name and age, if known, and date of birth and date of death, if known, shall be inscribed at the grave of the person's cremated remains, if such is the responsibility of West Chester Township.
- G. If the deceased is determined to be indigent and the authorized representative of the deceased is someone other than West Chester Township, the authorized representative may choose to reassign responsibility to West Chester Township to proceed with cremation as stated below.
 - 1. The authorized representative must fill out an *Application for Cremation Services* and *Claimant Application for Indigent Remains*. If approved by the Cemetery Foreman or Community Services Director, the Township will proceed accordingly.
 - 2. The cremated remains will be given to the authorized representative. If the authorized representative accepts the remains and chooses other final disposition options for the deceased, the applicant will assume all costs and liability associated with the disposition.
 - 3. If applicant will not accept the remains, or does not retrieve the remains within thirty (30) days of having been notified that the remains are available, they will be interred in the Township cemetery and properly marked.