	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS **POLICY AND PROCEDURE**	**EFFECTIVE DATE:**	July 27, 2013	**Page 1 of 6**
		SUPERSEDES:	4352.1A February 12, 2012	
		OPI:	DDO	
		REVIEW DATE:	July 27, 2014	
		Approving Authority	Thomas Faust Director	
	SUBJECT:	**INMATE/OFFENDER DEATHS**		
	NUMBER:	**4352.1B**		
	Attachments:	Attachment A – Next of Kin Notification Form		

SUMMARY OF CHANGES:

Section	Change
Page 4, § 10	*Section #10, (a., 2)) has been revised.*
Page 5, § 11	*Section # 12, "Records Office Notification" process has been revised in its entirety.*

APPROVED:

Signature on File

July 27, 2013

Thomas Faust, Director ***Date Signed***

1. **PURPOSE AND SCOPE.** To establish procedures for the identification, verification, reporting and documentation of death of an inmate/offender at the D.C. Department of Corrections (DC DOC) Central Detention Facility (CDF) or contract facility.

2. **PROGRAM OBJECTIVES.** The expected results of this program are:

   a. Inmate/offender deaths shall be timely processed and documented.

   b. Where appropriate, the inmate/offender's next of kin will be notified in a timely and compassionate manner.

3. **DIRECTIVES AFFECTED.**

   a. **Directives Cancelled**

      1) PS 4352.1A Inmate/Offender Deaths (02/25/12)

   b. Directives Referenced

      1) PP 4410.1 Religious Programs

      2) PS 1280.2 Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences.

4. **AUTHORITY**

   a. D.C. Code § 24-211.02 Powers; Promulgation of Rules

5. **NOTICE OF NON-DISCRIMINATION**

   a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

6. STANDARDS REFERENCED

a. American Correctional Association 4th Edition Performance Based Standards for Adult Local Detention Facilities: 4-ALDF-4D-12 and 4-ALDF-4D-23.

7. DEFINITION

a. ***Inmate*** – Any person in the custody of the DC Department of Corrections (DOC) who is assigned to the Central Detention Facility, the Correctional Treatment Facility or other secure facility.

b. ***Offender*** – Any person in the custody of the Department of Corrections who is assigned to a Community Corrections Center (CCC).

8. NOTIFICATION

a. **Contract Facilities.** In the event of an inmate/offender death within a contract facility, notification shall be made as follows:

1) **CTF Correctional Treatment Facility**

a) Within one hour of an inmate's death or within one hour of the time staff becomes aware of the death, CTF shall notify the DOC Contract Monitor.

(1) The Contract Monitor shall notify the CDF Command Center.

(2) CTF shall utilize the incident reporting and notification forms and procedures specified in CCA Policies 5-1, "Incident Reports" and 13-74 "Privacy of Care".

2) **Contract Halfway House**

a) Within one hour of an offender's death or within one hour of the time staff becomes aware of the death, the contract halfway house shall notify the DOC Community Corrections Administrator.

(1) The Community Corrections Administrator shall notify the CDF Command Center.

(2) Contract halfway houses shall utilize the incident reporting and notification forms and procedures specified in *PS 1280.2*

Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences.

3) **DOC.** In the event of a death of an inmate the custody of the DOC notification shall be made as follows:

a) The Command Center shall be notified within one hour of the inmate's death or within one hour of the time the staff becomes aware of the death.

b) The CDF Command Center staff shall contact the Major or designee and relay the information as prescribed in this directive.

c) The CDF Major shall ensure notifications are made in accordance with Program Statement 1280.2, to include the Chaplain for notification of next of kin.

9. **IDENTIFICATION.** The CDF Major shall ensure that a DOC staff member is immediately dispatched to the facility holding the body (hospital, medical examiner's office, morgue, etc.) to:

a. Obtain Fingerprints, and

b. Obtain copies of the death certificate, if available, and/or any other documents that verify the death.

10. **DOCUMENTATION**

a. The death report package shall be completed as follows:

1) If the deceased inmate was assigned to CDF or CTF, the Major or designee at CDF shall complete the death report package.

2) The Director of Chaplaincy Services shall complete the Next of Kin Notification Form (Attachment A) for all inmates and offender deaths. Completed Next of Kin Notification Forms will be submitted to the Deputy Warden for Operations or designee for inclusion in the Death Notification packet. The Records Office will receive the finalized Death Notification packet to be placed in the inmate's jacket.

3) The inmate/offender death report package shall contain the following documents:

a) A copy of the Extraordinary Occurrence Report,

b) A copy of the death certificate, coroner's report and/or any other documents that verify the death or document the circumstances leading to the death,

c) A copy of the fingerprint card,

d) A photograph of the deceased inmate/offender,

e) A copy of Face Sheets One and Two, and

f) Any other pertinent information.

3) The affected CDF Major or the Community Corrections Administrator shall ensure copies of the inmate/offender death report package are forwarded to the Director, Deputy Director for Operations and the DOC Office of Public and Government Affairs.

4) The affected CDF Major or the Community Corrections Administrator shall ensure the original fingerprint card and a copy of the inmate/offender death report package is hand delivered to the CDF Records Office.

11. **RECORDS OFFICE NOTIFICATION.** The death package documentation shall be forwarded to the CDF Records Office certifying an inmate/offenders death. The Records Office Staff shall ensure that the following steps are taken:

a. The Manager/Supervisor of the Records Office will release all charges/offenses in the Jail and Community Corrections System (JACCS).

b. The Manager/Supervisor shall ensure that the appropriate notification is completed upon receiving the death Certificate. A copy of the death certificate will be electronically forwarded to the appropriate Courts/Agency notifying them of the death of the inmate/offender.

c. The inmate's institutional record will be appropriately filed and archived after ninety (90) days.

12. **NOTIFICATION OF NEXT OF KIN**

a. After receiving notification of the death of an inmate/offender, the DOC Chaplain shall within eight (8) hours, notify the inmate/offender's next of kin listed in JACCS and/or the official inmate/offender record by telephone. All

attempts to contact the next of kin shall be documented on the Next of Kin Notification Form (Attachment A) and filed in the inmate/offender's record.

b. If attempts to contact the next of kin by telephone within eight (8) hours are unsuccessful, the Chaplain shall compose a letter notifying the next of kin of the death and instructing them to contact the Chaplain at CDF for details and additional information. The letter shall be sent by express certified mail, return receipt requested, by the close of the next business day.

c. If there is no response to the express certified mail, the Chaplain shall make notification to the Deputy Warden for Programs. The Deputy Warden for Programs shall contact the Community Corrections Administrator who shall assign the case to the Office of Internal Affairs.

d. An Internal Affairs investigator shall conduct an investigation to locate the inmate/offender's next of kin.

e. If the next of kin is located, the investigator shall hand deliver the Chaplain's letter.

f. If the investigator is unable to locate the next of kin, he/she shall submit a report, through the chain of command to the Deputy Director, outlining the steps taken in an the attempt to locate the next of kin. A copy of this report shall be placed in the inmate/offender's record.

13. **BURIAL ASSISTANCE**

Next of kin or other persons in need of burial assistance shall be referred to the D.C. Department of Human Services, Burial Assistance Unit, at 202-698-4112.

Attachment

Attachment A – Next of Kin Notification Form

Government of the District of Columbia
DC Department of Corrections

NEXT OF KIN NOTIFICATION FORM

Date:

Reason for Notification:

☐ Critical Illness or Injury ☐ Death ☐ Other _____

Demographics

Inmate's Name: _____ _____
(Last) (First)

DCDC # _____ DOB _____

Next of Kin: _____ _____
(Last) (First)

Address: _____
(Street)

_____ _____
(City) (State)

Staff Making Notification: _____ _____
(Print) Signature:

NOTIFICATION LOG

DATE	TIME	PERSON CONTACTED	REMARKS

Burial Assistance Requested ☐ Yes ☐ No

Original: Inmate Institutional File Copies: Major Chaplain