

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	March 18, 2016	Page 1 of 8
			SUPERSEDES:	4352.1B July 27, 2013	
			OPI:	DDO	
			REVIEW DATE:	March 18, 2017	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	INMATE/ARRESTEE/RESIDENT DEATHS			
	NUMBER:	4352.1C			
Attachments:	Attachment A – Next of Kin Notification Form Attachment B- Report of Inmate Death Memorandum				

SUMMARY OF CHANGES:

Section	Change
§ 8	Section §8, (3-c)) has been revised to include procedures for CCB.
§12	Section §12, "NOTIFICATION OF NEXT OF KIN" has been revised in its entirety.
	"Attachment B – Report of Inmate Death Memorandum" was added to the policy.

APPROVED:



Thomas Faust, Director

3/18/2016
Date Signed

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1. **PURPOSE AND SCOPE.** To establish procedures for the identification, verification, reporting and documentation of death of an inmate, arrestee or resident at the D.C. Department of Corrections (DC DOC) Central Detention Facility (CDF), Central Cell Block (CCB) or contract facility.
2. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Inmate, arrestees, or resident deaths shall be timely processed and documented.
 - b. Where appropriate, the inmate, arrestee or resident's next of kin will be notified in a timely and compassionate manner.
3. **DIRECTIVES AFFECTED.**
 - a. **Directives Cancelled**
 - 1) PP 4352.1B Inmate/Offender Deaths (7/27/13)
 - b. **Directives Referenced**
 - 1) PS 1280.2 Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences
 - 2) PP 4410.1 Religious Programs
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 interfamily 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.

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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. **Arrestee** – a person who has been arrested and is being held in a holding facility pending arraignment, release, adjudication, or transfer to another facility.
- c. **Resident** – 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/resident 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.

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- (1) The DOC Community Corrections Administrator shall notify the CDF Command Center and the DOC Chaplain.
 - (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 Facilities/Custody.** In the event of a death of an inmate or arrestee at a DOC Facility (CDF or CCB) or otherwise while in DOC custody, notification shall be made as follows:
 - a) The Command Center shall be notified immediately of the inmate's death.
 - b) The senior supervisor on duty shall ensure that notification is made through the appropriate chain of command, to the level of the CDF Major for Operations, Administrator, Office Chief, or Duty Administrative Officer (weekends) who will make a decision to stop the notification process at that level or continue notification to the executive staff level..
 - c) CCB. Notification of next of kin will be made by the Metropolitan Police Department (MPD). Staff will make written notification in accordance with PS 1280.2, Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences.
 - d) The CDF Major shall ensure notifications are made in accordance with PS 1280.2, Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences to include the Chaplain for notification of next of kin.
9. **IDENTIFICATION.** The CDF Major shall ensure that the authorized/certified staff member is notified of 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.

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10. DOCUMENTATION

- a. The death report package shall be completed as follows:
 - 1) If the deceased inmate was assigned to CDF, the juvenile unit, Major or designee at CDF shall complete the death report package. The Chaplain or designee at the CTF shall complete the death report package and submit to CDF Major or designee.
 - 2) The Director of Chaplaincy Services shall complete the Next of Kin Notification Form (Attachment A) for all inmate and arrestee 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/arrestee death report package shall contain the following documents:
 - c) Report of Inmate Death Memorandum (Attachment B),
 - d) A copy of the Extraordinary Occurrence Report,
 - e) 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,
 - f) A copy of the fingerprint card,
 - g) A photograph of the deceased inmate/ resident/arrestee,
 - h) A copy of Face Sheets One and Two, if applicable
 - i) Any other pertinent information.
 - 4) 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.

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- 5) 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 Inmate Records Office and shall be filed in the inmate's record to verify 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 Records Office Administrator shall ensure that the appropriate notification and documentation is forwarded electronically 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. *Central Detention Facility*
 - 1) After receiving notification of the death of an inmate/arrestee, the DOC Chaplain shall within eight (8) hours, notify the inmate/arrestee 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.
 - 2) 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 overnight express mail, with required signature and return receipt by the close of the next business day.

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- 3) If there is no response to the overnight express mail, the Chaplain shall make notification to the Deputy Warden for Programs and Case Management. The Chaplain shall contact the Office of Investigative Services (OIS). The Office of Investigative Services shall go to the next of kin address on record.
- 4) An OIS investigator shall conduct an investigation to locate the inmate/arrestee's next of kin.
- 5) If the next of kin is located, the investigator shall hand deliver the Chaplain's letter.
- 6) 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 for Operations, 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.

b. *Community Corrections*

- 1) The Contract Facility's Director/Administrator shall ensure within eight (8) hours of notification of a resident's death that notification is made to the resident's next of kin as listed in the Resident's Intake/Orientation Emergency Contact Information.
- 2) The DOC Community Corrections Administrator shall also ensure that the Chaplain for DOC receives notification of all CCC residents' deaths, identification information and contact information of their next of kin. The DOC Chaplain shall ensure notification to the next of kin for all CCC residents is made in accordance with this directive.

c) *CTF*. Chaplain or designee will notify next of kin of inmates in CCA custody.

d) *Fingerprints*. DOC certified trained staff shall be responsible for the collection and reading of fingerprints and death certificates.

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.

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Attachment

Attachment A – Next of Kin Notification Form

Attachment B - Report of Inmate Death Memorandum

DOC/PP4352.1/3/18/116



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/Arrestee/Resident
Name:

(Last)

(First)

DCDC # _____ DOB _____

Next of Kin: _____
(Last) (First)

Address: _____
(Street)

(City)

(State)

Email Address: _____

Staff Making Notification: _____
Print Name/Title Signature:

NOTIFICATION LOG

DATE	TIME	PERSON CONTACTED	REMARKS

Burial Assistance Requested ☐ Yes ☐ No

Original: Inmate Institutional File Copies: Major Chaplain

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



REPORT OF INMATE DEATH

DATE

NAME: _____ DCDC # _____

SEX: _____ RACE _____

D.O.B. _____

DATE OF DEATH: _____ TIME _____

PRONOUNCED BY: _____

TYPE OF DEATH: _____

PLACE OF DEATH: _____

The remains of the above named individual were released to: _____

PRINT NAME

SIGNATURE

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



TO : All Supervisory Correctional Officers

FROM : Major
Operations Commander

Subject : DEATH PACKET

This form must accompany all Death packages and bear the signature of the Duty Shift Commander or his/her designee.

Inmate's Name _____ Offenses & Sentence_____

Date of Birth_____ Date of Last Commitment to DOC _____

Date and Time of Death _____

Name of Physician Pronouncing Death _____

Cause of Death as cited by Attending Physician

Name of Responding MPD Officer _____

Name, Address and Telephone Number of Next of Kin or Person to notify In Case Of
Emergency_____

Remains Fingerprinted by _____

Fingerprints Confirmed by_____

Remains Released to _____

Removed from the Official Count at _____
DATE/TIME

Shift Commander_____ Date_____