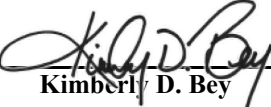
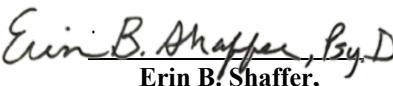


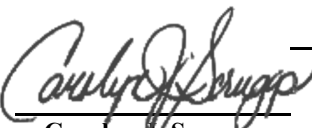


DEPARTMENT DIRECTIVE


Kimberly D. Bey
 Commissioner of
 Pretrial and Detention
 Services


Keith D. Dickens
 Commissioner of
 Correction


Erin B. Shaffer, Psy.D.
 Director of Patuxent
 Institution


Carolyn A. Scruggs
 Secretary

Title: Procedures for Handling Incarcerated Individual Death, and Serious Illness or Injury	Revised - Directive Number: OPS.270.0001
Related MD Statute/Regulations: COMAR 10.35.01; COMAR 12.02.22; Correctional Services Article, §§9-602 and 9-602.1, Annotated Code of Maryland; Health General Article §5-309, Annotated Code of Maryland; Health General Article §10-714, Annotated Code of Maryland; Human Services Article, § 5-415, Annotated Code of Maryland; and State General Article, §10-611 et seq., Annotated Code of Maryland	Rescinds and Replaces: OPS.270.0001 dated November 14, 2025
Related ACA and MCCS Standards: ACA: 5-ACI-6C-02 5-ACI-6D-02, 5-ACI-6C-16, and 4-ALDF-4D-12; and CORE-4D-061 and CORE 4D-07 MCCS: .02R; .02S; and .02T	Authorized By:  Sameka Watford-Woodson Director of Security Operations
Related Directives and Manuals: DPSCS.010.0022 - Newsworthy Event Reporting OPS.020.0003 - Reporting Serious Incidents OPS.110.0042 - Hospital and Medical Center Transports and Escorts OPS.220.0004 - Incarcerated Individual Personal Property IID.270.0001 - Reporting and Investigating Incarcerated Individual Deaths OCS.270.0001 - Clinical Services - Incarcerated Individual Death Manual OPS.270.0002 - Funeral and Burial Expenses for an Indigent Incarcerated Individual	Issued Date: July 27, 2026 Effective Date: July 29, 2026
Variance: Each DPSCS correctional facility shall issue a facility directive to implement and comply with this directive.	Number of Pages: 18

.01 Purpose.

This Department of Public Safety and Correctional Services (Department) directive updates and maintains policy and procedures for the proper investigation, reporting, documentation, and notification involving either the death of an incarcerated individual or an incarcerated individual's serious illness or injury.

.02 Scope.

This directive applies to all units responsible for the care and custody of incarcerated individuals under the authority of the Department.

.03 Policy.

The Department shall establish procedures for:

- A. Reporting and notifying Department employees, Intelligence and Investigative Division (IID), law enforcement, emergency contacts of an incarcerated individual who dies or suffers serious illness or injury;
- B. Evaluating circumstances surrounding the death of an incarcerated individual; and
- C. Processing a deceased incarcerated individual's property, funds, and body.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) Case Record.

(a) "Case Record" has the meaning described in Correctional Services Article, § 3-601, Annotated Code of Maryland.

(b) "Case Record" includes a base file.

(2) "Commissioner" means the:

(a) Commissioner of Correction, for the Division of Correction; and

(b) Commissioner of Pretrial Detention and Services, for the Division of Pretrial Detention and Services.

(3) "Correctional facility" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.

(4) "Death" has the meaning described in Health - General Article, §5-309, Annotated Code of Maryland.

(5) "Decedent" means a deceased incarcerated individual.

(6) "Department duty officer" means a commissioner, deputy commissioner, assistant commissioner, Director of the Patuxent Institution, or Director of Security Operations designated for a specified period to serve as the on-call executive authority for the Department.

(7) "Director" means the Director of Patuxent Institution.

(8) "Emergency contact" means an individual designated by an incarcerated individual to be notified in the event of a medical, behavioral, safety, or other urgent situation involving that incarcerated individual.

(9) “Executive Mortality Review Committee” means the committee authorized under *Department Directive OPS.270.0003 – Executive Mortality Review Committee and Quarterly Qualitative Death Reviews* that evaluates the events preceding and following the death of an incarcerated individual or incident related to an incarcerated individual’s death.

(10) Facility Duty Officer.

- (a) “Facility duty officer” means a warden, assistant warden, security chief, or other facility administrator designated on a rotating basis for a defined period to serve as the on-call administrative authority for the facility.
- (b) “Facility duty officer” means an individual who is available 24 hours a day during the assignment to receive notifications, including incarcerated individual deaths or serious illness or injury, and to respond to administrative matters and critical incidents as required.

(11) “Imminent death” means a licensed healthcare provider has determined that an incarcerated individual’s death is likely to occur within the next 24 to 72 hours.

(12) Incarcerated Individual.

- (a) “Incarcerated individual” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland which states, “‘Incarcerated individual’ means an individual in actual or constructive custody of the Department.”
- (b) “Incarcerated individual” includes the term “inmate” as stated in Correctional Services Article, §1-101, Annotated Code of Maryland prior to October 1, 2023.
- (c) “Incarcerated individual” includes the term “incarcerated person”.

(13) “Investigator” means a Department employee permanently assigned to or on special assignment to assist IID with the responsibilities specified under Correctional Services Article, §10-701, Annotated Code of Maryland.

(14) “Licensed healthcare provider” means an individual currently certified by the State of Maryland to practice medicine and as part of that certification has the authority to examine a deceased individual to determine a cause of death and appropriately sign a certificate of death.

(15) “Manner of death” means the way in which a death occurs and includes:

- (a) Homicide;
- (b) Suicide;
- (c) Accidental;
- (d) Natural; or
- (e) Undetermined.

- (16) “Serious illness” means a health condition or abnormality determined by the chief medical officer, medical practitioner or a designee, which could be life threatening or fatal.
- (17) “Serious injury” means the result of an assault or an accident to include a severe wound, a loss of a limb, or a prolonged unconsciousness which could be life threatening or fatal.
- (18) “Surrogate decision-maker” means an individual who is legally authorized to make medical treatment decisions for an incarcerated individual who has lost the capacity to make or communicate those decisions themselves.
- (19) “Unattended death” means an incarcerated individual’s manner of death is:
 - (a) Undetermined, an accident, a suicide, or a homicide; or
 - (b) Cannot be readily certified by a licensed healthcare professional.
- (20) “Veteran” has the meaning stated in the State Government Article, § 9-901, Annotated Code of Maryland.

.05 Procedures.

A. Report and Notification of an Attended and Unattended Death – Correctional Staff.

- (1) A Department employee who discovers or becomes aware of an incarcerated individual’s death shall immediately notify the shift commander.
- (2) The shift commander shall immediately notify the following individuals by telephone upon confirmation of an incarcerated individual’s death:
 - (a) The Facility Duty Officer;
 - (b) The IID Watch Center Police Communications Officer (PCO); and
 - (c) Facility chaplain.
- (3) The shift commander shall complete a Priority 1 Notification for any death in accordance with [OPS.020.0003 - Serious Incident Reporting](#).
- (4) The facility duty officer shall immediately notify the Department duty officer by telephone in accordance with the annual memo titled *Serious Incident Notification Schedule*.
- (5) The facility duty officer shall send a text message to the Department duty officer and facility administration confirming the death notification.
- (6) The Department Duty Officer shall notify by text the following individuals about any death:
 - (i) Secretary;
 - (ii) Commissioner, as applicable;
 - (iii) Deputy Commissioner, as applicable;

- (iv) Director of Patuxent Institution, if applicable;
 - (v) Assistant Commissioner, as applicable;
 - (vi) Director of IID;
 - (vii) Chief Medical Officer;
 - (viii) Chief of Staff;
 - (ix) Director of Nursing;
 - (x) Director of Mental Health;
 - (xi) Director and Deputy Director of Security Operations;
 - (xii) Director of Communications.
- (7) The shift commander shall provide the IID Watch Center Police Communications Officer (PCO) with all known information, including:
- (i) The decedent's name, SID#, and date of birth;
 - (ii) Race, height, weight, and eye color;
 - (iii) Date, time, and location the decedent was discovered;
 - (iv) Observed condition of the decedent;
 - (v) Names of employees, other incarcerated individuals, or witnesses present;
 - (vi) Facility Serious Incident Report and/or Use of Force number;
 - (vii) OCMS Event Number; and
 - (viii) Any actions taken prior to IID notification.
- (8) The shift commander shall:
- (a) Assign a correctional supervisor to secure the location of the incarcerated individual's death;
 - (b) Assign a correctional officer to inventory and secure the deceased incarcerated individual's property after the scene has been released by IID, the State Police, or the Office of the Chief Medical Examiner (OCME);
 - (c) Ensure the incident information is entered in the Offender Case Management System (OCMS) in accordance with the procedures established in [OPS.020.0003 - Reporting Serious Incidents](#);
 - (d) Ensure the emergency contact is notified in accordance with [§.05G](#) of this directive.

- (e) Complete *OPS.270-1aR Shift Commander's Incarcerated Individual Death Checklist* (Appendix A), documenting the time each task was completed;
 - (f) Forward the completed checklist and the preliminary serious incident report to the managing official, or managing official's designee.
- (9) The managing official, or designee, who receives the information provided by the shift commander shall:
- (a) Review *OPS.270-1aR* (Appendix A) for accuracy and completeness;
 - (b) Review the preliminary serious incident report;
 - (c) Complete *OPS.270-1bR Managing Official's Death Checklist* (Appendix B);
 - (d) Request the *Death Reporting* form - *OPS.270-1cR* (Appendix C) from the facility's site medical director in which the incarcerated individual death occurred; and
 - (e) Forward within 24 hours, the following documentation to the Executive Director of IID:
 - (i) *Shift Commander's Incarcerated Individual Death Checklist - OPS.270-1aR*;
 - (ii) *Managing Official's Incarcerated Individual Death Checklist - OPS.270-1bR*;
 - (iii) *Death Reporting form - OPS.270-1cR*; and
 - (iv) The preliminary serious incident report and all supporting documentation.
- (10) The managing official or designee shall:
- (a) Submit a written memorandum to the Commitment Office advising the office of the incarcerated individual's death; and
 - (b) Submit post-mortem fingerprints to CJIS-CR as stated in [§.051](#) of this directive.
- (11) IID shall investigate and report incarcerated individual deaths in accordance with [IID.270.0001 – Incarcerated Individual Death - Reporting and Investigating](#).

B. Attended Deaths.

- (1) Imminent Death - In a Correctional Facility.
- (a) When a correctional supervisor is notified by clinical or custody staff of an incarcerated individual's imminent death, the supervisor shall notify the managing official, or the managing official's designee, as established in the facility's 270.0001.1 directive.
 - (b) If an incarcerated individual's death is imminent and the incarcerated individual is competent and responsive the managing official or designee, in coordination with the RMD, shall:

- (i) Request the incarcerated individual's permission to notify the emergency contact listed in OCMS;
 - (ii) If permission is granted, ensure the emergency contact is notified;
 - (iii) Facilitate visitation in accordance with [*OPS.195.0003 - Incarcerated Individual Visits*](#); and
 - (iv) Maintain contact with appropriate clinical staff concerning changes in the incarcerated individual's medical status.
- (c) If the incarcerated individual gives permission to notify the emergency contact, the managing official or designee shall contact the on-call chaplain to provide pertinent information such as the incarcerated individual's name, identification number, and medical status, as well as, the emergency contact's information.
- (d) If a chaplain is unavailable, the shift commander shall notify the emergency contact as described under [*§.05G\(3\)*](#).
- (e) If an incarcerated individual's death is imminent and the individual is unconscious, in a persistent vegetative state, or deemed incompetent or mentally ill, the managing official or designee, in coordination with the Regional Medical Director (RMD), shall:
 - (i) Determine the existence of a living will or advance directive;
 - (ii) Notify the OCME;
 - (iii) Ensure the incarcerated individual's emergency contact has been notified;
 - (iv) Facilitate visitation in accordance with [*OPS.195.0003 - Incarcerated Individual Visits*](#);
 - (v) Facilitate identification of a surrogate decision-maker, when required, in coordination with the designated licensed healthcare professional;
 - (vi) Notify the assigned Assistant Attorney General of the incarcerated individual's condition and the facility's ongoing coordination; and
 - (vii) Document all notifications and actions taken under this section in the incarcerated individual's case notes and other required records.

C. Security Procedures - First Responders - Unattended Death.

- (1) The first officer to arrive at the scene of an incarcerated individual's apparent death or life threatening condition shall:
 - (a) Immediately notify medical personnel, the officer in charge, and the supervisor;
 - (b) Initiate life-saving measures until medical personnel arrive;

- (c) Preserve the immediate area as a crime scene to:
 - (i) Ensure the body remains unmoved unless movement is required to safely render life-saving measures;
 - (ii) Protect evidence from destruction or contamination unless access to the body is impeded; and
 - (iii) Establish and maintain a secure perimeter to restrict access to authorized personnel only; and
 - (d) Permit medical personnel to:
 - (i) Assess the incarcerated individual to determine whether life-saving measures are indicated or confirm death; and
 - (ii) Provide any life-saving measures deemed appropriate.
- (2) The Officer-In-Charge (OIC), shall:
- (a) Ensure the first officer at the scene has fulfilled the responsibilities established in [§.05C\(1\)](#) of this directive;
 - (b) If appropriate, place the deceased incarcerated individual's cell partner in a secure location away from the scene;
 - (c) Continue to ensure that the immediate area is preserved as a crime scene;
 - (d) Notify medical personnel to respond to the incident if they are not already present;
 - (e) Obtain the deceased incarcerated individual's "E" card to confirm the individual's identity;
 - (f) Identify and document each employee present at the scene; and
 - (g) Remove unauthorized employees and incarcerated individuals from the scene for possible interviews as part of the investigation.
- (3) The correctional supervisor assigned to the location of the secured crime scene shall:
- (a) Ensure that the OIC at the scene has fulfilled the responsibilities established in [§.05C\(2\)](#);
 - (b) Oversee the OIC and the crime scene until further direction from IID, the State Police, or the OCME, while following all protocols for preserving the scene;
 - (c) Establish and maintain a crime scene location log that includes, at a minimum:
 - (i) The specific location of the unattended death;
 - (ii) The name and SID of the decedent;
 - (iii) The date and time; and

- (iv) The name and rank/title of each individual entering and exiting the crime scene and their reason for entry;
 - (d) Prevent staff from removing or tampering with any object or the secured crime scene, except in extraordinary circumstances, until IID, the State Police, or the OCME has released the crime scene to the Department's control;
 - (e) Preserve physical evidence, including items such as clothing, ligatures, weapons, or bodily fluids, to ensure evidence is not destroyed or compromised; and
 - (f) Allow IID, the State Police, or the OCME to take video recordings and photographs of the secured crime scene.
- (4) If an item in the secured scene poses a threat to safety, such as a weapon, the assigned supervisor shall ensure that the item:
- (a) Is made safe by an appropriately trained individual; and
 - (b) Once made safe, is processed in accordance with the procedures under [§.05C\(5\)](#) of this directive.
- (5) If an item must be removed from the scene, the assigned supervisor shall ensure that the removal is consistent with preservation of evidence by:
- (a) Photographing the item in the location where it was found before it was moved;
 - (b) Properly packaging the item to prevent contamination or damage;
 - (c) Completing a chain-of-custody form; and
 - (d) Properly storing the item to preserve the chain of custody.
- (6) The assigned supervisor shall document any object removed from the crime scene and include following information:
- (a) A description of what object was removed;
 - (b) Name and rank/title of individual who removed the object;
 - (c) Name and rank/title of individual who is in possession of the object; and
 - (d) Method used to secure the object.
- (7) IID shall investigate and report an incarcerated individual's death in accordance with [IID.270.0001 – Incarcerated Individual Death - Reporting and Investigating](#).

D. Security Procedures – First Responders – During Transport or a Work Crew Detail.

- (1) An escort officer or detail supervisor at the scene of an incarcerated individual's unattended death, serious illness, or serious injury shall:

- (a) Call 911 emergency medical services immediately;
 - (b) Initiate life-saving measures until emergency medical services arrive;
 - (c) Preserve the immediate area as a crime scene, including:
 - (i) Ensuring the body remains unmoved unless movement is required to safely render life-saving measures;
 - (ii) Protecting evidence from destruction or contamination unless access to the body is impeded; and
 - (iii) Establishing and maintaining a secure perimeter to restrict access to authorized personnel only; and
 - (d) Permit emergency medical services to:
 - (i) Assess the incarcerated individual to determine whether life-saving measures are indicated or confirm death; and
 - (ii) Provide any life-saving measures deemed appropriate.
 - (e) Secure other incarcerated individuals who are present at the incident location;
 - (f) Notify the facility duty officer of the incident and advise to which non-departmental medical facility the incarcerated individual is being transported;
 - (g) If applicable, notify the unit supervisor and shift commander of the incident; and
 - (h) Remain at the crime scene until further direction from IID, the State Police, or the OCME, while following all protocols for preserving the scene under [§.05C](#).
- (2) The shift commander receiving notification under [§.05D\(1\)\(g\)](#) shall:
- (a) Complete the procedures and notifications required in [§.05A](#) of this directive; and
 - (b) Dispatch correctional staff to:
 - (i) The medical facility where the incarcerated individual was transported; and
 - (ii) The incident location.
- (3) The facility duty officer shall complete the required notifications under [§.05A](#) of this directive.
- (4) The facility managing official shall complete procedures listed under [§.05A](#) of this directive.
- (5) IID shall investigate and report incarcerated individual deaths in accordance with [IID.270.0001 – Incarcerated Individual Death - Reporting and Investigating](#).

E. Security Procedures - Escort Officer in a Non-Departmental Medical Facility.

- (1) Imminent Death in a Medical Facility. An attending escort officer who is assigned to a hospital transport shall make notification of an incarcerated individual's imminent medical status in accordance with [OPS.110.0042 - Hospital and Medical Center Transports and Escorts.](#)
- (2) IID shall investigate and report incarcerated individual deaths in accordance with [IID.270.0001 – Incarcerated Individual Death - Reporting and Investigating.](#)

F. Local Detention Center and Out-of-State Notifications.

- (1) Local Detention Centers.
 - (a) The Department shall maintain an agreement with each local detention center to ensure that:
 - (i) A local detention center is immediately notified of the death of an incarcerated individual who was assigned to custody of the local jurisdiction, but is currently housed in a Department facility; and
 - (ii) The Department is immediately notified of the death of an incarcerated individual who was committed to the custody of a commissioner, but was housed in a local detention center;
 - (b) A Department duty officer or a shift commander receiving a death notification from a local detention center shall complete the applicable procedures listed under [§.05A](#) of this directive;
 - (c) IID shall investigate and report incarcerated individual deaths in accordance with [IID.270.0001 – Incarcerated Individual Death - Reporting and Investigating.](#)
- (2) Interstate Corrections Compact (ICC).
 - (a) If the decedent is housed by the Department under the ICC, the managing official, or a designee, shall contact the ICC coordinator and determine the decedent's sentencing jurisdiction.
 - (b) The managing official, or a designee, shall comply with the requirements in the ICC agreement that may include, but are not limited to:
 - (i) Disposition and transport of the body; and
 - (ii) Financial responsibility for costs associated with the terms of the agreement concerning an incarcerated individual's death.
 - (c) If the deceased incarcerated individual was a citizen of a country other than the United States, the managing official, or a designee, shall:

- (i) Notify Immigration and Customs Enforcement (ICE) of the incarcerated individual's death; and
 - (ii) Notify the appropriate consulate of the incarcerated individual's death.
- (3) If the deceased incarcerated individual is a federal detainee, the managing official, or a designee, shall notify the U.S. Marshal's Office of the incarcerated individual's death.

G. Notifications to the Emergency Contact Identified in OCMS.

- (1) In accordance with [OPS.280.0001 - Intake Procedures](#), during intake and at security level reviews, an incarcerated individual shall provide the name, telephone number, and address of an emergency contact to notify in the event of an emergency.
- (2) Designated Notification Responsibilities.
 - (a) In accordance with [COMAR 12.02.22.02](#) and §.19 of OPS.140.0002 – Religious Services Manual a chaplain shall make a compassionate notification to an incarcerated individual's emergency contact if the incarcerated individual suffers a serious illness or injury, reaches a state of imminent death, or dies. If a chaplain is unavailable, the shift commander shall make the notifications.
 - (b) A chaplain or other employee is prohibited from:
 - (i) Disclosing an incarcerated individual's medical condition; and
 - (ii) Answering medical questions.
 - (c) A chaplain may call the incarcerated individual's emergency contact within a reasonable time frame to advise them that:
 - (i) They are listed as the individual's emergency contact in the Department's database; and
 - (ii) The incarcerated individual is seriously ill, death is imminent, or has died.
 - (d) If asked for a copy of the death certificate, a chaplain or other employee shall advise the emergency contact that they may request a death certificate from the Division of Vital Records.
 - (e) If an incarcerated individual is seriously ill or death is imminent, and has been moved to an off-site hospital-based specialized care unit, the chaplain shall inform the emergency contact that:
 - (i) The patient is getting the care the individual needs; and
 - (ii) If the patient's condition worsens, they will be contacted by medical staff who can provide them with more information.

- (f) When arranging an approved community medical facility visit of an incarcerated individual who is seriously ill or death is imminent, the facility chaplain shall:
 - (i) Provide the hospital name and contact information;
 - (ii) Explain that an incarcerated individual's health status information is confidential and non-medical staff do not have access to protected medical information; and
 - (iii) Direct the emergency contact to telephone the facility's medical staff for information on the process for obtaining protected medical information.
 - (g) If the emergency contact indicates they do not know the incarcerated individual or do not want to be informed of further events involving the incarcerated individual, the chaplain shall:
 - (i) Apologize for the interruption;
 - (ii) Indicate that there will be no more notifications; and
 - (iii) Inform the shift commander that the information in OCMS is no longer accurate.
 - (h) If the emergency contact indicates that they are not the incarcerated individual's emergency contact or immediate family member, and cannot assist medical personnel with making healthcare decisions, the chaplain shall attempt to obtain that information and provide it to the Case Management Unit for verification.
 - (i) Upon completion of the call, the chaplain shall fill out the *Notification of Serious Illness/Death form — OPS 140-02.19aR (Appendix D)*.
 - (j) Unless the incarcerated individual progresses to imminent death, the chaplain will provide no further updates to the emergency contact. Additional notification will be provided by Department medical personnel or hospital staff.
- (3) If a chaplain is unavailable, the shift commander or designee shall:
- (a) Notify the emergency contact listed in OCMS;
 - (b) Adhere to procedures specified in [§.05G\(2\)](#); and
 - (c) Document the notification on *Appendix D* and upload it into OCMS or store it in the case record.
- (4) The managing official, or a designee, may request police (State or local) assistance if a chaplain, or a designee, is unable to establish contact with the incarcerated individual's emergency contact.

H. Victim Notification.

- (1) Upon notification of an incarcerated individual's death from the Director of Security Operations, the Victim Services Unit Director, or designee shall:
 - (a) Review the "alert" section in the victim services module of OCMS to determine whether a "victim notification" alert is active;
 - (b) Confirm receipt of a Crime Victim Notification Request and Demand for Rights form in the active victim services file; and
 - (c) Notify the designated VSU staff member to complete the required victim notification.
- (2) The designated VSU staff shall complete the required victim notification as directed in [DOC.095.0001 - Crime Victim Services Manual](#).

I. Fingerprinting a Deceased Incarcerated Individual.

- (1) All deceased incarcerated individuals shall be identified by taking post-mortem fingerprints and conducting an identification check based on the fingerprints to validate the deceased incarcerated individual's identity.
- (2) The managing official or the managing official's designee shall coordinate with the OCME, MSP, and IID, as applicable, to ensure the post-mortem fingerprints are taken.
- (3) A managing official, or a designee, in receipt of the decedent's original fingerprint card shall:
 - (a) Complete a Fingerprint Transmittal memo to the Criminal Justice Information Systems – Central Repository CJIS-CR (Appendix E); and
 - (b) Send the memo with the original post-mortem fingerprint card to CJIS-CR by postal mail.

J. Funeral and Burial of a Deceased Incarcerated Individual.

- (1) After an incarcerated individual has been pronounced deceased and released by the OCME, the facility managing official, or designee shall ensure arrangements have been made with the deceased incarcerated individual's emergency contact for the final disposition of the individual's body.
- (2) Disposition of the deceased incarcerated individual's body.
 - (a) Once a designated emergency contact receives the incarcerated individual's remains, they are responsible for any costs associated with the burial or funeral services.
 - (b) If the designated emergency contact refuses to claim the individual's remains, the managing official or designee shall:
 - (i) Request their refusal in writing;
 - (ii) Ensure the documentation is recorded in the SIR, OCMS or the case record; and

- (iii) Contact the State Anatomy Board within 48 hours after death to take control of the individual's body for final disposition.
- (3) Funeral and Burial Expenses for an Indigent Incarcerated Individual.
 - (a) The facility managing official shall verify that the deceased incarcerated individual was indigent at the time of death and complete required actions under [OPS.270.0002 - Funeral and Burial Expenses for an Indigent Incarcerated Individual](#).
 - (b) Upon receipt of a *Request for Payment of Burial Expenses form*, the Director of Social Work shall:
 - (i) Complete the required actions under OPS.270.0002; and
 - (ii) Forward the completed form to the Office of the Deputy Secretary of Operations for final approval.
 - (c) The facility managing official shall contact the State Anatomy Board to take control of a deceased incarcerated individual's unclaimed body in accordance with Correctional Services Article, § 9-604, Annotated Code of Maryland.
- (4) The facility managing official shall contact the Department of Veteran Affairs to arrange for burial of a deceased veteran if:
 - (a) The veteran's body is unclaimed;
 - (b) There is no known emergency contact for the veteran; and
 - (c) The veteran is without sufficient financial resources to be given a dignified burial.

K. Autopsy.

- (1) A death in a State-funded or State-operated facility which constitutes a medical examiner's case, as defined in Health-General Article, § 5-309, Annotated Code of Maryland, shall be investigated by the OCME in accordance with [COMAR 10.35.01.18](#).
- (2) If it is determined by the OCME investigator that the death is not a medical examiner's case and an autopsy is not necessary, the licensed healthcare provider shall complete required actions under [OCSM.270.0001 - Deaths Manual](#).

L. Media Communication - Related to the Death of an Incarcerated Individual.

- (1) Department employees may not release information concerning an incarcerated individual's death to outside media.
- (2) Department employees shall comply with the Communications Office release of information procedures under [DPSCS.010.0022 – Newsworthy Event Reporting](#) when reporting newsworthy events, and reporting and investigating an incarcerated individual's death.

M. Death Certificate.

- (1) In all incarcerated individual deaths, occurring inside or outside a correctional facility, the managing official or the managing official's designee shall submit a request/requisition to the Maryland Division of Vital Records for a certified death certificate.
- (2) Upon receipt of a certified death certificate from the Division of Vital Records, a managing official shall:
 - (a) Direct case management to file the original certificate in the incarcerated individual's case record;
 - (b) Provide a copy of the certificate to the Medical Records Department for inclusion in the incarcerated individual's medical record; and
 - (c) Attach a copy to the final Serious Incident Report.

N. Release of Funds.

- (1) The managing official shall coordinate with the Regional Finance Office to ensure the incarcerated individual's financial account is processed in accordance with this subsection.
- (2) If a deceased incarcerated individual has funds in the incarcerated individual's financial account, a Financial Services representative shall:
 - (a) If appropriate, coordinate the payment of burial and funeral expenses, and the disposition of money remaining in the deceased incarcerated individual's account;
 - (b) Obtain a receipt on release of any funds; and
 - (c) Place a receipt for the release of funds in the deceased incarcerated individual's case record.
- (3) Payment for funeral and burial services for the deceased incarcerated individual with funds released under this section is the responsibility of the individual receiving the funds from the deceased incarcerated individual's account.

O. Release or Disposal of a Deceased Incarcerated Individual's Property.

- (1) The property supervisor is responsible for coordinating the disposition of the deceased incarcerated individual's personal property in accordance with the [OPS.220.0004 – Incarcerated Individual Personal Property](#).
- (2) A managing official, or a designee, shall inform the decedent's emergency contact of procedures to obtain the decedent's personal property.
- (3) The managing official, or a designee, shall:
 - (a) Contact the emergency contact by telephone; and

- (b) Prepare a certified letter informing the emergency contact:
 - (i) Of the procedures to obtain the decedent's personal property;
 - (ii) That the person claiming the property is required to produce a Letter of Administration issued by the Register of Wills verifying the person to receive the property; and
 - (iii) The decedent's personal property is to be removed within 30 days of the date of the written communication.
- (4) If the decedent's personal property is not removed as directed, after 30 days, the property officer, or a designee, shall follow procedures for disposition of incarcerated individual personal property established in [OPS.220.0004 - Incarcerated Individual Personal Property](#).

P. Facility Death Debriefing.

- (1) Following the death of an incarcerated individual the managing official shall complete a debriefing within 72 hours of the death.
- (2) A managing official shall establish procedures for conducting a facility death debriefing.
- (3) Participants in the debriefing shall include, but are not limited to the following employees:
 - (a) Managing official or managing official's designee;
 - (b) Shift commander;
 - (c) Correctional supervisor responsible for securing the location of an unattended death, as applicable;
 - (d) Case Manager;
 - (e) IID investigator;
 - (f) Chaplain; and
 - (g) Property Officer.
- (4) During the debriefing, staff shall:
 - (a) Identify actions taken before, during, and after the incident;
 - (b) Review staff response and decision-making;
 - (c) Discuss whether to activate Critical Incident Stress Management (CISM) in accordance with [DPSCS.110.0024 - Emergency Operations Plan Manual](#); and
 - (d) Recommend corrective action or changes to procedure, if necessary.
- (5) The managing official or designee shall:

- (a) Ensure the results of the debriefing are formally documented;
- (b) Contact the CISM team, if appropriate;
- (c) Share pertinent information with the Facility Morbidity/Mortality Review Committee in accordance with [OCSM.270.0001](#); and
- (d) If new information was disclosed or discovered during the debriefing, provide updated documentation to the Executive Mortality Review Committee for review and discussion.

.06 Appendix.

- A. Incarcerated Individual Death Checklist — Shift Commander — Form # - *OPS.270-1aR*
- B. Incarcerated Individual Death Checklist — Managing Official — Form # - *OPS.270-1bR*
- C. Death Reporting Form — Form # *OPS.270-1cR*
- D. Notification of Serious Illness/Death Form — Form # [OPS 140-02.19aR](#)
- E. Sample Fingerprint Card and Transmittal Memo to Criminal Justice Information System - Central Repository (CJIS-CR)

.07 History.

- (1) This revised directive rescinds and replaces OPS.270.0001 dated November 14, 2025.
- (2) This directive rescinds and replaces DOC.270.0001 dated May 15, 2007 and DPDS.270.001 dated April 30, 2015.
- (3) This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

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SHIFT COMMANDER INCARCERATED INDIVIDUAL DEATH CHECKLIST

II First Name: _____ II Last Name: _____ DOC/SID#: _____ Date of Birth: _____

Date of Death: _____ Time of Death: _____ Location of Death: _____

Facility Name: _____ Region: _____ SIR #: _____ IID Case#: _____

Shift Commander/Designee Name: _____

SHIFT COMMANDER	TASK COMPLETED	
	Time	Initials
1. Notify the facility duty officer (warden, assistant warden, or security chief), IID PCO, and facility chaplain.		
2. Establish the incident location as a crime scene.		
3. If the incident occurred during transport or a work crew detail, dispatch correctional staff to the incident location.		
4. Assign a supervisor to secure the scene.		
5. Ensure a crime scene log is established.		
6. Complete the Priority 1 Notifications.		
7. Ensure incident information is documented in accordance with OPS.020.0003 - Reporting Serious Incidents and recorded in OCMS.		
8. Ensure the chaplain notifies the incarcerated individual's emergency contact.		
9. If the chaplain is unavailable to contact the emergency contact, notify the contact listed in OCMS.		
10. Ensure the preliminary SIR and related documentation is completed by the end of shift.		
11. Forward the preliminary SIR and related documentation to the managing official.		
12. If the incarcerated individual was hospitalized, ensure the escort officer obtains a body receipt from the attending physician.		
13. Obtain a post-mortem fingerprint card.		
14. Assign a property officer to inventory and secure the incarcerated individual's property in the facility's property room.		
15. Forward the property inventory sheet to the managing official.		

SIGNATURE AND TITLE

DATE

DPSCS MANAGING OFFICIAL'S DEATH CHECKLIST

II First Name: _____ II Last Name: _____ DOC/SID#: _____ Date of Birth: _____

Date of Death: _____ Time of Death: _____ Location of Death: _____

Facility Name: _____ Region: _____ SIR #: _____ IID Case#: _____

Managing Official	TASKS COMPLETED		
	DATE	TIME	INITIALS
1. Review the Shift Commander Checklist OPS Form # 270-01aR.			
2. Review the preliminary serious incident report.			
3. Request the Death Reporting Form - OPS.270-01cR from the facility-site medical director in which the death occurred.			
4. Forward completed death related checklists, reports, and related SIR documentation to the Executive Director of IID.			
5. Prepare written notification of the death to the commitment office supervisor/manager.			
6. If the decedent is housed under the ICC: a. Contact ICC coordinator and determine the decedent's sentencing jurisdiction; and b. Comply with requirements in the ICC agreement.			
7. If the decedent is a federal detainee, complete notification to the U.S. Marshal's Office.			
8. Request police assistance if a chaplain, or a designee is unable to establish contact with the incarcerated individual's emergency contact.			
9. Complete a Fingerprint Submission memo and forward the post-mortem fingerprint card by postal mail to CJIS.			
10. Submit a requisition to Procurement ordering a certified death certificate from the Division of Vital Records.			
11. If the decedent's family notifies the facility that the decedent is indigent, refer them to the social work department.			
12. If the decedent is a veteran and the body is unclaimed, notify the Department of Veteran Affairs to arrange for burial.			
13. Advise the emergency contact to obtain a death certificate from the Division of Vital Records.			
14. Coordinate with the Regional Finance Office to ensure funds are processed in accordance with procedures outlined for release of funds.			
15. Notify the decedent's emergency contact of procedures to obtain the decedent's personal property.			
16. Attach a copy of the death certificate to the related SIR.			
17. Conduct a facility death debriefing within 72 hours of the incarcerated individual's death.			
18. Forward any findings/results from the debriefing to the EMRC and M&M Panel.			

MANAGING OFFICIAL'S PRINTED NAME AND SIGNATURE

DATE



DPSCS Death Reporting Form

Last Name: _____ First Name: _____ CL/SID#: _____ Date of Admission: _____

Date of Birth: _____ Gender: _____ Sex: _____ Age: _____ Weight: _____ Eye Color: _____

Date of Death: _____ Time of Death: _____ Facility Name: _____ Region: _____

Race:

- | | |
|--|--|
| ☐ American Indian/Alaska Native | ☐ Native Hawaiian or Other Pacific Islander |
| ☐ Asian | ☐ White, Not Hispanic origin |
| ☐ Black or African American, not of Hispanic origin | ☐ Other _____ |
| ☐ Hispanic or Latino | |

Death Location:

- | | |
|--|--|
| ☐ In general housing in the facility or on prison grounds | ☐ While in transit |
| ☐ In segregation unit | ☐ Non-departmental medical facility |
| ☐ In special medical unit/infirmarary within the facility | ☐ Elsewhere – specify: _____ |
| ☐ In a common area within the facility | ☐ Other _____ |
| ☐ In a temporary holding area/lockup | |
- ☒ What type of cell was the individual housed in at the time of death? ☐ Double cell ☐ Single cell ☐ Dorm
- ☐ If housed in a double cell, were two individuals assigned to the cell? ☐ Yes ☐ No
- ☐ If not housed in a double-cell, why? _____

Was an autopsy performed?: ☐ Yes ☐ No

If No, is an autopsy planned?: ☐ Yes ☐ No

Manner of death:

- | | |
|---|---|
| ☐ Illness/Natural | ☐ Accidental injury by other – Describe: _____ |
| ☐ Suicide | _____ |
| ☐ Homicide committed by other incarcerated individual(s) | _____ |
| ☐ Other Homicide – Describe: _____ | ☐ Other Causes – Specify: _____ |
| _____ | _____ |
| _____ | ☐ Unknown _____ |
| ☐ Accidental injury to self – Describe: _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Was the cause of death a result of a pre-existing medical condition or did the incarcerated individual develop the condition after admission?

- | | |
|---|---|
| ☐ Pre-existing medical condition prior to admission | ☐ Developed medical condition after admission |
| ☐ Not applicable – cause: homicide, suicide, accidental, or undetermined | ☐ Chronic ☐ Acute Flare ☐ Subacute |
| | ☐ Acute ☐ Peracute |

Goal of care or treatment: ☐ Management and symptom control ☐ Curative or full resolution

☐ Comfort care ☐ N/A

Answer the following questions based for the time period of *date of admission to date of death*.

Had the incarcerated individual been receiving treatment for the medical condition after admission to your facility? ☐ Yes ☐ No ☐ Unknown ☐ N/A

Was the individual evaluated by a physician/medical staff? ☐ Yes ☐ No ☐ N/A

Did the incarcerated individual have any diagnostic tests (X-Rays, MRI, blood test)? ☐ Yes ☐ No ☐ N/A

Did the incarcerated individual receive medications? ☐ Yes ☐ No ☐ N/A

Did the incarcerated individual receive treatment/care other than medications? ☐ Yes ☐ No ☐ N/A

Did the incarcerated individual have surgery? ☐ Yes ☐ No ☐ N/A

Was the individual confined in a special medical unit? ☐ Yes ☐ No ☐ N/A

**INCARCERATED INDIVIDUAL EMERGENCY NOTIFICATION
OF FAMILY MEMBER ILLNESS, INJURY, OR DEATH**

PART 1: TO BE FILLED OUT COMPLETELY BY STAFF MEMBER TAKING CALL

DATE: ____/____/____	TIME: _____ A.M. / P.M.
NAME:	SID NUMBER:
FACILITY:	HOUSING UNIT:
CALLING PARTY'S NAME:	RELATIONSHIP TO OFFENDER:
ADDRESS OF CALLING PARTY:	TELEPHONE NUMBER OF CALLER: (_____) _____
NAME OF PERSON IN EMERGENCY:	RELATIONSHIP TO OFFENDER:
TYPE OF EMERGENCY: DEATH _____ SICKNESS _____ ACCIDENT _____ OTHER _____	
SOURCE OF INFORMATION: HOSPITAL: _____ TIME: _____ MORTUARY: _____ ADDRESS: _____ CITY: _____ PHONE: (_____) _____ DATE / TIME OF FUNERAL: ____/____/____ _____ ROOM NUMBER: _____ PHYSICIAN: _____ CONDITION OF PATIENT: _____ _____ CHAPLAIN NOTIFIED: DATE: ____/____/____ TIME: _____ A.M. / P.M.	
COMMENTS (incarcerated individual's response): _____ _____ _____ _____	
THE II ____ NEEDS TO BE NOTIFIED / THE II WAS NOTIFIED BY _____	
SIGNATURE OF STAFF MEMBER TAKING CALL: SIGN: _____ PRINT: _____	
FOLLOW-UP COUNSELING PROVIDED ON _____ ; BY _____	



Department of Public Safety and Correctional Services

MEMORANDUM

To: , Director of the CJIS – Central Repository

From: , Warden

Subject: Post-Mortem Fingerprint Card Submission

Date:

Please find the attached original post-mortem fingerprint card for the following individual:

Name:

DOB:

DOD:

SID:

Correctional Facility:

Location of Death:

CC w/o copy of attachment: Serious Incident Report

CC w/ copy of attachment: Case Management Case Record