



Department of Public Safety and Correctional Services

Office of the Secretary

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OOS IB # 2025-04

Effective: November 14, 2025

STATE OF MARYLAND

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OOS INFORMATION BULLETIN

SUBJECT: Process for Commissioner Priority 1 Incident Review

Effective immediately, all preliminary investigations cases involving the following will be forwarded within 24 hours to the Commissioner of the Division of Corrections, the Commissioner of the Division of Pretrial and Detention Services, or the Director of Patuxent, respectively, for review and response:

- All Priority 1 Serious Incidents, to include:
 - Accidental Firearm Discharge
 - Adverse Job Action
 - Arrest, Staff
 - Assault, Inmate, Life Threatening
 - Attempted Escape
 - Deadly Force
 - **Death**, Inmate, Accidental
 - **Death**, Inmate, Homicide
 - **Death**, Inmate, Suicide
 - **Death**, Inmate, Unknown
 - **Death** Staff
 - Disturbance, Force Used
 - EOC Activation
 - Escape
 - Fire, Fire Dept. Required
 - Hazard, Evacuation Required
 - Homicide, Staff
 - Injury, Inmate, Life Threatening
 - Injury, Staff, Life Threatening
 - Other
 - Security Breach Staff Needed

The Commissioner of the Division of Correction, the Commissioner of the Division of Pretrial Detention and Services, or the Director of the Patuxent Institution, may convene an executive level review within 72 hours of notification of a Priority 1 serious incident.

If any incidents are identified to be media sensitive, the Commissioner of the Division of Correction, the Commissioner of the Division of Pretrial Detention and Services, or the Director of the Patuxent Institution, respectively, shall immediately notify the Director of Communications.

Within **72 hours of any death of any incarcerated individual**, the Commissioner of Correction, Commissioner of DPDS, or Patuxent Director, depending on where the death occurred, shall convene an executive mortality review of the preliminary serious incident report and all reports related to the death, including:

- Deputy Commissioner or Deputy Director of Patuxent
- Assistant Commissioner
- Director, Clinical Services;
- Director, Mental Health;
- Director, IID;
- Warden

In addition to reviewing the preliminary serious incident report, this mortality review shall include the following:

- Decedent's medical records for at least the last six months prior to the date of death, which shall include physical and mental health records;
- Any and all Administrative Remedy Procedure requests and grievances filed by the decedent for at least the last six months prior to the date of death;
- Any available video footage showing the decedent for 48 hours prior to the time of death, and verify with the investigating body that all footage has been preserved;
- Death notification;
- Relevant facility operational record(s).

The Commissioner of Correction, Commissioner of DPDS, or Patuxent Director shall identify any proposed interim administrative actions that are required at the facility level, and whether any policy compliance issues that exist in the events surrounding the death. Upon completion of this review, the respective Commissioner or Director will notify the Secretary of actions taken in response to the death, and progress toward any corrective action plan.

Approved:  _____ Date: 11/14/25
Carolyn J. Scruggs, Secretary

Distribution:

A – Facility/Agency Reference Set

S – Managing Official and Executive Correctional Staff