

scene and restrict access to the area until it is released by the Internal Investigative Unit (IIU). The assigned supervisor shall establish and maintain a log for the crime scene to include the specific location, the name of the victim, the time and the names of any persons who enter or leave the crime scene.

- a. No one shall be allowed at the scene, other than qualified medical personnel performing lifesaving measures, until the assigned IIU investigator or the designated law enforcement investigator arrives.
 - b. If lifesaving measures have been performed, the supervisor assigned to the scene shall document in detail the condition of the scene and any changes that occurred as a result of providing medical assistance.
 - c. The supervisor assigned to the scene shall preserve all physical evidence such as clothing, ligatures, weapons, etc., and shall initiate chain of custody forms.
2. The IIU shall be notified immediately. When the assigned investigator arrives, he or she shall contact the office of the chief medical examiner and advise the medical examiner of the circumstances surrounding the death and the condition of the body. The assigned investigator shall also contact the Maryland State Police, who will only conduct an investigation if the death is believed to be a homicide.
- a. If the medical examiner determines that the death will be examined as a medical examiner's case, the medical examiner will transport the body for autopsy. If necessary, the warden may have the body removed to another location after release by the IIU investigator, pending pickup by the medical examiner.
 - b. If the medical examiner determines that the death will not be examined further, the IIU investigator, prior to departing the institution, shall release the body to the warden for disposition.
3. The following staff shall be notified of all inmate deaths:
- a. Warden
 - b. DOC Headquarters duty officer
 - c. DOC public information officer
 - d. Assistant warden
 - e. Chief of security
 - f. Facility chaplain
 - g. DPSCS Director of Inmate Health Care Services
 - h. Chief psychologist
 - i. Regional health care administrator

4. The inmate's designated emergency contact person shall be notified by the appropriate faith chaplain in accordance with DCD 140-156.
 - a. Where death occurs as a result of a suspected crime, circumstances surrounding the death shall not be disclosed to the inmate's designated emergency contact person. The emergency contact person will be advised that the death is being investigated.
 - b. If the chaplain is unable to contact the inmate's designated emergency contact person, the shift supervisor/designee shall contact the state or local police to assist.
 - c. If the chaplain is unavailable, the warden/facility administrator/designee shall make the death notification to the inmate's designated emergency contact person.
 5. The deceased inmate's personal belongings shall be secured, inventoried and handled in accordance with the provisions of DCD 220-004 after clearance has been received from the IIU investigator.
 6. The original medical records shall be sent to the medical director, DPSCS Office of Inmate Health Care Services (the last volume within one day following the death; the remaining volumes within three working days in accordance with DPSCSD 130-100, Sect. 166).
 7. The deceased inmate's medical files shall be turned over to the IIU investigator for review upon request.
 8. All staff having knowledge of the circumstances surrounding the death shall prepare detailed reports, including the names of any witnesses. These reports shall be submitted prior to staff leaving the institution. The original reports shall be turned over to the IIU investigator.
- C. Death of Inmate Housed at Institutional or Outside Hospitals or Out of State
1. The death of an inmate housed in an institutional hospital for illness shall be handled in accordance with the procedures in section VI. B. of this directive.
 2. The death of an inmate housed at an outside hospital or out of state shall be handled in accordance with the procedures in section VI.B (except B.1.) of this directive.
- D. Fingerprinting of Deceased Inmates
1. A deceased inmate will only be fingerprinted in a situation where the inmate's identity is in doubt.
 - a. Fingerprints shall not be obtained until after the autopsy has been

completed and the office of the chief medical examiner has released the body.

- b. The institutional identification officer for institutions located in Jessup and Baltimore will respond to the medical examiner's office to obtain fingerprints after the autopsy is completed. The identification officer for the Metropolitan Transition Center shall take the fingerprints for deceased inmates at the office of the chief medical examiner for facilities located outside the Jessup and Baltimore areas.
2. When the deceased inmate's identity is not in doubt, institutional staff shall copy the original set of inmate fingerprints and place the copy in the inmate's base file with a notation of the date that the originals were sent to the Criminal Justice Information System (CJIS). The warden shall complete the form memo provided in Appendix 2, verifying that the inmate is deceased, and send it to CJIS with the original fingerprint card.
- E. After the physician pronounces the inmate dead and the required immediate actions have been taken, notifications made, and the disposition of the body turned over to the warden, the warden/designee shall:
1. Arrange with the inmate's designated emergency contact person for release and disposition of the body.
 - a. Initiate the provisions of DCD 270-2 in cases where the inmate's designated emergency contact person intends to claim the body but the inmate's designated emergency contact person and the deceased inmate are both indigent.
 - b. If there is no inmate's designated emergency contact person, or if the inmate's designated emergency contact person has refused to claim the body, arrangements shall be made with the University of Maryland Mortuary, Anatomy Board for acceptance.
 - c. If the inmate's designated emergency contact person refuses to claim the body, the inmate's designated emergency contact person shall note the refusal in writing.
 2. In accordance with DCD 220-004, release the inmate's personal property and money to the inmate's designated emergency contact person, or advise the inmate's designated emergency contact person to contact the local Office of the Register of Wills for the procedures to follow. Receipts shall be obtained and filed in the inmate's base file for all items released.
 3. Obtain a copy of the death certificate from the Division of Vital Records. The original shall be placed in the inmate's base file and a photocopy shall be included with the serious incident report. If a copy of the death certificate is

requested by the inmate's designated emergency contact person, staff is to advise him/her to obtain the document by contacting the Division of Vital Records, 6550 Reisterstown Road, Baltimore, MD 21215.

- F. The shift commander shall ensure that OBSCIS I, screen 02, Maintain Alerts, is reviewed. If the inmate had a victim alert, code 41 entered, the shift commander shall submit this information in writing to the warden so that commitment procedures and the provisions of DCM 95-1 can be initiated.
- G. The shift commander shall complete page one of Appendix 1, Inmate Death Checklist, to document the time that each task was completed. The checklist shall be forwarded with the serious incident report to the warden via the chief of security.
- H. The warden/designee shall complete page two of Appendix 1 to document the date and time that each task was completed. The original Appendix 1 shall be included with the final serious incident report.
- I. A Death Review Panel comprised of the following staff shall be convened to review the death of the inmate:
 - a. Warden
 - b. Shift commander
 - c. Facility chaplain
 - d. IIU investigator
 - e. Case manager
 - f. Property officer
- J. Each warden shall issue an institutional directive to implement and comply with this DCD.

VII. Attachments:

- A. Appendix 1, Inmate Death Checklist
- B. Appendix 2, Sample Form Memo of Fingerprint Transmittal to CJIS

VIII. Rescission: DCD 270-1, dated April 1, 2005

Distribution: A
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