

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 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