

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