

Sixth District Department of Correctional Services POLICY	Issue Date 01/16/09	Effective Date 02/10/18	Policy Number 167-18
Subject <b>DEATH OF OFFENDER</b>		Review Month December	Author 0156 (SLI)
Rescinds 167-17	References DOC Policy AD-GA-06 <a href="http://docportal.doc.gov.state.ia.us/Docs/default.aspx?RootFolder=%2FDocs%2FDOC%20Policies%2FSection%201%20%2D%20Administration%20and%20Management%2FGeneral%20Administration&amp;FolderCTID=0x012000AD00A88C22299248AE5868EE5B26BD80&amp;View=%7B464667C2%2DA442%2D4C65%2D8A48%2DDDB12D49C3778%7D">http://docportal.doc.gov.state.ia.us/Docs/default.aspx?RootFolder=%2FDocs%2FDOC%20Policies%2FSection%201%20%2D%20Administration%20and%20Management%2FGeneral%20Administration&amp;FolderCTID=0x012000AD00A88C22299248AE5868EE5B26BD80&amp;View=%7B464667C2%2DA442%2D4C65%2D8A48%2DDDB12D49C3778%7D</a>		

**POLICY:**

The Director ensures there are procedures in place to close the file of offenders who die while on supervision.

**PROCEDURE:**

1. Upon learning of the death of an offender under supervision:
  - A. Staff obtains a copy of the published obituary OR a copy of the death certificate which is scanned into ICON under Offender Attachments:
    - 1.) Source Type = Correspondence;
    - 2.) Date of Document = Date of Death;
  - B. Staff completes an incident summary in the Critical Incident Report module as soon as possible, but no later than twenty-four (24) hours after the incident (DOC Policy AD-GA-06).
  - C. Staff adds – DECEASED to the offender’s middle name and deceased date to the Birth Information screen.
  - D. Prepare appropriate paperwork dependent upon type of supervision:
    - 1.) Probation - Staff utilize ICON Template forms to prepare the closure letter (Death of Offender - PB, RWS) for the Court (167A) and attaches the document referenced in Procedure 1A. Staff forwards the Offender Fee Waiver (138A), if applicable, to Administrative Division or designee.
    - 2.) Pretrial Release With Supervision - Staff utilize ICON Template forms to prepare the closure letter (Death of Offender - PB, RWS) for the Court (167A) and attaches the document referenced in Procedure 1A. Staff forwards the Offender Fee Waiver (138A), if applicable, to Administrative Division or designee.

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**PROCEDURE:** (continued)

- 3.) Parole - If there is a pending revocation, the Parole Violation Review needs updated to No Hearing Requested. BOP registered victim(s) are notified. Staff forwards the Offender Fee Waiver (Death of Offender – IC, PA, WR, OWI), if applicable, to Administrative Division or designee.
  - 4.) Work Release/OWI Continuum - BOP registered victim(s) are notified. Staff forwards the Offender Fee Waiver (Death of Offender – IC, PA, WR, OWI), if applicable, to Administrative Division or designee.
  - 5.) Interstate Compact - For transfer in cases refer to Compact Rules. Staff forwards the Offender Fee Waiver (Death of Offender - IC, PA, WR, OWI), if applicable, to Administrative Division or designee.
- E. All offender information is closed in ICON utilizing the Field/Residential – Closure Data Collection screen as of the date the offender died. Current Supervision Status and related Charges are closed with an End Reason of Death.
  - F. The closure letter and attachment are electronically filed with the Court. A Discharge Report is not prepared.
  - G. The case file is closed.
2. Upon learning of the death of an offender that was previously under supervision:
    - A. A copy of the published obituary is scanned into ICON under Offender Attachments. Staff adds – DECEASED to the offender’s middle name and modifies the Birth Information screen by adding the Deceased Date in ICON.

BY ORDER OF:

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Bruce Vander Sanden, District Director