

Sixth District Department of Correctional Services POLICY	Issue Date 10/09/20	Effective Date 10/20/20	Policy Number 2371-20
Subject <b>DEATH OF RESIDENT</b>		Review Month September	Author 0120 (CDE)
Rescinds	References: Iowa DOC Policy WR/OWI-18; IAC 201-43;44;47. 6JDDCS Policy 2534; 069 ; 110; 121; 167; 175; Federal BOP SOW Chapter 19		

**PURPOSE:**

This policy identifies the procedures and protocols that must be adhered to in the event that a resident dies while physically on the grounds of a residential facility operated by the Sixth Judicial District Department of Correctional Services (DCS). This policy also outlines the process for closing out supervision files for deceased residents.

**POLICY:**

This policy identifies the guidelines and procedures that the Judicial District must adhere to in event of the death of a resident housed in a Judicial District residential facility.

**DEFINITION:**

1. Death - The events or events that result in the cessation of life. In the state of Iowa only a licensed health care professional can declare that a person has died (experienced death).
2. WR/ OWI Coordinator/Designee - An administrator employed by the Institutional Services Division of the State of Iowa Department of Corrections. The Institutional Services Division provides oversight of the WR/OWI inmates released to Judicial District residential facilities.
3. Federal Bureau of Prisons (BOP) - The Prison System operated by the United States government. The Sixth Judicial District DCS houses inmates and residents for the BOP pursuant to a contract.
4. Statement of Work (SOW) - A Federal Bureau of Prisons manual that identifies the Bureau of Prisons practice and performance expectations of the entities operating under a BOP housing contract.
5. Residential Re-Entry Manager (RRM) - Regional Manager of a Federal Bureau of Prisons Office responsible for the oversight of residents and inmates housed in facilities under a Federal contract.

**POLICY NUMBER 2371-20**

**PAGE 2 OF 4**

**PROCEDURE:**

1. A resident that is found to be unresponsive is to be treated as a person in need of medical attention per DCS Health Services policy (2513) and DCS Emergency Plan policy (2534). Staff are to perform life saving measures until they are relieved by qualified responders or a licensed medical professional declares the resident receiving medical assistance to be dead.
  - A. A Supervisor is to be notified of the resident's condition per DCS Notification of Supervisory Staff policy (2533). This is to be done at the earliest possible time.
  - B. A Supervisor is to report to the facility in the event of a resident death. That person assumes or designates a staff person as incident commander until law enforcement arrives and takes control of the scene. The incident commander ensures that there is a written timeline of events and persons on site at the location of death. A copy of this information is to be shared with law enforcement agency that takes command of the death scene.
  - C. The Sixth DCS High Risk Unit (HRU) Supervisor is notified. Any HRU currently on duty are notified of the death and asked to respond.
  - D. Local law enforcement is called to the facility to respond to the death. Local law enforcement will have jurisdiction in the death event. The Judicial District should consult with DOC Central office in those instances where the death occurs under suspicious circumstances or is believed to be a homicide.
  - E. Staff and Supervisor(s) on scene will assist local law enforcement with scene preservation; not disturbing the body. Staff will conduct a facility eye count at the time the resident is declared deceased and recording any visitors or vendors in building at the time of death. Residents should not be released from building for any reason until approved to leave by local law enforcement.
  - F. Once an appropriate medical professional has declared a resident deceased, the Supervisor(s) involved are to immediately contact the District Director, Assistant Director, Residential Division Manager and Residential Manager.
  - G. The responding Supervisor(s) are to ensure that Central Office WR/OWI Coordinator or designee and that Iowa Department of Corrections Duty Officer are notified immediately in the event of a resident death at the facility.
  - H. An Iowa Department of Corrections Critical Incident Report (CIR) will need to be completed and submitted as soon as possible but no later than the end of shift for staff working at the facility.

**POLICY NUMBER 2371-20**  
**PAGE 3 OF 4**

**PROCEDURE:** (continued)

- I. When the death event takes place at a facility housing BOP and Federal Public Law inmates, the responding Supervisor(s) are to ensure that the BOP RRM or designee are notified immediately of in the event of a resident death at the facility. This is required whether the decedent is a Federal or State resident. The death event itself is a significant event that requires us to notify the BOP.
  - J. When the death event takes place at a facility housing federal residents; a Federal BOP incident report will need to be completed and submitted to BOP as soon as possible but no later than the end of shift for staff working at the facility.
  - K. When the decedent is a BOP resident or inmate; responding Supervisor(s) are to ensure that the provisions of Chapter 19 of the SOW (Serious Illness, Injury, or Death) are carried out.
  - L. Staff are to contact the decedent's immediate family or next of kin informing them of the death event. This is to be done when the law enforcement incident commander approves our doing so.
2. Resident Case Closure:
- A. 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 Officer or designee.
  - B. Federal - The contractor will immediately notify the (Residential Reentry Manager) RRM when a resident becomes seriously ill, requires emergency medical treatment, or dies. In the event of the resident's death, the RRM will notify the resident's family or next of kin.
    - 1) Immediately upon the death of a resident, the contractor will assemble and advise the RRM of the following information concerning the deceased resident:
      - a. Name, register number, date of birth;
      - b. Offense and sentence;
      - c. Date, time, and location of death;
      - d. Apparent cause of death;
      - e. Investigative steps being taken, if necessary;
      - f. Name and address of survivor or designee;
      - g. Notifications made;
      - h. Status of autopsy request; and
      - i. Brief medical history related to death.

**POLICY NUMBER 2371-20**  
**PAGE 4 OF 4**

**PROCEDURE:** (continued)

- 2) The contractor will consult with the RRM to ensure appropriate notifications are made.
- 3) The contractor will also arrange for the fingerprinting of the thumb of the right hand to be taken, and staff will date and sign the fingerprint card to ensure positive identification has been made. The fingerprint card will then be sent to the RRM.
- 4) Release notification of a death will be processed.
  - a. Staff will update R3M and choose DEATH as reason for departure
  - b. Staff will enter a generic note in ICON.
  - c. An Iowa Department of Corrections Critical Incident Report (CIR) will need to be completed and submitted as soon as possible but no later than the end of shift for staff working at the facility.
- 5) If death is due to violence or an accident, surrounded by unusual or questionable circumstances, or is sudden and the deceased was not under medical supervision, staff will notify appropriate law enforcement officials of the local jurisdiction. The purpose of this notification is to review the case and examine the body, if necessary.
- 6) Autopsy requests will be forwarded or initiated by the RRM who will consult with other BOP staff and make determinations regarding need for autopsy.
- 7) When there is no longer an official interest in the body, it may be turned over to family members or next of kin as indicated on the resident's intake form
- 8) Should the family decline the body or be unable to afford funeral expenses, the contractor will compile a list of local burial/funeral providers and contact the RRM for disposal instructions.
- 9) Personal property will be immediately secured and inventoried by no less than two staff members who will sign and complete an inventory list before the end of the work shift. Person property will then be forwarded to the person indicated on the residents' intake form.

BY ORDER OF:

---

Bruce Vander Sanden, District Director