

Idaho Department of Correction 	Standard Operating Procedure Operations Division Offender Management	Control Number: 312.02.01.001	Version: 2.5	Page Number: 1 of 13
		Title: Death of an Offender		Adopted: 4-16-2001 Reviewed: 5-1-2012 Next Review: 5-1-2014

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BOARD OF CORRECTION IDAPA RULE NUMBER 312

[Deceased Inmates](#)

POLICY CONTROL NUMBER 312

[Deceased Offenders](#)

DEFINITIONS

[Standardized Terms and Definitions List](#)

Health Authority: The Idaho Department of Correction (IDOC) employee who is primarily responsible for overseeing or managing the IDOC's medical services. (The health authority is commonly referred to as the health services director.)

Program Cost Account (PCA) Code: A five character alphanumeric code entered in the Statewide Accounting and Reporting System (STARS) that is used to identify a specific program structure.

Purchase Order: A promise to pay for goods and services that must be (a) signature approved by an authorized spending authority, (b) reviewed for compliance with law and regulation, and (c) assigned an identification number and recorded on the Purchase Order Log.

PURPOSE

The purpose of this standard operating procedure (SOP) is to establish standardized guidelines, procedures, and documentation requirements following the death of an offender assigned to an Idaho Department of Correction (IDOC) correctional facility.

SCOPE

This SOP is applicable to all staff members at IDOC and contract correctional facilities, community work centers (CWCs), and central office. (Hereinafter, correctional facilities and CWCs will be referred to as 'facilities' except where a process is specific to only a correctional facility or CWC.)

RESPONSIBILITY

Chief of the Operations Division

The chief of the Operations Division is responsible for the overall control of this SOP, field memorandums, and memorandums of understanding (MOUs) with county coroners.

Facility Heads

Facility heads (or designees) are responsible for the following:

- Implementing this SOP and ensuring staff members adhere to the guidelines provided herein;
- Establishing a MOU with the county coroner regarding the protocols for notification and handling of an offender death at each respective facility; and
- Developing a field memorandum to outline specifics for handling the death of an offender related to their geographic location.

Health Authority

The health authority is responsible for the following:

- Ensuring that the procedures in SOP [401.06.03.011](#), *Death: Procedure in the Event of an Offender's*, are conducted; and
- Ensuring that when applicable medical staff personnel as defined in Idaho code provide medical data required for death certificates.

Table of Contents

General Requirements	3
1. Introduction	3
Memorandum of Understanding (MOU)	3
Field Memorandum	4
2. Process Steps: When a Death Occurs.....	4
Table 2-1: Death Appears to be by Other than Natural Cause	4
Table 2-2: Deceased Attended by Healthcare Services Staff or the Death Appears to be by Natural Causes.....	5
The Death Occurs Away From the Facility.....	6
3. Victim Notification.....	6
4. Notification Procedure: Death Imminent or Offender Dies	7
5. Administrative Procedures	7
6. Funeral or Cremation Responsibilities	10
7. Property and Offender Trust Account Money Disbursement.....	11
References.....	13

Control Number: 312.02.01.001	Version: 2.5	Title: Death of an Offender	Page Number: 3 of 13
---	------------------------	---------------------------------------	--------------------------------

GENERAL REQUIREMENTS

1. Introduction

The IDOC uses sound correctional and healthcare practices to prevent death by unnatural causes and provides healthcare for those offenders who have been diagnosed with terminal illness.

When the circumstances suggest that death occurred as a result of natural causes, and a physician, physician assistant, or nurse practitioner was in attendance during the last illness of the deceased, said healthcare professional can certify the cause of death in accordance with Idaho Code. However, when establishing MOUs, the involvement of the coroner in all deaths is encouraged.

The coroner is responsible to determine the cause of death when circumstances suggest that the death did not occur as a result of natural causes. The coroner will decide if an autopsy will be performed; however, the IDOC will seek an autopsy when death was caused by violence or was sudden or unexpected.

Memorandum of Understanding (MOU)

Facility heads must establish an MOU with the coroner of the county in which the facility is located **and** with the funeral home or crematorium that will handle deceased offender's remains. The facilities located in Ada County will establish one MOU with the Ada County coroner. The facility head **and** chief of the Operations Division (or designee) must approve the MOU. At a minimum, the MOU shall address the following:

Coroner

- Emergency contact protocols for the coroner (or designee);
- That the coroner will immediately respond to the facility for all deaths when (a) no physician, physician assistant, or nurse practitioner was in attendance during the last illness of the deceased and (b) when the circumstances suggest that the death occurred as a result of other than natural causes;
- That the coroner will establish responsibility for the transport of the deceased when the circumstances suggest that the death occurred as a result of other than natural causes;
- That the coroner will establish responsibility for the transport of the deceased when a physician, physician assistant, or nurse practitioner was in attendance during the last illness of the deceased and can certify that the death was the result of natural causes; and
- What level of involvement, if any, the coroner will have when a physician, physician assistant, or nurse practitioner was in attendance during the last illness of the deceased and can certify to the cause of death according to his best knowledge.

Funeral Home or Crematorium

- Contact information including emergency contact numbers for after business hours and on weekends;
- Agreement to hold the deceased offender's ashes for a minimum of one year if the offender's remains were not claimed by relatives;

Control Number: 312.02.01.001	Version: 2.5	Title: Death of an Offender	Page Number: 4 of 13
---	------------------------	---------------------------------------	--------------------------------

- Transportation of deceased offender when the coroner does not provide transport; and
- Process for obtaining death certificate information if coroner is not involved and when a physician, physician assistant, or nurse practitioner was in attendance during the last illness of the deceased, and the circumstances suggest that the death occurred as a result of natural causes.

Field Memorandum

Facility heads must establish field memorandums that contain the following information;

- Emergency contact information for the county coroner (or designee);
- The physical location and contact information for the designated funeral home or crematorium; and
- Transport arrangements for deceased offenders.

2. Process Steps: When a Death Occurs

The following processes will be followed when an offender death occurs:

Table 2-1: Death Appears to be by Other than Natural Cause

Functional Roles and Responsibilities	Step	Tasks
Responsible Person	1	Upon finding an offender who appears to be deceased, immediately sound an alert to the emergency situation. Note: If death is uncertain, begin life saving techniques.
Shift Commander (or Designee)	2	<ul style="list-style-type: none"> • Secure the scene and contact law enforcement in accordance with SOP 504.02.01.001 Investigations and Intelligence Program; • Post a staff member at the scene and ensure a staff member remains with the body until it is transported off site; and • Document actions using appendix A, <i>Shift Commander Worksheet (Death of an Offender)</i>. Note: If any object or potential evidence needs to be removed due to a threat to security or for the safety of staff or offenders, the item(s) will be photographed and diagramed in relation to the rest of the death scene prior to its removal (if practical) and then removed, preferably using plastic gloves and placed in an evidence bag, and secured in an evidence locker or immediately turned over to law enforcement.
Shift Commander (or Designee)	4	Contact the coroner in accordance with MOU.
Shift Commander (or Designee)	5	Contact the facility duty officer by telephone, and skip to step 8.
Facility Duty Officer	6	Contact administrative duty officer.

Control Number: 312.02.01.001	Version: 2.5	Title: Death of an Offender	Page Number: 5 of 13
---	------------------------	---------------------------------------	--------------------------------

Functional Roles and Responsibilities	Step	Tasks
Administrative Duty Officer	7	Contact applicable IDOC Leadership Team members.
		Note: The Leadership Team consists of the director of the IDOC, division chiefs, and the director's administrative support manager, and others as designated by the director.
Shift Commander (or Designee)	8	<ul style="list-style-type: none"> Identify and document any witnesses of the death; and Obtain Information Report(s) from staff (see SOP 105.02.01.001 <i>General Reporting and Investigation of Major Incidents</i>).
Shift Commander (or Designee)	9	Complete a 105 Incident Notification Report in accordance with SOP 105.02.01.001 <i>General Reporting and Investigation of Major Incidents</i> .
Shift Commander (or Designee)	10	Have central control change the deceased offender's status in the Reflections computer system to transit for count purposes.
Shift Commander (or Designee)	11	Once the investigation of the scene has been completed, ensure the deceased is removed and transported in accordance with the MOU (normally the MOU will require that the coroner takes custody of the body).
Shift Commander (or Designee)	12	Unless law enforcement is not finished with the death scene (and excluding any property that is seized as evidence or for forensic testing), ensure that staff remove, inventory, and secure the deceased offender's property in accordance with SOP 320.02.01.001 <i>Property: State-issued and Offender Personal Property</i> .
		Note: Obtain a receipt from law enforcement or document any property or evidence taken.

Table 2-2: Deceased Attended by Healthcare Services Staff or the Death Appears to be by Natural Causes

Functional Roles and Responsibilities	Step	Tasks
Responsible Person	1	Upon the offender's death or upon finding an offender who appears to be deceased, immediately sound an alert to the emergency situation.
		Note: If death is uncertain, begin life saving techniques.
Shift Commander (or Designee)	2A	<ul style="list-style-type: none"> Confirm with healthcare services staff that (a) a physician, physician assistant, or nurse practitioner was in attendance during the last illness of the deceased, and (b) the circumstances suggest that the death occurred as a result of natural causes; Post a staff member at the scene and ensure a staff member remains with the body until it is transported off site; and

Control Number: 312.02.01.001	Version: 2.5	Title: Death of an Offender	Page Number: 6 of 13
---	------------------------	---------------------------------------	--------------------------------

Functional Roles and Responsibilities	Step	Tasks
Shift Commander (or Designee)	2B	<ul style="list-style-type: none"> Document actions using appendix A, <i>Shift Commander Worksheet (Death of an Offender)</i>;
		<p>Note: If applicable healthcare services staff was in attendance, proceed to step 3.</p> <p>Note: If an applicable healthcare services staff member was not in attendance or the circumstances suggest the death occurred as a result of other than natural causes, follow table 2-1, and end the process here.</p>
Shift Commander (or Designee)	3	If applicable based on the MOU, contact the coroner.
Shift Commander (or Designee)	4	Contact the facility duty officer by telephone and skip to step 7.
Facility Duty Officer	5	Contact administrative duty officer.
Administrative Duty Officer	6	Contact applicable IDOC Leadership Team members.
		<p>Note: The Leadership Team consists of the director of the IDOC, division chiefs, and the director's administrative support manager, and others as designated by the director.</p>
Shift Commander (or Designee)	7	Complete a 105 Incident Notification Report in accordance with SOP 105.02.01.001 <i>General Reporting and Investigation of Major Incidents</i> .
Shift Commander (or Designee)	8	Ensure the deceased is removed and transported in accordance with the field memorandum.
Shift Commander (or Designee)	9	Ensure that staff remove, inventory, and secure the deceased offender's property in accordance with SOP 320.02.01.001 <i>Property: State-issued and Offender Personal Property</i> .
Shift Commander (or Designee)	10	Forward the 105 Incident Notification Report, <i>Shift Commander Worksheet (Death of an Offender)</i> , and any other information to the facility head.

The Death Occurs Away From the Facility

When an offender death occurs away from the facility, if IDOC staff members discover the deceased they will secure the scene, notify the local authorities, and contact the shift commander or central control where the offender was housed.

Local authorities will have jurisdiction over the body.

Notifications, funeral or cremation procedures, and property or money disposition will be the same as when a death occurs within a facility.

3. Victim Notification

The IDOC victim services coordinator (or designee) will monitor the 105 Incident Notification Report(s) for deaths in IDOC correctional facilities. When an offender death occurs, the IDOC victim services coordinator (or designee) will determine if the deceased offender had a victim alert or caution. If the deceased offender had victims who had requested notifications, the IDOC victim services coordinator will make the notifications.

Control Number: 312.02.01.001	Version: 2.5	Title: Death of an Offender	Page Number: 7 of 13
---	------------------------	---------------------------------------	--------------------------------

4. Notification Procedure: Death Imminent or Offender Dies

Offenders will complete an [Emergency Contact Information Form \(Offender\)](#) at the Reception/Diagnostic Unit (RDU) during the intake process and update it annually at reclassification, or upon getting married while incarcerated. The *Emergency Contact Information Form (Offender)* will list an offender's next of kin **and** secondary contacts to notify in case of an emergency or death.

The *Emergency Contact Information Form (Offender)* also allows offenders to designate an individual or charitable organization to receive their property **and** Offender Trust Account money in case of their death while incarcerated. If an offender does not have an individual to list as the recipient, he may designate a charitable organization. The offender cannot designate more than one person or one charitable organization. If the offender wants to designate items to go to specific individuals, he must communicate his wishes to the person or charitable organization he designates because upon his death, the IDOC will only release his property **or** Offender Trust Account money to one designee.

In the event that an offender dies **or** his death is imminent due to illness or injury, the facility head (or designee) will notify the offender's next of kin. Notifications will be made as soon as practical and in a professional manner.

Functional Roles and Responsibilities	Step	Tasks
Facility Head (or Designee)	1	<ul style="list-style-type: none"> Obtain the offender's emergency contact information from the <i>Emergency Contact Information Form (Offender)</i>. Contact the offender's next of kin and/or secondary contacts. If the offender is a foreign national, contact the nearest consulate representing the offender's country of origin. Document the date and time of each contact using appendix B, Emergency Notification Worksheet (Death of an Offender).
		<p>Note: Inform staff that incoming calls from the offender's next of kin, secondary contact, or consulate (if applicable) need to be directed to the facility head (or designee).</p>
Facility Head (or Designee)	2	When all applicable contacts are made, ensure the <i>Emergency Notification Worksheet (Death of an Offender)</i> is returned to the facility head.

5. Administrative Procedures

Following the emergency notifications, the facility head (or designee) will continue the administrative process to ensure that funeral or cremation arrangements are made for the deceased offender **and** that his property and Offender Trust Account money are handled properly.

The facility head (or designee) will ensure the following steps are completed.

Control Number: 312.02.01.001	Version: 2.5	Title: Death of an Offender	Page Number: 8 of 13
---	------------------------	---------------------------------------	--------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Facility Head (or Designee)	1	Review all information regarding the offender's death such as: <ul style="list-style-type: none"> • The completed <i>Shift Commander Worksheet (Death of an Offender)</i>; • Completed Information Report(s); • Completed 105 Incident Notification Report(s); and • The completed <i>Emergency Notification Worksheet</i>.
Facility Head (or Designee)	2	Document administrative actions using appendix C, <i>Administrative Worksheet (Death of an Offender)</i> .
Facility Head (or Designee)	3	Ensure that the deceased offender's property has been properly inventoried and secured.
Facility Head (or Designee)	4	Contact the Fiscal Unit (located at Central Office), and request that the deceased offender's trust account be suspended.
Facility Head (or Designee)	5	Notify the Central Records Unit (located at Central Office) via email to have the deceased offender's status updated in the Reflections computer system.
Facility Head (or Designee)	6	Notify the Commission of Pardons and Parole via email.
Facility Head (or Designee)	7	Notify the deceased offender's next of kin <u>or</u> a secondary contact to inform him of where the body may be claimed. Note: If the deceased offender was a foreign national, contact the nearest consulate.
Facility Head (or Designee)	8	Provide the funeral home or crematorium with the deceased offender's next of kin <u>or</u> secondary contact information.
Facility Head (or Designee)	9	Ensure that the health authority is aware of the death so that the provisions of SOP 401.06.03.011 , <i>Death: Procedure in the Event of an Offender's</i> .
Facility Head (or Designee)	10	If the death was other than natural causes, ensure that a liaison is assigned to coordinate with law enforcement investigators and establish a schedule for updates regarding the progress of the investigation.
Facility Head (or Designee)	11	If the death was other than natural causes, provide updates to the applicable bureau director <u>or</u> deputy chief (or designees) regarding the progress of the investigation.
Facility Head (or Designee)	12	If the circumstances suggest that the death occurred as a result of natural causes and a physician, physician assistant, or advanced practical professional nurse was in attendance during the last illness of the deceased, ensure that the healthcare services staff member provides cause of death information to the coroner, or completes the applicable information for the death certificate in accordance with Idaho Code.

Control Number: 312.02.01.001	Version: 2.5	Title: Death of an Offender	Page Number: 9 of 13
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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Facility Head (or Designee)	13	Check for victim notification alerts or cautions, and if the deceased offender has an alert, confirm that the IDOC victim services coordinator has completed the victim notifications.
Facility Head (or Designee)	14	Check the Reflections computer system for detainers and if the deceased offender has a detainer notify the Offender Placement Unit (located at Central Office) detainer coordinator.
Facility Head (or Designee)	15	Determine whether funeral or cremation arrangements have been made for the deceased offender, and provide any information the funeral home or crematorium needs regarding the offender. Note: If arrangements have <u>not</u> been made, see section 7 of this SOP regarding the cremation process.
Facility Head (or Designee)	16	Obtain a copy of the deceased offender's death certificate.
Facility Head (or Designee)	17	Once all processes have been completed, remove the following documents (if they exist) from the deceased offender's central file and place them in an administrative file: <ul style="list-style-type: none"> • Birth certificate; • Driver's license; • IDOC identification card; • Social Security card; and • State of Idaho identification (ID) card. Note: These documents will be needed to complete step 20.
Facility Head (or Designee)	18	Ensure there is a c-note in the Corrections Integrated System (CIS) documenting the administrative procedures described in section 5 of this SOP and the completed <i>Administrative Worksheet (Death of an Offender)</i>.
Facility Head (or Designee)	19	Instruct facility records staff to prepare the deceased offender's central file in accordance with SOP 120.03.05.002 , <i>Central and Medical Files: Control, Maintenance and Disposition of</i> , and forward it to the Central Records Unit (located at Central Office).
Facility Head (or Designee)	20	Place the following in the administrative file, and forward the file to the applicable bureau director or deputy chief (or designees): <ul style="list-style-type: none"> • The deceased offender's personal documents (see step 17); • The completed <i>Administrative Worksheet (Death of an Offender)</i>; and • A copy of the deceased offender's death certificate.

Control Number: 312.02.01.001	Version: 2.5	Title: Death of an Offender	Page Number: 10 of 13
---	------------------------	---------------------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Bureau Director or Deputy Chief (or Designees), as applicable	21	Maintain the administrative file in a secure location for two (2) years and then destroy.

6. Funeral or Cremation Responsibilities

The next of kin is responsible for all funeral or cremation costs. If no next of kin **or** secondary contact claims the body for funeral or cremation, the IDOC will have the body cremated and will use any money in the deceased offender's trust account to pay the cost of cremation.

The following steps will be followed regarding the deceased offender's funeral or cremation.

Functional Roles and Responsibilities	Step	Tasks
Facility Head (or Designee)	1	Obtain the offender's completed <i>Emergency Contact Information Form (Offender)</i> .
Facility Head (or Designee)	2	<ul style="list-style-type: none"> If the deceased offender's body was claimed by his next of kin or a secondary contact for funeral or cremation, end the process here. If the deceased offender's body has <u>not</u> been claimed, proceed to step 3. <p>Note: Hold disbursement of the deceased offender's trust account money until funeral or cremation arrangements (including payment) have been completed.</p>
Facility Head (or Designee)	3	<p>If no one has made arrangements for the deceased offender's funeral or cremation:</p> <ul style="list-style-type: none"> Determine the deceased offender's trust account balance; and Obtain an invoice for the cost of cremation from the crematorium.
Facility Head (or Designee)	4A	<ul style="list-style-type: none"> <u>If the offender's trust account balance is high enough to cover the cost of cremation</u> - request that the Fiscal Unit (located at Central Office) pay the designated crematorium (from the deceased offender's trust account) the full amount of the cost of cremation; or

Functional Roles and Responsibilities	Step	Tasks
Facility Head (or Designee)	4B	<ul style="list-style-type: none"> If the offender's trust account balance is not high enough to cover the cost of cremation - request that the Fiscal Unit (located at Central Office) pay the designated crematorium (from the deceased offender's trust account) using the entire balance of the trust account, and issue a purchase order or provide the Fiscal Unit with the program cost account (PCA) code to pay the remaining balance of the cremation cost in accordance with directive, 114.03.03.007, <i>Purchasing and Contracting</i>.
		<p>Note: The IDOC will not withhold the deceased offender's ashes from his next of kin or secondary contact, even if the IDOC paid for the cremation. If no next of kin or secondary contact claims the deceased offender's ashes within 180 days of his death or if the next of kin or secondary contact declines to claim the ashes, the IDOC will then allow the ashes to be claimed by any friend of the offender as long as that friend can demonstrate he had a prior relationship with the offender. If no one claims the deceased offender's ashes, the IDOC will coordinate with the crematorium to have the ashes stored at the crematorium for one year. After the one year period expires, the facility head shall determine the final disposition of the deceased offender's ashes.</p>

7. Property and Offender Trust Account Money Disbursement

Following an offender's death, the facility head will ensure that the deceased offender's property **and** Offender Trust Account money is properly dispersed.

Functional Roles and Responsibilities	Step	Tasks
Facility Head (or Designee)	1	Contact the person or charitable organization designated by the deceased offender.

Control Number: 312.02.01.001	Version: 2.5	Title: Death of an Offender	Page Number: 12 of 13
---	------------------------	---------------------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks
Facility Head (or Designee)	2	<p>If the deceased offender had property, arrange for pick up or delivery of the offender's property to the person or charitable organization designated on the offender's completed <i>Emergency Contact Information Form (Offender)</i>. If the offender's property is to be mailed to the next of kin, the offender's trust account money (if any) will be used to pay the cost of mailing the property.</p> <p>Note: If picking up the property, the offender-designated person or charitable organization must sign for receipt of the property. If the offender-designated person or charitable organization wants some, but not all, of the deceased offender's property, the person or charitable organization must complete a Property Disposition Form to identify the disposition of the remaining property. (See SOP 320.02.01.001 <i>Property: State-issued and Offender Personal Property.</i>)</p>
Facility Head (or Designee)	3	<p>After all expenses have been paid, if money remains in the deceased offender's trust account, request that Fiscal Unit (located at Central Office) staff disperse the balance in accordance with SOP 114.03.03.011, <i>Offender Trust Account</i>, to the person or charitable organization listed on the offender's completed <i>Emergency Contact Information Form (Offender)</i>.</p>
Facility Head (or Designee)	4	<p>If the deceased offender's designated person or charitable organization cannot be located or if the offender failed to make the designation, the facility head (or designee) shall:</p> <ul style="list-style-type: none"> • Make a good-faith effort to locate the deceased offender's next of kin using the pre-sentence investigation (PSI) report, an internet search, and other records or sources; and/or • Hold the deceased offender's property for 180 days and if no next of kin claims the property, the property will be donated to a charitable organization or destroyed in accordance with SOP 320.02.01.001 <i>Property: State-issued and Offender Personal Property.</i>
Fiscal Unit Financial Specialist Senior (or Designee)	5	<p>If the deceased offender's designated person or charitable organization cannot be located or if the offender failed to make the designation, the Fiscal Unit (located at Central Office) financial specialist senior (or designee) shall:</p> <ul style="list-style-type: none"> • In collaboration with the facility head, make a good-faith effort to locate the deceased offender's next of kin using the pre-sentence investigation (PSI) report, an internet search, and other records or sources. • Hold all of the deceased offender's unclaimed Offender Trust Account money in accordance with SOP 114.03.03.011, <i>Offender Trust Account</i>.

Control Number: 312.02.01.001	Version: 2.5	Title: Death of an Offender	Page Number: 13 of 13
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REFERENCES

Appendix A, *Shift Commander Worksheet (Death of an Offender)*

Appendix B, *Emergency Notification Worksheet (Death of an Offender)*

- [Appendix B \(Fill-in version\)](#)

Appendix C, *Administrative Worksheet (Death of an Offender)*

Directive, [114.03.03.007](#), *Purchasing and Contracting*

[Emergency Contact Information Form \(Offender\)](#)

Idaho Code, Title 39, Chapter 2, Section 39-260, *Registration of Deaths and Stillbirths*

Standard Operating Procedure [105.02.01.001](#) *General Reporting and Investigation of Major Incidents*

Standard Operating Procedure [114.03.03.011](#), *Offender Trust Account*

Standard Operating Procedure [120.03.05.002](#), *Central and Medical Files: Control, Maintenance and Disposition of*

Standard Operating Procedure [320.02.01.001](#) *Property: State-issued and Offender Personal Property*

Standard Operating Procedure [401.06.03.011](#), *Death: Procedure in the Event of an Offender's*

Standard Operating Procedure [504.02.01.001](#) *Investigations and Intelligence Program*

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**IDAHO DEPARTMENT OF CORRECTION
Shift Commander Worksheet (Death of an Offender)**

Offender: _____ IDOC Number: _____ Facility: _____

Date: _____ Time of Death: _____

Death from natural causes attended by healthcare services staff Yes No

If yes, name of healthcare services staff member: _____

*****Document Applicable Actions*****

Contacted law enforcement (date/time): _____ (agency): _____

Coroner contacted (date/time): _____

Coroner came to facility: (name): _____ (date/time): _____

Contacted facility duty officer (name): _____ (date/time): _____

Contacted facility investigator or assigned law enforcement liaison (name): _____

Check victim alert or caution. If alert or caution present, email sent to IDOC victim services coordinator at:

Identified witness and obtained Information Report(s) (date/time): _____

105 Incident Notification Report completed: (date/time): _____

Deceased offender's body transported to funeral home or crematorium (means of transport): _____

Additional information: _____

Date/Time: _____

Shift Commander's Name: _____ Associate #: _____

IDAHO DEPARTMENT OF CORRECTION
Administrative Worksheet (Death of an Offender)

Offender: _____ IDOC Number: _____ Facility: _____

Date: _____ Time of Death: _____

Cause of death known or determined: Yes No

Comments: _____

Death under investigation Yes No (agency): _____

Current location of deceased offender's body (funeral home or crematorium information): _____

*****Document Applicable Actions*****

- Received Information Report(s) **and** *Shift Commander Worksheet (Death of an Offender)*
- Deceased offender's property has been properly inventoried and secured (this includes ceremonial property and excess legal property)
- Requested that the deceased offender's trust account be suspended
- If the deceased offender is a foreign national, the nearest consulate to the offender's country of origin has been contacted
- Notified the Central Records Unit (located at Central Office) of the offender's death and retained a copy of the email
- Notified the Commission of Pardons and Parole and retained a copy of the email
- Notified the deceased offender's next of kin or a secondary contact to inform him of where the body may be claimed
- Provided the funeral home or crematorium with the deceased offender's next of kin or secondary contact information
- Ensured the IDOC health authority was made aware of the offender's death
- If the deceased offender's death is under investigation, ensured that a liaison was assigned to coordinate with law enforcement
- If the deceased offender's death was by other than natural causes, provided an investigation progress to the applicable bureau director or deputy chief (or designees)
- If applicable, checked for a victim alert or caution, and ensured the IDOC victim services coordinator (or designee) conducted notifications
- If applicable, notified the Offender Placement Unit (located at Central Office) detainer coordinator
- Determined whether the deceased offender's next of kin or secondary contact made arrangements for the offender's funeral or cremation
- If no funeral or cremation arrangements have been made, procedures were started to pay for a cremation
- Obtained a copy of the deceased offender's death certificate
- Provided instruction to the Fiscal Unit (located at Central Office) to pay the deceased offender's trust account balance to the person or charitable organization he designated
- Contacted the person or charitable organization the deceased offender designated to receive his property and/or Offender Trust Account money
- Arranged for pickup or shipment of the deceased offender's property (date released/shipped): _____
- Instructed facility records staff to prepare the deceased offender's central file in accordance with SOP120.03.05.002, *Central and Medical Files: Control, Maintenance and Disposition of*, and forward it to the Central Records Unit (located at Central Office)
- Created an administrative file with the following deceased offender's documents enclosed: birth certificate, driver's license, IDOC identification card, Social Security card, state of Idaho identification (ID) card, and death certificate. Also enclosed this completed worksheet
- Ensured a c-note entry was made in the Corrections Integrated System (CIS) documenting the completion of these administrative procedures

Additional information: _____

Date/Time: _____

Facility Head's Name: _____ Associate #: _____