

## **DEATH OF AN OFFENDER**

**6455**

(No.21 May 2016)

### **Responsibility**

#### **All**

CAL FIRE and CDCR shall treat the death of an offender with the dignity and respect accorded persons who are not incarcerated. The procedures to be followed after death shall comply with the requirements of all applicable laws. Exhibit, [Death of Offender Resource Material](#), provides a checklist(s) of resource material(s) needed on the occasion of the death of an offender. (refer to the following sections: PC Sections 5021 and 5022, DOM Sections: 31020.7.5.2.2.4, 51030.5, 51070.1 et. seq.).

## **IN CAMP DEATH**

**6455.1**

(No.21 May 2016)

### **Responsibility**

#### **CAL FIRE Work Area Supervisors**

If a suspected offender death occurs while assigned to a conservation camp, pending arrival of medical assistance, the employee shall make every effort to preserve life. Employees who suspect that an offender death has occurred shall call for assistance from the local Emergency Command Center, Communications unit if assigned to an emergency incident, or by calling 911. CAL FIRE employees will take the following action:

1. Determine medical situation/death.
2. Secure the body.
3. Secure the area and identify all witnesses.
4. Notify CDCR personnel.
5. Protect others from potential danger.
6. Advise local Emergency Command Center, (ECC) (Form FC 800).
7. If assigned to an emergency incident, advise the Incident Commander and CDCR Agency Representative of the situation/death.

#### **CDCR Duty Officers**

If a CDCR employee discovers or is notified by CAL FIRE staff of a possible death they shall immediately confirm medical assistance has been requested. In any situation, pending arrival of medical assistance, the employee shall take every effort to preserve life. CDCR employees will take the following actions:

1. Notify Camp Commander/Superintendent and Division Chief.
2. Determine medical situation/death.
3. Confirm security of the body.
4. Confirm security of the area.
5. Confirm medical response.
6. Request local doctor to pronounce death.
7. Notify local coroner and sheriff or chief of police in city limits within two hours of an offender's death.
8. Utilize checklist for deceased offenders, which contains a listing of the required notifications and reports that are to be completed within the prescribed time limits (Exhibit, [Checklist for Deceased Offenders](#)).
9. Notify parent institution (Warden/Administrative Officer of the Day (DAI), and Medical Officer).
10. Pending receipt of instructions from the coroner, turn body over to the contract mortician or licensed undertaker in community where death occurred.
11. The senior CDCR staff or designee shall review the offender's central file and using the CDCR-127, notify the next of kin as humanely as possible (to be accomplished at the parent institution).
12. Telephone notification of next-of-kin should only be used when it is not possible to implement personal notification (to be accomplished at the parent institution).
13. In all cases a tactfully worded telegram, over the name of the warden, shall be sent to the next-of-kin (to be accomplished at the parent institution).
14. Gather all pertinent materials, i.e., personal property, visiting cards, mail card, etc.
15. The senior CDCR staff member shall arrange for identification of the deceased by either fingerprints or positive identification by other means (photograph, scars, etc.). Identification by means other than fingerprinting requires a notarized affidavit.
16. Fingerprint cards or affidavit shall be forwarded to the classification and parole representative at the parent institution.
17. In circumstances involving a suspected homicide, fingerprints shall not be taken. Each hand shall be wrapped in a paper container by the medical representative or the institutional investigator/designee. Fingerprinting shall be completed by the coroner/designee.
18. The highest ranking CDCR staff or designee shall prepare and deliver, within four hours of death, a brief notice providing the decedent's name, number, time and place of death, and other pertinent facts to the following: (to be accomplished at the parent institution).
  - Warden
  - Deputy Warden
  - Accounting Officer
  - Correctional Case Records Manager
  - Captain
  - Property Room Office

- Chaplain of the Decedent's Faith
  - Associate Warden, Business Services
  - Associate Warden, Camp Operations
19. Notify local District Attorney (should be done by camp staff).
  20. Notify the Associate Director, Institutions Division, via the Regional Administrator, and Assistant Deputy Director, Office of Health Care Services. The Institutions Division should be notified by the parent institution as soon as possible, but within 24 hours of the death.
  21. Prepare a complete final report containing circumstances, investigations, arrangements and submit to the warden of the parent institution without delay.

**FORMS AND/OR FORMS SAMPLES: RETURN TO CAL FIRE LIBRARY HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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