



Illinois Department of Corrections

Administrative Directive

Number: 01.12.111	Title: Reporting of Deaths	Effective: 4/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	01.12.111 effective 1/1/2020

Authority: 55 ILCS 5/3-3013, 5/3-3015, and 5/3-3020 730 ILCS 5/3-2-2 56 IAC 350.210 Public Act 101-0652	Related ACA Standards: 5-ACI-1A-07, 10, 21, 22, 5-ACI-1C-01 and 20, 5-ACI-1D-10 – 18, 5-ACI-1E-01, 5-ACI-1F-08, 5-ACI-3A-01, 09, 42, 5-ACI-6A-36, 5-ACI-6C-02 and 16
Referenced Policies: 01.12.105, 01.12.112, 02.05.103, 03.01.200	Referenced Forms: DOC 0207 – Notification of Offender Death DOC 0434 – Incident Report DOC 0569 – Reporting of Death Notification Checklist DOC 0582 – Consular Notification

I. POLICY

The Department shall report any death that has occurred on the grounds of a Department facility or that has involved any person under Department supervision to the appropriate officials in accordance with the provisions of this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide guidelines for reporting to appropriate officials the death of:

1. Any employee who dies while on duty or while on the grounds of a facility or office or as a result of sickness or injury sustained in the performance of his or her duties;
2. Any offender or releasee who dies while in the custody of or under the supervision of the Department;
3. Any Department volunteer who dies while on the grounds of a Department facility or office or during the performance of his or her volunteer duties outside the facility; and
4. Any person, including a visitor or outside contractor, who dies while on the grounds of a Department facility or office.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

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E. General Provisions

1. A Reporting of Death Notification Checklist, DOC 0569, shall be completed by the staff member reporting any death occurring under the conditions given in Paragraph II.A. of this directive. The DOC 0569 shall confirm that all appropriate staff members have been notified of the death in accordance with this directive.
 - a. A completed DOC 0569 shall be maintained in the offender's master file or the employee's personnel file, as appropriate.
 - b. Once review of the incident has been completed and all documentation related to the death has been received, the DOC 0569 shall be maintained in the closed out master file or personnel file and warehoused.
2. The Department shall ensure the Illinois Criminal Justice Information Authority is notified of offender deaths in accordance with Public Act 101-0652.

F. Requirements

For any death that occurs under the conditions given in Paragraph II.A. of this directive, the Chief Administrator shall be notified immediately. If the death occurs at a correctional facility, the facility Health Care Unit Administrator, Internal Affairs office and the facility Bureau of Identification (B of I) shall also be notified. In all cases of employee deaths, the Department of Labor shall be notified as soon as possible but no later than eight hours following the incident.

1. Deaths Occurring at a Department Facility or Office

- a. Upon notification of a death, the Chief Administrator shall immediately notify:
 - (1) The respective Deputy Director or Chief;
 - (2) The decedent's (employee or offender) next of kin or legal guardian;
 - (3) The Coroner or Medical Examiner;
 - (4) Chief Legal Counsel;
 - (5) Chief of Investigations and Intelligence; and
 - (6) Foreign National Consulate, if applicable.

NOTE: In the event the offender is a national of a Foreign Country, the Consulate of that Country shall be sent a Consular Notification, DOC 0582. The contact information for each consulate can be obtained by using the links located on the DOC 0582 and that information shall be listed on the DOC 0569.

- b. In the case where the cause of death is to be investigated, the Chief Administrator shall immediately notify the Chief of Operations.
- c. In the case of an offender's death, the Chief Administrator shall immediately notify the Agency Medical Director, who may recommend an autopsy.
- d. In the case of an offender's death where an autopsy will not be performed, B of I staff shall fingerprint the deceased prior to the body being released to the Coroner, Medical Examiner or Funeral Home.

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NOTE: In the event the cause of death is unknown or suspicious in nature, the hands of the deceased offender shall be covered with a paper bag for evidence preservation purposes. Fingerprinting procedures shall be performed upon completion of the autopsy and with approval of the Coroner or Medical Examiner.

- e. In the case of an employee's death, the Chief Administrator shall:
- (1) Comply with procedures set forth in Administrative Directive 03.01.200.
 - (2) Ensure that the TriStar Risk Management is notified in accordance with Administrative Directive 02.05.103.
 - (3) Notify the Department of Labor via the Illinois Emergency Management Agency (IEMA) hotline at (800) 782-7860 as soon as possible but no later than eight hours following the incident of the circumstances of the incident, number of fatalities, number of employees hospitalized and extent of the injuries.
- f. The body shall not be moved without the permission of the Coroner or Medical Examiner if a death is suspected of being:
- (1) A sudden or violent death, whether apparently suicidal, homicidal or accidental, including but not limited to deaths apparently caused or contributed to by thermal, traumatic, chemical, electrical or radiational injury, or a complication of any of the above, or by drowning or suffocation;
 - (2) A maternal or fetal death not due to a medically approved abortion, or any death due to a sex crime or a crime against nature;
 - (3) A death where the circumstances are suspicious, obscure, mysterious or otherwise unexplained or where, in the written opinion of the attending physician, the cause of death is not determined;
 - (4) A death where addiction to alcohol or to any drug may have been a contributory cause;
 - (5) A death where the decedent was not attended by a licensed physician; or
 - (6) A death that occurred while being pursued, apprehended, taken into custody or while in custody.
- g. In the event of an apparent homicide or suicide or death from unknown causes, the Chief Administrator shall immediately notify the following in addition to the County Coroner:
- (1) The Illinois State Police Division of Forensic Services and Identification, Bureau of Crime Scene Services; and
 - (2) The State's Attorney.
- h. In all cases of apparent homicide or suicide, the area shall not be disturbed or contaminated in any way.
- (1) The first employee on the scene shall maintain his or her safety and protect the area from contamination until specifically relieved by a supervisor and shall:
 - (a) Seal the area immediately. If the incident occurs in a yard or gallery, immediate assistance shall be requested in cordoning or roping the area.

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- (b) Contain all persons involved.
 - (c) Maintain control of the scene.
 - (d) Maintain a log of people entering or exiting the scene.
 - (e) Remain at the scene as a resource person.
 - (f) Submit an Incident Report, DOC 0434, before leaving the facility.
- (2) If it is necessary to move the body, and the Coroner or Medical Examiner has given permission, particular notice shall be made and documented of the location and position of the body, the clothing of the victim and any surrounding items that might be moved while transporting the body. If possible, photographs shall be taken before moving the body. In a correctional facility if the Coroner or the Medical Examiner or State Police did not take photographs, Internal Affairs or the Investigations and Intelligence Unit shall obtain permission from the Coroner or Medical Examiner to take the photographs prior to the body being moved.
- (3) All evidence shall be handled by the Investigations and Intelligence Unit or personnel of the State Police in accordance with established procedures in Administrative Directive 01.12.112.
- i. Every employee directly involved in a death incident or who is a witness to such an incident shall submit a DOC 0434 before leaving the facility. In the event of an apparent homicide, suicide or accidental death, involved employees shall obtain approval from the Chief Administrator or Duty Administrative Officer before leaving the facility.
- j. Reports shall be distributed as follows.
- (1) Copies of any DOC 0434 and all investigative reports shall be forwarded immediately to the facility Internal Investigator.

NOTE: Medical records of the deceased shall be available for review by the facility Internal Investigator but shall be limited to the minimum reasonably needed for the purpose of the investigation. The Internal Investigator may request a written summary or copies of pertinent medical information for the investigative file. Unrelated medical information shall be redacted (blacked out) from the copies.
 - (2) Copies of any DOC 0434, investigative reports, autopsy reports, death certificate and Coroner's Jury Proceedings shall be forwarded immediately to the Agency Medical Director. Medical records shall be forwarded to the Agency Medical Director within seven working days of the offender's death.
 - (3) Copies of any DOC 0434, investigative reports, Coroner's Jury Proceedings and autopsy reports (if questionable death) shall be forwarded promptly to the Chief Legal Counsel.
 - (4) Copies of any DOC 0434 and all investigative reports shall be forwarded immediately to the:
 - (a) Respective Deputy Director or Chief; and
 - (b) Chief of Investigations and Intelligence.

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- (5) For offenders, copies of the Notification of Offender Death, DOC 0207, shall be distributed to staff as indicated on the form.
- k. All employees of correctional facilities shall receive training on reporting of death procedures in conjunction with the procedures for the preservation of physical evidence in accordance with Administrative Directive 01.12.112. The training shall be provided through Staff Development and Training or by a facility trainer using a curriculum approved by the Manager of Staff Development and Training.
- l. For offenders, the information documented on the DOC 0207 shall be recorded in a log that shall be permanently maintained, as appropriate, by the:
 - (1) Facility Record Office Supervisor; or
 - (2) Chief of Parole.
- m. A copy of all documented information shall be placed in the offender's master file or the employee's personnel file, as appropriate.

2. Deaths Occurring at a Location Other than a Department Facility or Office

Upon notification of a death, the Chief Administrator shall:

- a. Immediately provide all appropriate notifications to individuals in accordance with Paragraphs II.F.1.a. – c.
 - b. In the case of an employee's death:
 - (1) Comply with procedures set forth in Administrative Directive 03.01.200, as appropriate.
 - (2) Ensure that the TriStar Risk Management in Springfield is notified in accordance with Administrative Directive 02.05.103.
 - (3) Notify the Department of Labor via the IEMA hotline at (800) 782-7860 as soon as possible but no later than eight hours following the incident of the circumstances of the incident, number of fatalities, number of employees hospitalized and extent of the injuries.
 - c. Ensure that the DOC 0434 is completed and distributed in accordance with Administrative Directive 01.12.105.
 - d. In the case of an offender's death, ensure:
 - (1) The DOC 0207 is distributed to staff as indicated on the form; and
 - (2) The information documented on the DOC 0207 is recorded in a log that shall be permanently maintained, as appropriate, by the:
 - (a) Facility Record Office Supervisor; or
 - (b) Chief of Parole.
 - e. Ensure a copy of all documented information is placed in the offender's master file or the employee's personnel file, as appropriate.
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