
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 8.2	Effective Date 9/24/2021	Page 1 of 4
	Supersedes Inmate Death, dated 12/15/2005		
Approved By    Commissioner Angel Quiros	Title  Offender Death		

1. Policy. The Department of Correction shall ensure an appropriate and respectful response in the event of an offender death.
2. Authority and Reference.
  - a. Connecticut General Statutes, Sections 4-8a, 4a-16, 17b-84, 18-81, 19a-270 and 19a-406 through 19a-409.
  - b. Public Act 05-81, An Act Concerning Disposition of Unclaimed Cremated Remains by Funeral Directors.
  - c. Administrative Directives 1.10, Investigations; 4.1, Offender Records; 4.4, Access to Inmate Information; 6.6, Reporting of Incidents; and 6.9, Control of Contraband and Physical Evidence.
3. Definitions. For the purposes stated herein, the following definitions shall apply:
  - a. Death. The condition in which a person's bodily functions have ceased irreversibly, including but not limited to, the cessation of pulse, respiration, heart beat and pupil reaction,
  - b. Direct Admission Facilities. A correctional facility designated to receive inmates committed by the courts. The following facilities are designated as direct admission facilities: Bridgeport Correctional Center, Corrigan-Radgowski Correctional Center, Hartford Correctional Center, Manson Youth Institution, New Haven Correctional Center, and, York Correctional Institution.
  - c. Disposition of the Body. The burial, cremation or legal anatomical donation of the body of a deceased offender.
  - d. Next of Kin. The spouse, partner in a civil union, guardian, closest living relative, a person designated by the offender or person designated by a probate court to have custody of the body, pursuant to a legal petition.
  - e. Offender Death. The death of an offender who is under the supervision of the Commissioner of the Department of Correction.
  - f. Pronouncement of Death. The determination that an offender has died and that no further medical attention is to be rendered.
4. Pronouncement of Death. A physician shall be the only person to pronounce the death of an offender, within a correctional facility. If the Office of the Chief Medical Examiner informs the Department's physician that a Medical Examiner shall not respond to the scene to investigate the death, a Department physician or contract physician shall pronounce the death in a timely manner. The physician who has made the determination of death shall complete the death certificate.
5. Notification. Upon the death of an offender either in a facility or in the community, the following notifications shall be made:
  - a. Offender Death. Notifications of an offender death in a correctional facility shall be made promptly and in accordance with the following:
    - i. A Department employee having knowledge of the death of an offender shall immediately notify the Shift Commander/designee or immediate supervisor who shall continue notification of the appropriate staff and ensure completion of all incident reports in accordance with Administrative Directive 6.6, Reporting of Incidents.
    - ii. Health Services staff having knowledge of an offender's death shall act in accordance with Administrative Directive 6.6, Attachment C - Health Services Unit Notification Requirements. If there are no Health Services

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personnel on duty, the Shift Commander shall notify the on-call Regional Chief Operating Officer or designee who shall make the notifications listed in Section 5(A)(2) of this Directive.

- iii. The physician shall report the death to the Office of the Chief Medical Examiner (1-800-842-8820 or 1-860-679-3980) The Medical Examiner shall provide instructions of the action to be taken. The body shall remain under the authority of the Unit Administrator.
- iv. The Unit Administrator or designee shall notify the Inmate Trust Office of the offender's death.
- v. In the event of an unexpected death, the Department employee or contractor shall immediately notify the Connecticut State Police and the Office of the Chief Medical Examiner for direction and shall ensure that all instructions are followed.

b. Next of Kin Notification. Notification to the offender's family or last known contact on file shall be in accordance with the following.

- i. Upon the death of an offender in a Department facility or the community, whether the death has occurred in the facility or in a community hospital, telephone notification to the next of kin shall immediately be made by the facility Chaplain, Unit Administrator, or Director of Parole and Community Services, regardless of the time of day or night. If the Initial attempted contact is unsuccessful, continued efforts shall be made for a period of at least twenty-four (24) hours to notify the next of kin.
- ii. Upon contact with the next of kin, the individual making contact shall inform them of the death and relate the relevant facts of the death, as provided by the attending physician and/or investigating officials. The individual making contact shall consult with the next of kin regarding the disposition of the body and provide the following information:
  - a. if the Medical Examiner has taken possession of the body to perform an autopsy, the next of kin shall be advised to contact the Office of the Chief Medical Examiner for further information;
  - b. if the body is in a Department facility or the community and has been released by the Medical Examiner, the body may be removed from the facility by a Funeral Director designated by the next of kin, provided the removal is timely, as stipulated by the Unit Administrator, otherwise, the Unit Administrator or designee shall contact a predetermined local Funeral Director and arrange for the prompt removal of the body to a funeral home
- iii. At the time of the death notification, the next of kin shall be advised of the procedures to collect the personal effects of the deceased. If the next of kin do not wish to come to the facility, the Unit Administrator shall forward a letter to them within one (1) week of the death, to express appropriate concern and to address the aforementioned matters. If the property is not claimed, the Unit Administrator or designee shall determine the disposition of the property in accordance with Administrative Directive 6.10, Inmate Property.

6. Staff Responsibilities. The unexpected death of an offender, assigned to a Department facility who is not a patient in a community hospital, shall be handled in accordance with Administrative Directive 6.9, Control of Contraband and Physical Evidence. If the death occurs on the facility property or at work/assignment location, CN 6901, Physical Evidence Tag and Chain of Custody shall be completed.

- a. In the event that the death of an offender occurs while in the care of the Department of Correction Health Services, the Health Services Unit shall provide postmortem care.

7. Transporting and Disposition of the Body.

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- a. Medical Examiner. When a Medical Examiner takes possession of a body for autopsy the Medical Examiner shall arrange for the transfer of the body from the scene of the death to the Office of the Chief Medical Examiner. When the autopsy and inquest have been completed, the Medical Examiner shall release the body to a Funeral Director designated by the next of kin, Unit Administrator or the Director of Parole and Community Services.
  - b. Transfer of the Deceased. The Unit Administrator or Director of Parole and Community Services shall arrange for the transfer of the body from the facility to a funeral home, with the designated funeral director. If the next of kin has refused to claim the body, or if after a diligent effort by the Unit Administrator/Director of Parole and Community Services the next of kin cannot be contacted/located, the Unit Administrator or the Director of Parole and Community Services shall instruct the Funeral Director to carry out the final disposition of the body.
  - c. Financial Responsibility. Payment for services provided on behalf of a deceased offender shall be the responsibility of the next of kin unless there is a claim of indigence. If the next of kin cannot be located or there is no next of kin, the responsibility for final disposition shall default to the Department. The Unit Administrator or the Director of Parole and Community Services shall coordinate the arrangements with an approved Funeral Director for the final disposition of the body in accordance with applicable state statutes. The Fiscal Services Unit shall coordinate payment of the funeral arrangements and disposition of any monies remaining in the offender's account.
8. Community Release Death. The Director of the Parole and Community Services Unit, in conjunction with the Deputy Commissioner of Operations, shall ensure that each Parole and Community Services office and Department contract facility maintains written policy and procedure to address staff duties and responsibilities in the event of an offender death.
- a. Upon receiving information of the death of an offender in the community, the Parole Officer shall ensure the appropriate incident reports are completed and the incident is reported in accordance with Administrative Directive 6.6, Reporting of Incidents. Additional notification and disposition procedures regarding an offender death in the community shall be as follows:
    - i. Responsibility for disposition of the body of an offender who has died in the community shall be the same as if the offender had been residing in the Department facility. Immediate notification of the death to the next of kin shall be made by a Department Chaplain or the Director of Parole and Community Services in accordance with Section 7(A) of this Directive.
    - ii. The appropriate Parole and Community Services staff member shall ensure that the offender's financial account and other property are transferred from the community to the nearest direct admission facility by the next business day. The contacted community program of residence shall be responsible for documentation, storage and dissemination of offender property, to include offender monies and identification, as specified in accordance with the Discharged Offender Property and Offender Monies policies delineated in the Parole and Community Services, Residential Provider Manual. The Unit Administrator shall arrange for the disposition of the offender's property, as specified in accordance with Administrative Directive 6.10, Inmate Property.
9. Inmate Records and Documentation Upon Death.
- a. Master File.
    - i. The Records Specialist shall forward the master file of each offender who died in Transitional Supervision or Community Release status to the Department facility that released the offender, for storage in accordance with Administrative Directive 4.1, Offender Records.
    - ii. A copy of an offender's death certificate shall be placed in the offender's master file.

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b. Health Records.

i. The appropriate Health Services staff member shall document in the Electronic Health Record (E.H.R.) the health-related circumstances surrounding the death and the fact that the death has occurred. If the Medical Examiner has taken possession of the body, the appropriate staff member shall clearly document the same in the E.H.R. When the Department documentation has been completed, the health record shall be reviewed by the Correctional Hospital Nursing Supervisor or designee, who shall seal, mark as "Confidential", and immediately deliver the paper record to the Unit Administrator for conservancy and arrange for delivery of the health record to the Central Health Services Unit, Chief Operating Officer or designee by the next business day after the death. The Electronic Health Record shall be locked from editing within 24 hours but may be available as a read only for investigation under Administrative Directive 8.10, Performance Monitoring of Healthcare and Healthcare Services.

c. Access to Records. Access to offender records shall be in accordance with Administrative Directive 4.4, Access to Inmate Information. The Medical Examiner shall have access to all offender records as required for the performance of the duties of the Medical Examiner, including pertinent medical information provided upon notification of the death. Health information shall be provided to the Funeral Director, as required by law.

10. Investigation. Instances of offender death, whether determined as expected (i.e., Terminally ill/Hospice death) or untimely occurring within a correctional facility, halfway house or hospital; to include the death of any offender committed to the Commissioner of Correction shall result in a Security Division Investigation and/or Medical Panel Review in accordance with Administrative Directive 1.10, Investigations.

11. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.