

<p style="text-align: center;">MICHIGAN DEPARTMENT OF CORRECTIONS</p> <h1 style="text-align: center;">POLICY DIRECTIVE</h1>	<p>EFFECTIVE DATE 05/28/1984</p>	<p>NUMBER 04.06.110</p>
<p>SUBJECT DEATHS: NATURAL, ACCIDENTAL, SUICIDE, HOMICIDE</p>	<p>SUPERSEDES PD-DWA-30.08</p>	
<p>AUTHORITY MCLA 750.411; MCLA 52.202 et.seq.; MCLA 773.11; Administrative Rule 791.6643; Corrections Commission meeting - 7-17-74; 4-5-84</p>		
<p>ACA STANDARDS 2-4316</p>		
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POLICY STATEMENT:

To insure that deaths occurring within all Departmental facilities are reported and investigated for possible criminal acts; to investigate claims of alleged staff negligence; and to insure reasonable and timely notification of next-of-kin.

POLICY:

- A. Deputy Director for Field Services, Deputy Director for Administrative Services, Wardens and Superintendents shall establish procedures to implement the provisions of this policy within their area of responsibility. Procedures will be developed and established within 90 days of the effective date of this policy.

First Responders

- B. All seriously ill or injured persons must be given expedient medical attention as required by 04.06.105, "Medical Emergencies." When a physician has determined that death has occurred, procedures for investigating death in Departmental facilities shall be initiated. A clearly deceased person shall not be moved without authorization from the medical examiner.

Evidence

- C. The scene and other appropriate areas shall be sealed off to facilitate the gathering of evidence and to prevent loss or contamination of evidence.

Reporting

- D. Deaths shall be reported in accordance with 01.05.120. "Critical Incident Reporting." Once it has been established that death has occurred, procedures for investigating the death shall be implemented, including reports to police and notification of the medical examiner's office.

Medical Examiner

- E. Contact with the medical examiner is for purposes of notification and to obtain permission to remove the body.
- F. Departmental medical staff shall not be designated as a representative of the county medical examiner to investigate deaths within Departmental facilities, since this arrangement would create an unavoidable conflict of interest.

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Autopsy

- G. The Warden/Superintendent/or Medical Director shall request an autopsy in all deaths occurring within a Departmental facility. If the medical examiner has not ordered an autopsy under the provisions of state statute, the deceased family shall be contacted and requested to grant permission for an autopsy of a person whose death occurred within a Departmental facility.

Departmental Investigations

- H. Facility Level: Each Facility Head shall investigate each death occurring within his/her area of responsibility. Procedures shall be established so that each incident is critiqued by appropriate staff. Referral to the Michigan State Police will be made whenever investigation reveals possible criminal behavior.
- I. Director's Office: Suicides shall also be reported to the Director's Office for review, audit, or additional investigation.
- J. Office of Health Care: The Office of Health Care (Central Office) shall audit medical reports on all deaths due to natural causes and take appropriate actions.

Notification of Next-of-kin or Designee

- K. Each institution shall work to maintain a current listing of the phone number and address of prisoner next-of-kin or designee.
- L. When a prisoner has died, staff from the prisoner's designated institution will make every effort to immediately contact the prisoner's next-of-kin or designate either by phone or telegram.
- M. If a visitor has died while at any Departmental location, supervisory staff at that location will make every effort to immediately contact the visitor's next-of-kin by phone or telegram. In either case, the contact will be made at the Department's expense. In situations which may prove shocking to the family, the local Sheriff or other law enforcement agency in the family's community will be contacted, provided with the emergency information, and asked to notify the family.
- N. Each facility or office location shall develop and maintain a current listing of employee next-of-kin or designee telephone numbers in the event that an employee dies within a Departmental facility. It is the work unit's responsibility to notify the next-of-kin or designate.

Notification of the Media and the Public

- O. The media should be notified as discussed in PD 01.06.130, "Public Information Policy--Media Relations."
- P. The name of the deceased shall not be released until notification of the next-of-kin or designee is confirmed.

PMJ:OPH:04/23/84