

ECRM DCC DISCHARGE\CASE CLOSING

CLIENT DEATH

.01 PROCEDURE

When an offender on supervision dies, the agent will submit a Recommendation for Administrative Action ([DOC-44A](#)) within 7 days of the agent becoming aware of the death. The [DOC-44A](#) will include documentation of the death in a narrative on the form or attached to the form. Documentation of the death may include reports from such sources as a hospital, doctor, police, newspaper, coroner, funeral director, etc. Notice of death from a family member or significant other is not sufficient without secondary documentation.

Central Office staff forward the request for the death verification to the SAFE Team to query the Electronic Verification of Vital Events (EVVE). Upon receipt of the death verification, Central Office staff will be close the case in WICS resulting in the generation of a Notice of Case Status Change marked "deceased."

All deaths while on supervision should be entered into the case notes and indicate how the agent learned of the death, the date, and suspected cause. A situation alert is required for all unusual or high-profile deaths of DOC offenders. Please refer to the ECRM section on situation alerts for more information.