



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL
STATE OFFICE BUILDING – 10th FLOOR
820 N FRENCH STREET
WILMINGTON, DELAWARE 19801

Telephone: (302) 577-5030
Fax: (302) 577-3440

January 2024

Dear Chief,

The Death in Custody Reporting Act of 2013 (DCRA 2013) requires states (along with federal law enforcement and corrections agencies) to report to the Department of Justice deaths that occur in correctional settings and those associated with law enforcement contact.

Under previous versions of the law, this was a research activity carried out by the Bureau of Justice Statistics, and that data collection effort had little direct impact on Delaware's law enforcement community. However, DCRA 2013 required states to participate or face a potential reduction of up to 10% of certain federal grant funds. After several years of varying participation by states, the Bureau of Justice Assistance (BJA), the federal agency assigned to manage the data collection effort, instituted a requirement in 2023 that directed each state to submit a detailed DCRA data collection plan for BJA's review and approval.

At its January 22nd meeting, the Delaware Criminal Justice Council accepted Delaware's DCRA data collection plan, developed, upon my request, by the Delaware Statistical Analysis Center (SAC). Subsequent to the Council's action, we are partnering with the SAC to roll out data collection activities in the law enforcement community.

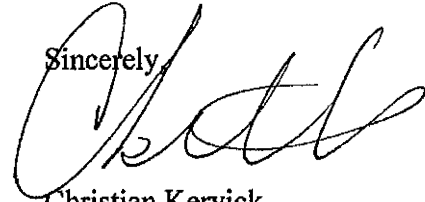
My expectation is BJA will shift its focus to monitoring compliance with plans once they have been adopted. Therefore, I am requesting your help in preserving the approximately million plus dollars in Byrne/Justice Assistance Grant (Byrne/JAG) dollars we pass along to local agencies; dollars that would be affected should BJA impose a compliance penalty on Delaware. In our role as the State Administering Agency, our goal is to maximize the funding available to the law enforcement community through the Byrne/JAG funding stream.

Enclosed is set of materials that explains the data collection process. Most agencies will only need to submit a very brief form four times a year certifying there have been no deaths reportable under DCRA 2013.

We know we can count on your assistance to maintain the Byrne/JAG funds that directly benefit Delaware's law enforcement community. Please reach out to my office should you have any questions or concerns.

Thank you for your continued cooperation and for all that you do to keep our communities and our state safe.

Sincerely,

A handwritten signature in black ink, appearing to read 'CKervick', written in a cursive style.

Christian Kervick
Executive Director

Delaware’s Methodology for Meeting Reporting Requirements Under the Death in Custody Reporting Act of 2013 (DCRA 2013)

Introduction

The Death in Custody Reporting Act of 2013 (P.L. 113-242):

“... requires states and federal law enforcement agencies to report to the Attorney General information regarding the death of any person who is: (1) detained by law enforcement; (2) under arrest; (3) in the process of being arrested; (4) en route to being incarcerated or detained; or (5) incarcerated at any correctional facility, including contract facilities (which we term “deaths in a correctional institution”). Collectively, we refer to all five of these circumstances as “deaths in custody.” We also refer to any of the first four circumstances of death as “arrest-related deaths.””

The act also requires states receiving certain grant funding from the United States Department of Justice to participate in data collection or face a reduction in grant funds. The goal is to collect data for all qualifying deaths.

The Delaware Criminal Justice Council (CJC) is the state agency responsible for ensuring Delaware’s participation in the required data collection. The Delaware Statistical Analysis Center (SAC) has agreed to serve as CJC’s agent in coordinating and managing the logistics of data collection.

Data collection is based on the federal fiscal year (October 1st – September 30th)

As the Statistical Analysis Center does not own the incident data covered under DCRA, and that some of the data elements involve sensitive information relevant to on-going investigations and/or potential or active litigation, it is the position of the Statistical Analysis Center that the originators of the data (Delaware’s law enforcement agencies, the Delaware Department of Correction, and the Delaware Division of Youth Rehabilitative Services) are the ones that must provide the data that will be submitted by the SAC to meet the reporting requirements under the Act.

The SAC's Role:

As the logistics coordinator, the SAC has the following responsibilities while acting on behalf of the Delaware Criminal Justice Council:

- 1) Keep the affected Delaware agencies apprised of reporting program requirements and any changes to these.
- 2) Coordinate the participation of all affected Delaware agencies in the program. This includes communicating general information about the program and the mechanics of participating; providing data collection forms, answering questions and providing technical assistance related to reporting qualifying deaths to the SAC.
- 3) Conduct a multi-method monitoring program to detect qualifying deaths that have not yet been reported to the SAC and reach out to the corresponding agencies as appropriate.
- 4) Quality-check submitted forms, seek corrections/updates, and enter completed forms into the federal reporting system.
- 5) Keep the Criminal Justice Council, as the State Administering Agency, apprised of progress on Delaware's implementation of the DCRA reporting requirements.

It remains the responsibility of the Criminal Justice Council, as the State Administering Agency, to address the questions and concerns of effected agencies that are outside the scope of the SAC's role, including issues that affect Delaware's compliance with the requirements of the DCRA act.

The SAC's Approach to Data Collection

To help the data collection process proceed as smoothly as possible, the SAC has developed the following procedures.

Request for Agency Point of Contact (POC):

To ease data collection management and communication with agencies, the SAC is requesting that each agency identify a single Point of Contact for all logistical matters related to DCRA data collection.

This need not be the person who completes the DCRA data forms for your agency.

Reportable Incidents Under DCRA 2013

As BJA's expertise with implementing aspects of the Act continues to evolve, the SAC expects that the range of reportable incidents may continue to evolve as well.

BJA has provided an FAQ on reportable incidents (attached, also available at: <https://bjaojp.gov/funding/performance-measures/DCRA-Reporting-Guidance-FAQs.pdf>) The SAC will update its two FAQ documents (one for LEAs and one for correctional agencies) based on updates to this document and its previous communications with BJA regarding what constitutes a reportable death. **The most recent versions of these three documents will serve as Delaware's official documents for determining whether an incident is reportable or not.** For each new incident, agencies are asked to consult the appropriate FAQ before determining whether an incident qualifies as reportable.

Please note: there will be gray-area cases where BJA will need to review incident details before determining whether an incident should be reported. The SAC's position as a result: if, after consulting the appropriate FAQ document, there is any uncertainty about whether an incident is reportable, please contact us to discuss further.

Submitting Data to the SAC

The Process: There are two forms for this data collection: one for each qualifying incident, and a quarterly affirmation form.

Individual Incidents: This form needs to be completed for each qualifying death. The data fields for this form are listed in Table 1 in the appendix. The Word form for individual incidents is fillable. You may complete it electronically or by hand. If information is unknown or pending at the time the form is being completed (the timing of data submission is addressed later), simply note that in the appropriate places. **Per BJA, fields with unknown or pending values will eventually need to be updated, once those data become available.**

We prefer to receive submissions via email to DE-DCRA@delaware.gov; just be sure to use appropriate encryption features within email since the data contain Personally Identifiable Information and other sensitive information. For state email users, attaching documents with Egress will be sufficient. You may also mail the form to:

Delaware SAC
Attn: Jim Salt--DCRA
410 Federal St. Suite 6
Dover, DE 19901

PLEASE DO **NOT** FAX ANY FORMS WITHOUT MAKING ADVANCED ARRANGEMENTS! We **cannot** maintain confidentiality of documents faxed outside of normal business hours.

For some agencies, submitting multiple incidents in a single electronic file will be a more efficient way to report data. The SAC has created an Excel template for that purpose, but other approaches may be used as long as all required data elements are included.

Quarterly Affirmation: Because the Act seeks 100% participation among affected agencies, BJA expects that we affirm that an agency experienced no reportable deaths each quarter.

If there have been no deaths, all that's required is to fill out the "Data Supplied by" section, answer a single question, and complete the certification.

If there have been deaths in that quarter that were not previously reported, some brief information will need to be listed in Section 2. The SAC will then follow-up to get a completed incident form(s).

When to Submit Data:

For each incident: BJA's expectation is to report deaths as they are discovered/learned of. To strike a balance between BJA's information needs and the demands some incidents will place on agencies, **the SAC's expectation is for initial incident forms to be submitted within fifteen business days following the incident.** In the event that the SAC discovers a qualifying incident not yet reported to us, the fifteen-day reporting window would begin once we've established affirmative contact with the agency about that incident.

BJA recognizes that it may be some months before the remaining data for an incident are available, and provides a mechanism for updating the original data submission. **BJA's expectation is that outstanding data elements (e.g., COD, incident description) will not remain "Investigation Pending" indefinitely.** As a result, please submit an updated or amended form once the remaining information is available.

To help the SAC manage the data collection process, we would like to request that, as practical, you contact us within five business days after a death occurs to provide the subject's name, the date of the death/incident, and the complaint number. This will allow us to create a tracking record in our data base.

For quarterly affirmations: The SAC must complete all its data entry work by the end of the month following the close of each reporting quarter. As a result, **we will need all quarterly affirmations submitted to us by close of business on the 15th of the month after a quarter closes (or the Friday before if the 15th occurs on the weekend).**

The federal fiscal year quarters close on December 31st, March 31st, June 30th, and September 30th.

What to Expect After Submitting Data

Submission Acknowledgement: The SAC will acknowledge the receipt of all data submissions within two business days (vacations permitting).

Error Checking and Follow-up: If we have questions, or if there are any apparent errors (mistakes, missing data that would appear to be available) in a data submission, we will note these in our acknowledgement. Our goal is to resolve all questions or issues with the initial data submission within five business days.

Follow-up on “Investigation Pending” Items: Every 90 calendar days after a data submission, the SAC will touch base about any items noted as “Investigation Pending” until data are available for those items or until an updated/amended form is submitted.

Special Concerns

How will BJA protect the incident data submitted?

From the BJA DCRA FAQ:

“Will OJP/BJA treat this information as confidential or as public information?”

Data submitted to OJP/BJA to comply with DCRA are subject to 34 U.S.C. §10231(a), which protects from disclosure any research or statistical information that is identifiable to any private person. Accordingly, OJP/BJA does not release identifiable DCRA data to the public.”

In addition, in early 2020, the Delaware DOJ’s State Solicitor issued statement related to potential FOIA requests and legal consideration associated with participating in the DCRA data collection:

Regarding FOIA requests:

“OJP will maintain this information internally; however, some data may be subject to federal FOIA through requests to OJP. Because federal FOIA does not apply to SAC, determinations about the application of federal FOIA will be made at the sole discretion of OJP. With respect to State of Delaware FOIA requests to SAC, requesting parties are advised that information provided to SAC is likely derived entirely from other sources of information which are independently exempt from the State of Delaware FOIA’s definition of “public record” or may be derived entirely from data sources that are not within the possession, custody, and control of SAC. Each State of Delaware FOIA request to SAC is independently reviewed to determine whether the request seeks public records capable of disclosure.”

Regarding general or legal considerations:

“Non-State of Delaware Law Enforcement Agencies are advised to consult with their legal counsel. State of Delaware Law Enforcement Agencies should contact their assigned legal counsel at the State of Delaware Department of Justice to discuss general concerns. The State Solicitor at the Department of Justice remains available to discuss compliance questions from legal counsel for non-State agencies.”

APPENDIX

Table 1: Data Elements Required for Each Death

Category	Data Element	Notes
Decedent Information	Name	first, last, MI
	Sex	
	Birth Year	
	Ethnic Origin	Hispanic/Latino
	Race	check all that apply
Death Time and Location	Date of Death	
	Time of Death	
	Event Location	refers to address of location of event where death occurred
	Location category	
	<i>For DOC & YRS Deaths</i>	
	--Facility Type	
Incident Characteristics	<i>For arrests</i>	
	--Detaining/Arresting Agency	Includes attempting to arrest
	Circumstances Around Death	check box: accident, use of force, homicide, natural causes, suicide, pending
	Brief Narrative	basically, the who, what, why, where, when, how
Supplying Agency Info	Agency Name	
	Individual's Name	Including title
	Individual's Contact Info	

Table 2: Data Elements Required for Quarterly Form

Category	Data Element	Notes
Supplying Agency Info	Agency	
	Individual's Name	including title
	Individual's Contact Info	
Section A	Any reportable deaths since last submission this quarter?	Yes (triggers a SAC follow up, if needed) No: nothing else is needed
	If there were no reportable deaths at this quarter, please sign the certification statement	
Incident Information	Date of Death	
	Name of Decedent	

**Delaware Statistical Analysis Center
Frequently Asked Questions about BJA DCRA Data Collection**

LAW ENFORCEMENT AGENCY VERSION

EFFECTIVE DATE: November 27, 2023

This version of the SAC DCRA data collection FAQ is for law enforcement agencies.

The aspect of DCRA that applies to police covers a broader array of activities and potential scenarios and situations than the portion which applies to correctional agencies.

As a result, there are more elements to consider when determining whether a death related to law enforcement activity is reportable under DCRA, and there are definite gray areas that will require consultation before a determination can be made.

This update reflects both the SAC's extensive conversations with BJA in 2019 and 2020 and the most recent version of BJA's FAQ document (<https://bja.ojp.gov/funding/performance-measures/DCRA-Reporting-Guidance-FAQs.pdf>). In the event of apparent contradictions between the SAC and BJA FAQ documents, please contact the SAC.

Some General Considerations

Apprehension, detention, and arrest of individuals suspected of committing a crime: Covers the time period from when an officer locates a suspect through the time the suspect is formally transferred to the custody of another agency, whether DOC, YRS, or another law enforcement agency.

Contact with the public in other situations: A key determining factor is whether the event leading to death occurs once the individual has been detained by law enforcement. **After consulting with BJA, two elements help determine, for DCRA purposes, whether an individual has been detained:** 1) the person has been interrupted while going about their business and delayed from conducting the same; and 2) a reasonable person would not feel free to leave that encounter with police.

So, a traffic stop would be considered a detention, even if the intent was to provide the individual with a warning, but a person flagging down an officer to ask for directions would not.

Some situations might transition from non-detention to detention: Generally, situations where an officer is providing assistance to an individual (e.g., for medical, injury, help with keys locked in the car) would not be qualifying situations as no detention occurs. However, in some cases, an intention to detain or actual detention may evolve on-scene.

For example, a person approaching officers to report a crime would not start out as a detention, but if the reporting person was prevented from leaving police presence until the report was complete, then

the situation would become a detention. Similarly, if, in the process of assisting a person getting their car unlocked, evidence of a crime is discovered and officers have made a decision to detain the person when they then experience a medical crisis, the situation would become qualifying.

When and where the event that leads to the death occurs is important, not the location where the person dies (if the two are different): The law appears to be interested in where the incident that led to a person's death took place, not where they ultimately died. Therefore, if a victim was alive at the time they were transported from the scene, but died some hours later at the hospital, the incident would be reportable. **NOTE: BJA has not provided guidance on any limits on the amount of time between when an incident occurs and when the person succumbs as a result of that incident.** As a result, please report all reportable deaths to the SAC regardless of the amount of time that has passed since the original incident.

Once a person has been detained or arrested, all deaths within any vehicle used for departmental business or on departmental property are reportable. However, if an incident resulting in death occurs once another agency has assumed formal custody of that person, the reporting responsibility would fall to the new custodial agency, even if the incident occurred on departmental property.

A final note: Please keep in mind that neither this FAQ nor the BJA FAQ reflect an exhaustive list of scenarios that are, or might be, reportable. These documents do, however, try to capture those most likely to be encountered by officers.

In deciding whether an incident not addressed in this FAQ may be reportable, the following guidance might be helpful:

1. Did the person's behavior draw the attention of police?
2. Did that attention result in a detention (as defined above) or an intention to detain?

Scenarios for Officer Encounters in the Field

Scenario	Reportable	Not Reportable	Needs BJA Consult
<i>Vehicle Pursuits (over land, water, or through the use of aviation)</i>			
Suspect crashes and dies as a result while officers are engaged in an active vehicle pursuit (regardless of whether specific action was taken to disable the suspect's vehicle).	X		
Suspect crashes and dies as a result, after officers terminated a pursuit for safety reasons and no police vehicles appear to be in pursuit.		X	
Chases which result in a crash which the suspect survives, but another party who is not a suspect/not the focus of the pursuit (e.g., a pedestrian, another motorist, a passenger in the suspect's vehicle) is killed.		X	
<i>Defensive/Protective Actions</i>			
A suspect produces a weapon creating a perceived or real threat to officer safety. Suspect is then shot and killed by officers without an officer ever having 'put hands on the suspect' to physically attempt an arrest prior to the shooting.	X		
A suspect produces a weapon creating a perceived or real threat to other parties (victims, witnesses, etc.) present at scene. Suspect is then shot and killed by officers.	X		
A bystander intervenes to assist an officer(s) during a violent encounter and uses deadly force to stop the encounter.	X		
<i>When Physically Attempting an Arrest</i>			
The subject experiences a medical crisis and dies either on-scene or later (e.g., at a hospital)	X		
The application of physical force (e.g., restraining holds, less-lethal mechanical or electrical devices, use of police vehicle), with or without subject efforts to resist, causes injuries that lead or contribute to subject's death.	X		
The subject escapes the arrest attempt, flees, and then, with police in pursuit, experiences injury while fleeing (e.g., struck by vehicle upon stepping onto a highway, falls from a height, flees into a water way) and dies.	X		
The subject produces a weapon during a struggle to arrest and dies from the application of lethal force in response.	X		

Scenario	Reportable	Not Reportable	Needs BJA Consult
<i>Situations Involving Persons Who Are Suicidal</i>			
Subject commits suicide while law enforcement officers are on scene and have established voice contact with subject (both of which have created functional detention—i.e., a reasonable person would not feel free to leave the contact with officers):			
a. Response is for a person with a mental disturbance or a distraught person, where result of police custody would be to transport the subject for mental health evaluation prior to determining any criminal charges.	X		
b. Response is for a person who is a suspect in a crime or a person wanted for questioning for same, whether an arrest warrant has been issued or not.	X		
c. Response is for a person who has fled from police custody or from a correctional facility, and who has committed no other crime.	X		
d. Person displays a weapon with the apparent intent to harm officers or others.	X		
<i>Deaths During Routine Police Contact (i.e., detention which results in an individual being delayed from going about his/her intended business)</i>			
a. Traffic stop	X		
b. Questioning an individual who matches a description	X		
c. Welfare check for person in motion but who appears to be in distress			X
d. Questioning a witness or victim	X		
e. Requests for public/citizen assistance where no detention occurs		X	
f. Situations where a person makes contact with officers in the field who are on patrol or attending to other police business:			
--without a detention resulting		X	
--with a detention resulting	X		X

Scenario	Reportable	Not Reportable	Needs BJA Consult
<i>Deaths Related to Drug Overdoses</i>			
a. Purpose of police response is to provide aid to the person in distress, and all police behavior until death is focused on providing such aid.		X	
b. Purpose of police response is to provide aid to the person in distress. However, during the process of rendering aid, evidence of a possible crime committed by the person is discovered which results in a decision to detain or arrest should that person survive.			X
c. Police response is to investigate a criminal report or suspicious person, respond to motor vehicle or other accident, or other situation that results in a detention, however brief, for reasons central to the dispatch/response reason.	X		

**Delaware Statistical Analysis Center
Frequently Asked Questions about BJA DCRA Data Collection**

DOC and YRS VERSION

EFFECTIVE DATE: November 27, 2023

The portion of the DCRA law that pertains to DOC and YRS is fairly straightforward. However, in some situations, it may not be clear whether a death is reportable. This FAQ is intended to provide clarity/guidance for such situations. If, after reviewing this FAQ, you are still uncertain about whether a death is reportable, please contact the SAC.

This update reflects both the SAC's extensive conversations with BJA in 2019 and 2020 and the most recent version of BJA's FAQ document (<https://bjaj.org/funding/performance-measures/DCRA-Reporting-Guidance-FAQs.pdf>). In the event of apparent contradictions between the SAC and BJA FAQ documents, please contact the SAC.

Frequently Asked Questions for DOC and YRS

We have been notified that we will receive a prisoner or detentioner. That person dies before they are officially turned over to our custody (i.e., paperwork was not yet received designating us as the custodial agency). Are we responsible for reporting that death?

No. Since custody was not officially transferred, the agency that had custody of/responsibility for the person at the time the event occurred that caused/led to the death is responsible for completing the appropriate forms if the death qualifies as a reportable incident.

An individual dies in our infirmary as a result of a known, pre-existing medical condition. Is that death reportable?

Yes. The portion of the DCRA law that pertains to correctional and detention facilities is interested in all deaths that occur in these facilities while the holding agency has official custody. Therefore, all deaths, regardless of the cause, are reportable.

We receive release papers for a person who we then process for release. Before that person exits the facility/facility grounds, they experience a medical emergency and die. Do we report that event?

No. The person has been formally released from custody. The holding agency no longer has responsibility for that person so it is not a reportable event.

Follow-up: What if the release is to supervised probation in the community?

No, it is still not reportable.

Follow-up: That person is released from our custody but is immediately transferred to the custody of another agency (e.g., ICE, a law enforcement agency, another state's correctional agency) before the death-causing event occurs in/on the grounds of our facility. Who reports that event?

The agency that had official custody at the time of the event. In this case, it would be the new agency, but the location of the event would be the facility the person had just been released from.

An individual is transferred to a hospital for medical care due to an illness, injury, criminal event, overdose that occurred at our facility. Correctional officers are present to maintain custody of the person. The person dies while at the hospital. Do we report this event?

Yes. Despite being in the hospital, if the person remained in your agency's official custody in such a way that the hospital room was a functional extension of the holding facility, your agency reports the death.

We have contracted with an agency in another state to incarcerate one of our prisoners/detentioners. While in that state, the person dies. Who reports that event?

The agency with physical custody at the time (in this case, the contracted agency) will likely be the reporting agency, though this may depend on the circumstances that led to the death. Please contact the SAC for these types of incidents.

Questions Related to Probation

The person is on probation when they die. They are not supervised outside of regularly scheduled meetings with their probation officer. Is this death reportable?

No. The person is not in secure custody so this is not an event reportable under the corrections part of DCRA. However, depending on the circumstances around the death, it may be reportable by a law enforcement agency or by the appropriate probation agency (e.g., if probation arrived at the subject's residence to conduct an administrative search and an event occurred that led to the fatal use of deadly force, the death would be reportable under the law enforcement activity portion of DCRA).

The person is on home confinement or electronic monitoring when the death occurs. Is that a reportable event?

No. The agency does not have physical, directly-supervised custody of the person.

Deaths that Occur in Secure Custody Situations Where Sentences Do Not Require Continuous Custody

The individual is in a work release program when the death occurs. Under what circumstances would the death be reportable?

Deaths during working hours: If the individual is free to come and go from their work site during their working hours, and the work site is not considered an extension of a secure correctional or detention facility, the death is not reportable.

Deaths during required residential hours at a secure correctional or detention facility: Are reportable.

Deaths between the time the individuals leaves the secure facility and arrives at work (and vice versa): If the individual is being transported by DOC or YRS personnel, the death is reportable. If the individual is responsible for their own transportation arrangements, the death is NOT reportable.

Are deaths that occur in a halfway house for drug or mental health treatment reportable?

No, unless they are secured facilities operated by correctional personnel or private facilities operated under contract with a government agency and the individual's freedom to leave the setting is restricted. The death might still qualify as reportable under the law enforcement portion of DCRA, depending on the circumstances.

An individual is serving a sentence that requires them to spend each weekend in a secure facility. Under what circumstances would their death be reportable?

- 1) If the death occurs during the time they are officially in custody at the facility.
- 2) If death occurred while they were being transported to/from the facility by correctional officers.

Response to a probationer's behavior results in the individual being held at secure correctional facility on an administrative commitment. During the commitment period, the person dies. Is that death reportable?

Yes.

Special Circumstances

We received custody of an individual after they were significantly injured during an encounter with law enforcement agencies. That individual later died (either in the hospital while being supervised by correctional officers or in a detention or correctional facility) while in our custody. Who reports that death?

In circumstances like these, the determination of which agency has reporting responsibility may need to wait until the Medical Examiner issues the final autopsy report. In these cases, please contact the SAC.

BUREAU OF JUSTICE ASSISTANCE
Death in Custody Reporting Act
PERFORMANCE MEASURES QUESTIONNAIRE

DEATH IN CUSTODY REPORTING ACT ACTIVITY

The Death in Custody Reporting Act of 2013 requires states receiving allocations under specified provisions of the Omnibus Crime Control and Safe Streets Act of 1968 to report certain information regarding the death of any person in law enforcement custody. This may include individuals who are detained, arrested, en route to incarceration, or incarcerated in a state or local facility or boot camp prison.

1. Was there at least one reportable death in your state during the reporting period? *A reportable death refers to the death of an individual who was detained, arrested, enroute to incarceration, or incarcerated in a state or local facility or boot camp prison.*

A. Yes

B. No *(If No, this marks the conclusion of the module)*

C. If Yes, provide the number of reportable deaths in your state during the reporting period:

2. Provide the following decedent information. *If you have multiple deaths in custody, report them one at a time.*

A. Name: _____

B. Gender

1. Male

2. Female

3. Other gender identity: _____

C. Race *(Select all that apply)*

1. American Indian or Alaska Native

2. Asian

3. Black or African American

4. Native Hawaiian or other Pacific Islander

5. White

6. Unknown

D. Ethnicity

1. Hispanic, Latino, or Spanish origin

2. Not of Hispanic, Latino or Spanish origin

3. Unknown

E. Birth year (YYYY) *(If unknown, enter "9999")*: _____

REVISED JANUARY 2022

3. List the following information regarding the decedent's death.
- A. Date of death (MM-DD-YYYY): _____
 - B. Time of death (24-hour clock): _____
 - C. Location of death
 - 1. Location name (if applicable). *This could be the name of a facility, place of business, or other designation for the location of death:* _____
 - 2. Street address: _____
 - 3. City: _____
 - 4. State (postal abbreviation): _____
 - 5. Zip code: _____
 - D. If the event causing the death occurred in any of the following facilities, indicate the appropriate facility. If the event causing the death did not occur in one of the following facilities, select "none of the above."
 - 1. Municipal or county jail
 - 2. State prison
 - 3. State run boot camp prison
 - 4. Contracted boot camp prison
 - 5. Any state or local contract facility
 - 6. Other local or state correctional facility (to include any juvenile facility)
 - 7. None of the above
4. List the name of the department or agency that detained, arrested, or was in the process of arresting the deceased.
- A. Agency name: _____
5. Indicate the manner of death. *Select only one.*
- A. Execution (i.e., capital punishment)
 - B. Accident
 - C. Death attributed to use of force by a law enforcement or corrections officer
 - D. Homicide (e.g., an incident between two or more incarcerated individuals resulting in death)
 - E. Natural causes
 - F. Suicide
 - G. Unavailable, investigation pending
 - 1. If Yes, report the agency conducting the investigation and an approximate end date. *When the investigation has concluded, contact the Performance Measurement Tool Helpdesk to update this report.* _____
 - H. Other
 - 1. If Other, explain: _____
6. Provide a brief description of the circumstances leading to the death (e.g., details surrounding an event that may have led to the death, the number and affiliation of any parties involved in the incident, the location and characteristics of the incident, other context related to the death, etc.). _____

REVISED JANUARY 2022