

DCRA

Death in Custody Reporting Act Guam State Implementation Plan

Bureau of Statistics and Plans
Government of Guam
P.O. Box 2950, Hagåtña, GU 96932
Tel: (671) 472-4201/3
Fax: (671) 477-1812
Web: BSP.Guam.Gov

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Death in Custody Reporting Act (DCRA) Guam State Implementation Plan

Background

The Death in Custody Reporting Act (DCRA) (Public Law 113-242) requires all states to report to the Attorney General information regarding the death of any person who is detained, under arrest, in the process of being arrested, enroute to be incarcerated or detained; or incarcerated at a municipal or county jail, state prison, state-run boot camp prison, boot camp prison that is contracted out by the state, any state or local contract facility, or other local or state correctional facility (including any juvenile facility).

Data on deaths in custody are crucial for holding law enforcement and correctional facilities across the country accountable. The enactment of the DCRA was to allow for accurate and complete information on the number of people who die in custody and the nature of such deaths to allow policymakers to examine the underlying causes and provide recommendations to lower the incidence.

As part of the Edward Byrne Memorial Justice Assistance Grant (JAG) reporting requirement, State Administering Agencies (SAAs) are responsible for collecting DCRA data on a quarterly basis from state and local entities and submitting that data to the Bureau of Justice Assistance (BJA) Performance Measurement Tool. Beginning with the Fiscal Year 2019 Byrne JAG solicitation, Guam has been reporting the DCRA data to ensure compliance with PL 113-242. Since 2019, the Bureau of Statistics and Plans (Bureau), designated SAA for the Edward Byrne JAG Program, has collaborated with the Guam Police Department, the Department of Corrections and the Department of Youth Affairs. These entities are the recognized law enforcement agencies of individuals detained due to arrest or incarceration.

To meet the FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program State Solicitation requirement to submit a plan for DCRA data collection and reporting in accordance with Public Law 113-242, the following is the draft of Guam's DCRA State Implementation Plan demonstrating Guam's understanding of DCRA reporting requirements and the process utilized in gathering the required data as a recipient of federal funds under the Byrne JAG Program. Guam's DCRA State Implementation Plan will outline the data collection infrastructure, the data collection method, and the data reporting method that is used to meet the reporting requirements of the DCRA.

DCRA Data Collection Infrastructure

- ▶ Existing death-in-custody reporting law requiring state and local agencies to report the related data to a state entity:

At present, Guam does not have a death-in-custody reporting law requiring local agencies to report the related data to a state entity. Guam began collecting death-in-custody related data

to ensure compliance with the provisions of Public Law 113-242 as required under the FY 2019 Edward Byrne Memorial Justice Assistance Grant Program. The Bureau of Statistic and Plans will coordinate with the Office of the Governor, the Office of the Attorney General, the Guam Legislature and law enforcement agencies with authority to detain individuals due to arrest or incarceration to help develop legislation that will address the provisions of the Death in Custody Reporting Act under Public Law 113-242. Enactment of legislation will provide the impetus needed for law enforcement and criminal justice entities to comply with the federal mandate which will result in complete and accurate reporting of DCRA data.

- ▶ Existing non-federal law enforcement agencies, municipal or county jails or lockup facilities, state or contract prisons, or state-run/contract boot camp facilities:

Guam has only one level of state government. As such, Guam has only one non-federal law enforcement agency, the Guam Police Department, one state-run adult correctional facility, the Guam Department of Corrections, and one state-run juvenile confinement facility, the Guam Department of Youth Affairs. These entities are the cognizant law enforcement agency of individuals detained due to arrest or incarceration. As such, they are required to document death in custody incidents every quarter with a separate report completed for each decedent. The Bureau receives death in custody data from these local agencies to meet federal compliance reporting. Guam has no municipal or county jails or lockup facilities, contract prisons, or state-run/contract boot camp facilities.

- ▶ Law enforcement agencies that are not actively participating in the DCRA data collection:

Through recent clarification with the DCRA Office, the Bureau was informed that all law enforcement agencies, jails, prisons, and juvenile detention facilities are required to report on the DCRA regardless of whether they are Byrne JAG recipients or not. The following are agencies that are not actively participating in the DCRA data collection: Judiciary of Guam Marshalls Division, Guam Port Authority Police, Guam Airport Police, Guam Customs & Quarantine Agency, the Department of Agriculture Law Enforcement Division, and the Department of Parks and Recreation.

Through communication with the Judiciary of Guam's Deputy Chief Marshal and FBI CJIS Systems Officer (Guam), the Bureau was informed that once an inmate is in the court's holding cell, they are in the Guam Marshal's custody. Should an incident occur involving the death of an inmate while under the custody of the Marshals, the Judiciary of Guam will be the responsible entity in reporting the incident. Furthermore, Guam Marshals also apprehends individuals on behalf of Superior Court Judges, thus there are different scenarios where individuals are already solely under the custody of the Guam Marshals. As such, the Judiciary of Guam will also be responsible for reporting any related death-in-custody incidents.

Further, the Bureau received information regarding other law enforcement entities authorized by local legislation to detain and or arrest individuals. The entities referenced include the Port Authority Police, the Guam Airport Police, Customs & Quarantine Officers, Conservation Officers with the Department of Agriculture Law Enforcement Division, and the Park Rangers

with the Department of Parks and Recreation. With the authority to detain, make arrest and or transport for booking or questioning, these entities have been determined to meet the requirement of a DCRA law enforcement agency. As such, the Bureau will be reaching out to these entities to engage discussion regarding the DCRA and the collection and reporting requirements involved, and the importance of their organizations participation to allow Guam to meet 100% compliance with the federal mandate.

- ▶ Plan to establish lines of communication and to encourage non-reporting entities to start reporting:

To ensure that we continue to meet the reporting requirements under P. L. No. 113-242, the Bureau initiated communication with the Judiciary of Guam for assistance in providing information that outlines or guides the process on how the Judiciary will collect and report the DCRA information to the Bureau. Following the approval of Guam's DCRA State Implementation Plan, the Bureau will move forward to coordinate with the Guam Police Department, the Department of Corrections, the Department of Youth Affairs, the Judiciary of Guam Marshals Division, the Port Authority Police, the Guam Airport Police, the Customs & Quarantine Agency, the Department of Agriculture Law Enforcement Division, and the Department of Parks and Recreation Enforcement Division to enter into an Interagency Agreement to allow the process of reporting DCRA data on a quarterly basis regardless of whether a death-in-custody occurred while in custody.

Following the establishment of the Interagency Agreement with law enforcement agencies, the Bureau will continually update the DCRA State Implementation Plan and will provide the updated plan to all reporting law enforcement agencies to keep apprised of policies and procedures to ensure complete decedent records are reported to the Bureau in a timely manner.

- ▶ Type of training or technical assistance (TTA) provided to assist local agencies with reporting DCRA data:

During the initial announcement of the DCRA requirements, the Bureau corresponded with the law enforcement entities recognized for detaining individuals due to arrest or incarceration. In the official communication, the Bureau outlined information about the public law governing the DCRA requirement and the resulting impact that the DCRA would have on the Byrne JAG Program if Guam failed to meet compliance of the reporting requirements. In addition, the Bureau also formatted in fillable form the DCRA reporting template to allow for the law enforcement entities ease in reporting the information. Information on the public law along with a copy of the Frequently Asked Questions (FAQ) that was developed by BJA was provided to the law enforcement entities to further enhance their understanding of the federal requirement and the necessity for the capture and the reporting of the DCRA data.

In addition, to ensure that the Bureau provides clear guidance to state agencies with reporting DCRA data, the Bureau attended webinars that were offered by the Office of Justice Program (OJP) to enhance the Bureau's staff understanding and to be informed of the reporting requirements. Since the initial reporting of the DCRA data, the Bureau has not conducted any formal training with the DCRA reporting agencies. However, the Bureau's staff has provided guidance to the law enforcement agency designated points of contact upon their request for guidance and clarification on possible death-in-custody scenarios and to ensure the data submitted is accurate before the law enforcement agency's point of contact submitted the final information to the Bureau for reporting in the PMT.

A DCRA webpage will be created within the Bureau's main website to provide informational materials published by OJP and to include recorded webinars, training programs and other resources to present and share information online to enhance understanding of the DCRA mandate, reporting requirements and to help develop sound policies to guide DCRA reporting within their respective organizations.

▶ TTA assistance from BJA related to complying with the requirements of DCRA:

The Guam Bureau of Statistics and Plans will need Technical Training Assistance from the Bureau of Justice Assistance as it relates to complying with the requirements of DCRA. More specifically, the Bureau will request for the TTA for Guam's law enforcement and confinement facilities to provide for the opportunity to further enhance the law enforcement and confinement entities knowledge of the DCRA reporting requirements, and to better develop policies or general orders that will guide and improve the collection and reporting process. The TTA assistance will also allow for networking with other jurisdictions that have enacted state legislation to gain perspective on the process or best practices that were utilized in successfully passing DCRA legislation. Networking will also allow for information exchange regarding their data collection infrastructure, data collection methods and data reporting methods to ensure accuracy of DCRA data reported to the U.S. Attorney General, as well as to local government leaders and to the public. Accuracy of DCRA data will help local government leaders to develop strategies that will address death-in-custody, especially preventable deaths such as suicide.

DCRA Data Collection Methods

▶ Designated SAA responsible for DCRA data collection from state/local agencies:

The Guam Bureau of Statistics and Plans has been the designated State Administering Agency for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program since the early 1980s. The Bureau is also the SAA for other DOJ Grant Programs such as the Residential Substance

Abuse Treatment (RSAT) for State Prisoners, the Prison Rape Elimination Act (PREA), the Paul Coverdell Forensic Science Improvement Grant, the State Crisis Intervention Program (SCIP), the Coronavirus Emergency Supplemental Funding, and several Department of Interior and National Oceanic and Atmospheric Administration Program Grants for coral reef conservation and coastal management. Within the Guam Bureau of Statistics and Plans, a Senior Planner is responsible for the DCRA data collection from law enforcement and confinement agencies. Law enforcement and confinement agencies are asked to submit the DCRA data template form 10 days after the quarter reporting period ends. Within the quarter reporting period, the Senior Planner will send out reminder notices of the DCRA data via email 15 days before the quarter period ends and another reminder notice 5 days before the due date. The Senior Planner will track, review and verify DCRA data submitted from reporting agencies to ensure that the DCRA data is submitted in a timely manner in the Performance Measurement Tool (PMT).

► Methods used for collecting reportable death data from reporting entity:

The template developed by Bureau of Justice Assistance for the Death in Custody Reporting Act is used to capture and report the exact data fields and measurement requirements as required by the public law. Recognized reporting agencies are required to report these statutorily mandated data fields to the Bureau for submission in the Performance Measurement Tool (PMT).

The report required by this section shall contain information that, at a minimum, includes:

- (1) the name, gender, race, ethnicity, and age of the deceased;
- (2) the date, time, and location of death;
- (3) the law enforcement agency that detained, arrested, or was in the process of arresting the deceased; and
- (4) a brief description of the circumstances surrounding the death (34 U.S.C. § 60105(b)).

The following are the methods for collecting reportable death data from the Guam Police Department, the Department of Corrections and the Department of Youth Affairs:

Guam Police Department:

1. Internal Affairs Investigation is the designated unit to oversee all death-in-custody investigations, collection and reporting of data within the Guam Police Department. The methods and processes used are the following:
 - Upon notification of a death in custody, the Internal Affairs Section shall be immediately notified by the Chief of Police.
 - The Chief of Police shall assign qualified and impartial investigators from the Internal Affairs Section to conduct a thorough investigation into the circumstances surrounding the death in custody.

- The assigned investigators shall ensure the preservation of all relevant evidence, including but not limited to, witness statements, video footage, medical records, and any physical evidence from the scene.
- The investigators shall request a detailed autopsy report and medical records related to the deceased from relevant medical authorities. These documents shall be considered essential components of the investigation.
- The Internal Affairs Section shall conduct the investigation in a timely manner, aiming to complete the process within a reasonable period while ensuring thoroughness and accuracy.
- The investigators shall conduct the investigation impartially and transparently, avoiding any bias or conflict of interest.

2. Investigation Process:

- Investigators shall interview all involved officers, witnesses, and individuals present at the scene of the incident to gather comprehensive and unbiased information.
- Physical evidence, including but not limited to, video recordings, photographs, and any relevant items found at the scene, shall be analyzed by trained forensic experts to reconstruct the events leading to the death.
- If use of force was involved, investigators shall assess whether it was reasonable and within departmental policies. They shall also determine whether the force used contributed to the death.
- Investigators shall review medical records, autopsy reports, and expert opinions to determine the cause and manner of death. They shall also assess whether pre-existing medical conditions played a role.

3. Reporting of Investigation Findings:

- The Internal Affairs Section shall provide the Chief of Police with a preliminary report outlining the initial findings of the investigation within a reasonable timeframe.
- Once the investigation is complete, the Internal Affairs Section shall present a comprehensive final report to the Chief of Police. This report shall include a summary of the investigation, findings, conclusions, and recommendations for any corrective actions, if necessary.

4. Data Collection and Reporting:

- The Internal Affairs Section shall maintain detailed records of all death in custody investigations, including documents, evidence, and correspondence.
- The Officer-in-Charge of Internal Affairs shall oversee the analysis of aggregated data from death in custody investigations to identify trends, patterns, and potential areas for policy improvement.
- At the direction of the Chief of Police, the Officer-in-Charge of Internal Affairs shall prepare quarterly reports summarizing the outcomes of death in custody investigations and

statistical data set forth in DCRA Reporting Form. This report shall be submitted to the Bureau of Statistics & Plans as required.

- Upon closure of open and pending investigations, the Officer-in-Charge of Internal Affairs will inform the Bureau of Statistic and Plans of the final report and outcome. The Bureau will amend the decedents information in the PMT to ensure the DCRA data is complete to meet compliance with the reporting period.

Department of Corrections:

Procedures: When a person placed in the custody of the department, according to the laws of Guam and the United States, dies in the department's custody, the following reporting procedures shall be followed to comply with the Death in Custody Reporting Act (DCRA) (Public Law 1 13-242).

A. Reporting of Death in Custody:

- When a person in DOC's custody is found dead or appears dead (lifeless), immediately notify medical personnel and provide medical assistance, if possible. The involved officers or personnel shall immediately notify their supervisor or commanding officer. The supervisor shall ensure the scene is secured, evidence is preserved, and witnesses are identified.
- The immediate supervisor or commanding officer shall promptly notify the Director of Corrections, Deputy Director, Warden, Operations Commander, and Internal Affairs Supervisor of the death in custody to include general biographical information on the deceased based on the reporting requirements in the Death in Custody Reporting Act (DCRA) Form).
- The supervisor on duty shall notify the Guam Police Department. When the person in DOC's custody passes away while under medical care (i.e., hospital or other medical facility), the supervisor on duty shall notify DOC's IAU, Warden, Deputy Director, and Director.
- The Director of Corrections, or designee, shall then ensure that relevant information is communicated to the appropriate internal and external entities, as the law or departmental policy requires.

B. Internal Affairs Investigation:

- Upon notification of a death in custody, the Internal Affairs Section shall immediately contact the Director of Corrections.
- The Director of Corrections shall assign qualified and impartial investigators from the Internal Affairs Section to thoroughly investigate the circumstances surrounding the death in custody.
- The assigned investigators shall ensure the preservation of all relevant evidence, including but not limited to witness statements, video footage, medical records, and any physical evidence from the scene. All evidence gathered may be relinquished to the Guam Police

Department as part of their investigation.

- The investigators shall request a detailed autopsy report and medical records of the deceased from relevant medical authorities. These documents shall be considered essential components of the investigation.
- The Internal Affairs Section shall investigate in a timely manner, aiming to complete the process within a reasonable period while ensuring thoroughness and accuracy.
- The investigators shall conduct the investigation impartially and transparently, avoiding bias or conflict of interest.

C. Investigation Process:

- Investigators shall interview all involved officers, witnesses, and individuals at the incident scene to gather comprehensive and unbiased information.
- Working with the Guam Police Department or other external agency, physical evidence, including but not limited to video recordings, photographs, and any relevant items found at the scene, shall be analyzed by trained forensic experts to reconstruct the events leading to the death.
- If the use of force was involved, investigators shall assess whether it was reasonable and within departmental policies. They shall also determine whether the force used contributed to the death.
- Working with the Guam Police Department or other external agency, investigators shall review medical records, autopsy reports, and expert opinions to determine the cause and manner of death. They shall also assess whether pre-existing medical conditions played a role.

D. Reporting of Investigation Findings:

- The Internal Affairs Section shall provide the Director of Corrections with a preliminary report outlining the investigation's initial findings within twenty-four (24) hours, as soon as practicable, or as required by the Director.
- Once the investigation is complete, the Internal Affairs Section shall present a final report to the Director of Corrections. This report shall include a summary of the investigation, findings, conclusions, and recommendations for any corrective actions, if necessary.

E. Data Collection and Reporting:

- The Internal Affairs Section shall maintain detailed records of all death in custody investigations, including documents, evidence, and correspondence.
- The Officer-in-Charge of Internal Affairs shall oversee the analysis of aggregated data from death in custody investigations to identify trends, patterns, and potential areas for policy improvement.
- At the direction of the Director of Corrections, the Officer-in-Charge of Internal Affairs, or a designated person, shall track and update the status of records and prepare quarterly reports summarizing the outcomes of death in custody investigations and the statistical data

outlined in Exhibit A. All completed DCRA's must be submitted to the Director via channels for their review and approval before being submitted to the Guam Bureau of Statistics and Plans (BSP).

- Upon closing an investigation(s), the Officer-in-Charge of Internal Affairs, or designated person, will forward all relevant data to the BSP with a written request to amend and update the PMT to reflect outcomes, as required.

Department of Youth Affairs:

Through interagency cooperation, the Department of Youth Affairs (DYA) assisted the Bureau in meeting compliance with the DCRA requirements with timely submission of the DCRA reporting form on a quarterly basis beginning CY 2020. The Department of Youth Affairs is not a recipient of Byrne JAG funding however, they are recipients of the Prison Rape Elimination Act (PREA) Reallocation Funds Program and the Implementing the PREA Standards, Protecting People Who Are Incarcerated, and Safeguarding Communities Program.

Since CY 2020, DYA has had no reported incidents involving death-in-custody of youth detained or confined in the juvenile facility. However, to ensure that policy remains in place to guide the collection and reporting process that meets the DCRA requirements, DYA will review existing policies, revise or create new policy to support DCRA data collection and reporting in order to develop effective policy structure specific to the youth confinement facility. The requirements in DCRA will help develop solutions to prevent avoidable deaths; understand the circumstances leading to death and the prevalence of these fatalities are crucial to developing policies and making the necessary changes that will reduce these types of deaths while in custody. DYA will collaborate with the Bureau on the policy development and will provide available resources, technical assistance and training when needed to agency personnel.

At present, to meet compliance with the DCRA requirements, the Director of the Youth Facility has implemented a DCRA Directive wherein the Youth Correctional Facility (YCF) Superintendent will be responsible for the collection and the reporting of DCRA data from DYA. The YCF Superintendent utilizes the BJA DCRA Performance Measures Questionnaire and submits the completed form via email on a quarterly basis to the Bureau within the specified due date. Due to the nature of the facility, juvenile data will be kept as confidential as possible consistent with federal reporting requirements.

► Challenges in collecting and reporting DCRA data and recommendations:

One of the major challenges in collecting and reporting DCRA data is the lack of local legislation to compel all state law enforcement agencies to report DCRA data, even those

entities that do not receive Byrne JAG Program funds. Through funding support from Byrne JAG, GPD, DOC and DYA have consistently provided DCRA data to meet compliance with the federal mandate. Aside from interagency cooperation, enactment of local legislation will mandate other law enforcement agencies to fully comply with the mandate and provide reliable and meaningful data to guide policy makers to examine the underlying causes for death-in-custody and determine what can be done to lower the incidence. Further, local legislation will have the structure in place that would ensure complete and accurate reporting of such deaths.

Another challenge in collecting and reporting DCRA data is the lack of manpower resources. For the most part, the reporting of DCRA data is considered a collateral duty wherein the task or tasks assigned is carried out by employees that lie outside of their main responsibilities or may be secondary in nature. The accuracy and quality of DCRA data reported poses a concern as staff may not have the time, knowledge or the skill sets needed to sufficiently capture and validate the reported data.

Aside from Byrne JAG funding, the Bureau does not have any other compelling incentive for other local law enforcement agencies to report DCRA data, which may result in incomplete reporting without the requisite law in place.

► Data collection tools used for DCRA data:

In regards to the data collection tools used for capturing DCRA data, the Guam Police Department Investigators will utilize interviewing methods of all involved officers, witnesses, and individuals present at the scene of the incident to gather comprehensive and unbiased information. Physical evidence, including but not limited to, video recordings, photographs, and any relevant items found at the scene, will be analyzed by trained forensic experts to reconstruct the events leading to the death. GPD Investigators will access the Law Enforcement Records Management System (LERMS) and the Virtual Computerized Criminal History (VCCH) System to verify if the individual has any prior arrest records and to validate the decedents identify and other vital data needed to populate the DCRA form in terms of name, date of birth, age, race, ethnicity, gender and other pertinent information to complete the investigation. GPD Investigators will also utilize medical records, autopsy reports, and expert opinions to determine the cause and manner of death. Medical Examiner reports GPD will also assess whether pre-existing medical conditions played a role in the decedent's death.

The Guam Department of Corrections will utilize the Adult Correctional Management Information System (ACMIS), an integrated, comprehensive jail management software system that captures arrest information, photos, charge information from intake to the release of residents at the correctional facility to validate the decedents identity and other vital data needed to populate the DCRA form in terms of demographic information (name, date of birth,

age, race, ethnicity, gender) and other pertinent information to complete the investigation report. The ACMIS will also validate the location of the decedent where the death-in-custody took place. DOC will also access the VCCH with the Judiciary of Guam to further validate any other arrest information or prior history of arrest to complete the investigation process. DOC will also utilize incident reports, investigation reports with the Guam Police Department, and medical or autopsy reports to determine the cause and manner of death. DOC will also assess whether pre-existing medical conditions played a role in the decedent's death.

The Department of Youth Affairs will utilize the Juvenile Case Management System, a comprehensive, web-based technology program that captures juvenile justice information for data collection, reporting and management needs to verify and validate juvenile information from admissions to release. Should an incident occur in the youth detention facility, the JCMS will be used to verify vital demographic data on name, date of birth, age, gender, race and ethnicity and access the detention and shelter admissions log to determine location and address where the death occurred. DYA will also utilize internal incident reports, GPD investigation reports, medical and autopsy reports to determine the cause and manner of death, and assess whether pre-existing medical conditions played a role for the reported death. Due to the resident population at the facility, information will be kept as confidential as possible, consistent with federal reporting laws.

DCRA Data Reporting Methods

- ▶ Mechanism used to report DCRA data to BJA.

Upon receipt of the DCRA data form from reporting law enforcement agencies, the Bureau will review decedent information to ensure exact data fields and measurement requirements as mandated by the public law are captured and reported. For any data fields and or measurement requirements that are incomplete, the Bureau will coordinate with the designated point of contact to review the DCRA data submitted and ensure to complete or provide the appropriate information. Once the data forms are reviewed and determined to be complete, the Bureau will use the online questionnaire in the OJP Performance Measurement Tool (PMT) and manually populate decedent data fields and performance measures on a quarterly basis. The quarter reporting periods in the PMT are as follows: 1) January to March – report due before April 30; 2) April to June – report due before July 30; 3) July to September – report due before October 30; and 4) October to December – report due before January 30.

As part of its internal record keeping process, the Bureau will also populate a digital spreadsheet created specifically for DCRA data to have readily available if a Change Request is generated by the PMT for clarification or validation purposes and to keep track of any open or pending investigation. The digital spreadsheet will also be used for reporting purposes to government and policy leaders as requested.

- ▶ Process used by SAA for reviewing and cleaning records prior to submission to BJA.

The Senior Planner will log all communication into a spreadsheet to track compliance and reporting of DCRA data. The Senior Planner will review the DCRA data submitted to determine completeness of reported decedent information following prescribed data elements. Depending on the need for clarification, the Senior Planner will communicate with the designated Point-of-Contact of the reporting agency to provide further information as required to ensure sound quality and completeness of the DCRA data. The Senior Planner will input into a DCRA Data Table created to ensure compliance with the data fields and measurement requirements. The data fields and measurement requirements include the following - (1) date of reporting period; 2) Unique Report Identifier Number; 3) Agency Type (the law enforcement agency that detained, arrested, or was in the process of arresting the deceased); 4) Incident Date; 5) Demographic Information such as name, date of birth, age, gender, race and ethnicity; and 6) Location Information such as date of death, time of death, location and address of death, manner of death; and brief narrative description of the circumstances surrounding the death (34 U.S.C. § 60105(b)).

The decedent names are excluded in the DCRA Data Table created by the Bureau to protect the privacy of victims' families. A unique report identifier is assigned specifically for the data table and is unrelated to police case or incident numbers. However, for official reporting purposes, the decedents name will be reported in the PMT and hard copies of decedent information is maintained by the Bureau in a secured location.

- ▶ Process used for tracking and updating the status of records that are open or pending investigation.

As part of its internal record keeping process, the Bureau populates into a digital spreadsheet a data table created specifically for DCRA data to keep track of all decedent information that is reported into the PMT. Information is readily available to the SAA if a Change Request is generated by the PMT for clarification or validation purposes. Further, the data table will track any open or pending investigation. For open or pending investigations reported in the DCRA form, the Senior Planner will communicate via email with the designated law enforcement point of contact for an approximate time frame of when the investigation will be officially closed. If the investigation requires a certain amount of time, the Senior Planner will send periodic emails to serve as reminder notices to submit the final outcome of the investigation to ensure that the DCRA data form is complete. Following receipt of information regarding the final outcome of the investigation, the Senior Planner will request the PMT Help Desk to open the reporting period where the decedents information was created to complete the fields regarding the manner of death and the narrative description of the circumstances surrounding the death to close the decedents report for that reporting period.

Reference to the Guam Police Department, the Officer-in-Charge of Internal Affairs, will forward all relevant data to the BSP upon the closure of an investigation(s) with a written request to amend and update the PMT to reflect final outcome as required. Similarly with the Guam Department of Corrections, the designated DCRA point of contact will provide the Bureau with information on the final outcome of the open or pending investigation.

Appendices

A. Guam Police Department – General Order 130-43 IV-A GPD DCRA Policy



GENERAL ORDER

Date of Issue: September 15, 2023	Effective Date: Immediately	No. 130-43 (IV-A)
Reference: U.S. Department of Justice (USDOJ) Implementation of the Death Custody Reporting Act of 2013		Rescinds: NEW

SUBJECT: GUAM POLICE DEPARTMENT DEATH IN CUSTODY REPORTING ACT (DICRA) POLICY

THIS DIRECTIVE CONSISTS OF THE FOLLOWING SECTIONS:

- I. PURPOSE**
- II. POLICY**
- III. DEFINITIONS**
- IV. PROCEDURES**
- V. DISCIPLINARY MEASURES**
- VI. TRAINING AND AWARENESS**
- VII. REVIEW AND CONTINUOUS IMPROVEMENT**

I. PURPOSE:

To establish guidelines and procedures to ensure transparency, accountability and the protection of human rights within the operations of the Guam Police Department (GPD) regarding the “death of any person while in the custody or under the control of law enforcement officers.”

II. POLICY:

It is the policy of the Guam Police Department (GPD) to outline a standardized framework for reporting and investigating deaths in custody incidents to maintain public trust and uphold the highest standards of professional conduct.

III. DEFINITIONS:

Death in Custody: The death of an individual occurring while in the custody or under the control of law enforcement, including but not limited to, arrests, detentions, transport, or any interaction with law enforcement officers. “Custody” includes both physical custody (being physically detained or controlled by law enforcement personnel) and control (exercising authority over an individual's freedom of movement).

GENERAL ORDER NO. 130-43 (IV-A)

**SUBJECT: GUAM POLICE DEPARTMENT DEATH IN CUSTODY REPORTING ACT
(DICRA) POLICY**

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Use of Force: The application of physical or non-physical techniques or actions by law enforcement officers during interactions with individuals. The extent of force permitted and the circumstances justifying its use are governed by departmental policies and relevant laws.

Unreasonable Force: The application of force that exceeds what is objectively deemed necessary and proportional under the circumstances. It involves the use of force that is not justified by the threat presented or the situation at hand.

Negligence: A failure to exercise the level of care, diligence, and caution that a reasonable person would exercise in similar circumstances. Negligence may involve actions or omissions that result in harm or injury due to a lack of proper judgment or adherence to established protocols.

IV. PROCEDURES:

A. Reporting of Deaths in Custody:

1. Initial Report: Whenever a death in custody occurs, the involved officers or personnel shall immediately notify their immediate supervisor or commanding officer and request medical assistance if needed. The supervisor shall ensure the scene is secured, evidence is preserved, and witnesses are identified.

2. Chain of Notification:

The immediate supervisor or commanding officer shall promptly notify the Chief of Police of the death in custody to include general biographical information on the deceased based on the reporting requirements set forth in *Exhibit A*. The Chief of Police shall then ensure that relevant information is communicated to the appropriate internal and external entities, as required by law.

B. Internal Affairs Investigation:

1. Notification of Internal Affairs:

Upon notification of a death in custody, the Internal Affairs Section shall be immediately notified by the Chief of Police.

2. Assignment of Investigators:

The Chief of Police shall assign qualified and impartial investigators from the Internal Affairs Section to conduct a thorough investigation into the circumstances surrounding the death in custody.

GENERAL ORDER NO. 130-43 (IV-A)

**SUBJECT: GUAM POLICE DEPARTMENT DEATH IN CUSTODY REPORTING ACT
(DICRA) POLICY**

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3. Preservation of Evidence:

The assigned investigators shall ensure the preservation of all relevant evidence, including but not limited to, witness statements, video footage, medical records, and any physical evidence from the scene.

4. Autopsy and Medical Records:

The investigators shall request a detailed autopsy report and medical records related to the deceased from relevant medical authorities. These documents shall be considered essential components of the investigation.

5. Timely Investigation:

The Internal Affairs Section shall conduct the investigation in a timely manner, aiming to complete the process within a reasonable period while ensuring thoroughness and accuracy.

6. Impartiality and Transparency:

The investigators shall conduct the investigation impartially and transparently, avoiding any bias or conflict of interest.

C. Investigation Process:

1. Interview: Investigators shall interview all involved officers, witnesses, and individuals present at the scene of the incident to gather comprehensive and unbiased information.

2. Forensic Analysis: Physical evidence, including but not limited to, video recordings, photographs, and any relevant items found at the scene, shall be analyzed by trained forensic experts to reconstruct the events leading to the death.

3. Use of Force Analysis: If use of force was involved, investigators shall assess whether it was reasonable and within departmental policies. They shall also determine whether the force used contributed to the death.

4. Medical Examination: Investigators shall review medical records, autopsy reports, and expert opinions to determine the cause and manner of death. They shall also assess whether pre-existing medical conditions played a role.

GENERAL ORDER NO. 130-43 (IV-A)

**SUBJECT: GUAM POLICE DEPARTMENT DEATH IN CUSTODY REPORTING ACT
(DICRA) POLICY**

Effective Date: Immediately

Date of Issue: September 15, 2023

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D. Reporting of Investigation Findings:

1. **Preliminary Report:** The Internal Affairs Section shall provide the Chief of Police with a preliminary report outlining the initial findings of the investigation within a reasonable timeframe.
2. **Final Report:** Once the investigation is complete, the Internal Affairs Section shall present a comprehensive final report to the Chief of Police. This report shall include a summary of the investigation, findings, conclusions, and recommendations for any corrective actions, if necessary.

E. Data Collection and Reporting:

1. **Record Keeping:** The Internal Affairs Section shall maintain detailed records of all death in custody investigations, including documents, evidence, and correspondence.
2. **Data Analysis:** The Officer-in-Charge of Internal Affairs shall oversee the analysis of aggregated data from death in custody investigations to identify trends, patterns, and potential areas for policy improvement.
3. **Quarterly Reporting:** At the direction of the Chief of Police, the Officer-in-Charge of Internal Affairs shall track and update the status of records, and prepare quarterly reports summarizing the outcomes of death in custody investigations and the statistical data set forth in *Exhibit A*. These reports shall be submitted to the Bureau of Statistics & Plans, as required.
4. **Quarterly Performance Measurement Tool (PMT) Reporting:** Upon the closure of an investigation(s), the Officer-in-Charge of Internal Affairs will forward all relevant data to the BSP with a written request to amend and update the PMT to reflect final outcomes, as required.

F. Notification of External Entities:

1. **Public Notification:** In accordance with relevant laws and regulations and at the direction of the Chief of Police, the Public Information Officer shall ensure that appropriate public notifications are made regarding the death in custody and the investigation's outcome, while respecting privacy and legal considerations.
2. **Reporting to Oversight Bodies:** The Chief of Police, or designee, shall promptly report the death in custody and the investigation's findings to relevant oversight bodies, government agencies, and community stakeholders, as required by law.

GENERAL ORDER NO. 130-43 (IV-A)

**SUBJECT: GUAM POLICE DEPARTMENT DEATH IN CUSTODY REPORTING ACT
(DICRA) POLICY**

Effective Date: Immediately

Date of Issue: September 15, 2023

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V. DISCIPLINARY MEASURES

If the investigation reveals misconduct, negligence, or violation of departmental policies or procedures, appropriate disciplinary measures shall be taken against the personnel involved, in accordance with established internal procedures.

All personnel subject to disciplinary actions shall be afforded due process rights, including the opportunity to present their version of events and evidence in their defense.

VI. TRAINING AND AWARENESS:

- 1. Training Program:** The GPD shall establish a training program to ensure all personnel are aware of the Death in Custody Reporting Act policy, its procedures, and their responsibilities under the policy.
- 2. Use of Force Training:** Officers shall receive ongoing training on the appropriate use of force, emphasizing de-escalation techniques, situational awareness, and the sanctity of life.
- 3. Cultural Competency Training:** Officers shall receive cultural competency training to ensure respectful and unbiased interactions with individuals from diverse backgrounds.
- 4. First Aid and Medical Assistance:** Officers shall be trained in basic first aid and medical assistance techniques to provide immediate aid when necessary.

VII. REVIEW AND CONTINUOUS IMPROVEMENT:

- 1. Periodic Review:** The Death in Custody Reporting Act policy shall be periodically reviewed by the GPD to ensure its effectiveness, alignment with best practices, and compliance with any changes in laws or regulations.
- 2. Continuous Improvement:** The Chief of Police shall implement any necessary revisions or enhancements to the policy based on lessons learned from investigations and feedback from internal and external stakeholders.



STEPHEN C. IGNACIO
Chief of Police

DEATH IN CUSTODY REPORTING ACT (DCRA) FORM

The Death in Custody Reporting Act of 2013 requires states that receive 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 state or local facilities or a 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, en route to incarceration, or incarcerated in state or local facilities or a boot camp prison.

- A. Yes _____
- B. No (If no, this marks the conclusion of the module) _____
- C. If yes, please provide the number of reportable deaths in your state during the reporting period _____

2. Please provide the following decedent information. If you have multiple deaths in custody, you will report one at a time.

- A. Name _____
- B. SSN (if known) _____
- C. Gender
 - 1. Male _____
 - 2. Female _____
 - 3. Other gender identity _____
- D. 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 _____
- E. Ethnicity
 - 1. Hispanic, Latino, or Spanish Origin _____
 - 2. Not of Hispanic, Latino, or Spanish Origin _____
 - 3. Unknown _____
- F. Birth Year (YYYY). If unknown, please enter "9999" _____

3. Please list the following information regarding the decedent's death.

- A. Date of Facility Admission/Arrest (MM-DD-YYYY) _____
- B. Date of Death (MM-DD-YYYY) _____
- C. Time of Death (24-hour clock) _____
- D. 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 _____
- E. If the event causing the death occurred in any of the following facilities, please indicate the appropriate facility below. If the event causing the death did not occur in one of the facilities listed below, please use the "None of the above" answer choice.
 - 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 facilities) _____
 - 7. None of the above _____

4. Please list the name of the department or agency that detained, arrested, or was in the process of arresting the deceased.

- A. Agency Name _____

5. Please indicate the manner of death (Mark only one).

- A. Accident _____
- B. Death attributed to use of force by law enforcement or corrections officer _____
- C. Homicide (e.g., an incident between two or more incarcerated individuals resulting in a death) _____
- D. Natural causes _____
- E. Suicide _____
- F. Unavailable, investigation pending
 - 1. If yes, please report the agency conducting the investigation and an approximate end date. When the investigation has concluded, please contact the PMT Help Desk to update this report:

Response:

- G. Other
 - 1. If other, please explain _____

6. Please 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 an incident, the location and characteristics of an incident, other context related to the death, etc.).

Response:

7. Please indicate the number of cases as follows:

- A. New/Open investigations _____
- B. Pending investigations _____
- C. Closed investigations _____

B. Department of Corrections – General Order 1.13 DCRA Policy



DEPARTMENT OF CORRECTIONS

PRIDE: Professionalism, Respect, Integrity, Dignity, and Excellence



GENERAL ORDER NUMBER 1.13		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 6
ORDER TITLE Death In Custody Reporting Act of 2013 (DCRA)	SERIES NO. 01	SERIES TITLE/SUBJECT Organization, Management, and Administration	
TOPICS/REFERENCE: Public Law 113-242-Dec 18, 2014, 113th Congress; Bill Number: H.R. 1447; United States Code Citations: 42 U.S.C. 3750 and 3791. U.S. Department of Justice (USDOJ) Implementation of Death in Custody Reporting Act of 2013			
POLICY ISSUED: October 01, 2023	Rescinds: General Order: New		ATTACHMENT (A) Death In Custody Form OMB # 1121-0365

THIS ORDER CONSISTS OF THE FOLLOWING SECTIONS

- I. PURPOSE**
- II. POLICY**
- III. DEFINITION**
- IV. PROCEDURES**
- V. DISCIPLINARY MEASURES**
- VI. TRAINING AND AWARENESS**
- VII. REVIEWS, REVISIONS, AND CANCELLATIONS**

I. PURPOSE

- A. Establish guidelines to comply with the reporting and data collection requirements of The Death in Custody Reporting Act of 2013 (DCRA). The DCRA requires every state and territory, and each federal law enforcement agency, to collect and report data on deaths that occur while someone is arrested or in the process of being arrested, detained by law enforcement, or enroute to be incarcerated or incarcerated in a jail or correctional facility, and to submit that data to the U.S. Attorney General as designated dates. States and Territories that fail to comply face up to a 10 percent reduction in their awards under the Edward Byrne Memorial Justice Assistance Grant Program.

II. POLICY

It is the policy of the Guam Department of Corrections (DOC) to standardize a framework for reporting, investigating, data collection and reporting, disciplinary measures, training, and awareness of Death in Custody incidents to maintain public trust, protect human rights, reduce preventable in-custody deaths, and uphold the highest standard of professional conduct.

- B. The data that must be collected regarding in-custody deaths includes;
1. The name, gender, race, ethnicity, and age of the deceased.
 2. The date, time, and location of death.
 3. The law enforcement agency that detained, arrested, or was in the process of arresting the deceased.
 4. A brief description of the circumstances surrounding the death.

III. DEFINITION

- A. **Death in Custody:** The death of an individual occurring while in custody or under the control of law enforcement, including but not limited to arrests, in the process of being arrested, detained, transported to the police station, transported for incarceration, or incarcerated in a jail or correctional facility.
- B. **Use of Force:** The application of physical or non-physical techniques or actions by law enforcement officers during individual interactions. The extent of force permitted, departmental policies, and relevant laws govern the circumstances justifying its use.
- C. **Unreasonable Force:** The application of force that exceeds what is objectively deemed necessary and proportional under the circumstances. It involves using force not justified by the threat presented or the situation at hand.
- D. **Negligence:** A failure to exercise the level of care, diligence, and caution that a reasonable person would exercise in similar circumstances. Negligence may involve actions or omissions that result in harm or injury due to a lack of proper judgment or adherence to established protocols.

IV. PROCEDURES

- A. Reporting of Death in Custody:
1. **Initial Report:** When a person in DOC's custody is found dead or appears dead (lifeless), immediately notify medical personnel and provide medical assistance, if possible. The involved officers or personnel shall immediately notify their supervisor or commanding officer. The supervisor shall ensure the scene is secured, evidence is preserved, and witnesses are identified.

2. **Chain of Command Notification:** The immediate supervisor or commanding officer shall promptly notify the Director of Corrections, Deputy Director, Warden, Operations Commander, and Internal Affairs Supervisor of the death in custody to include general biographical information on the deceased based on the reporting requirements outlined in Exhibit A (Death in Custody Reporting Act (DCRA) Form).
3. **Guam Police Department Notification:** The supervisor on duty shall notify the Guam Police Department. When the person in DOC's custody passes away while under medical care (i.e., hospital or other medical facility), the supervisor on duty shall notify DOC's IAU, Warden, Deputy Director, and Director.
4. The Director of Corrections, or designee, shall then ensure that relevant information is communicated to the appropriate internal and external entities, as the law or departmental policy requires.

B. Internal Affairs Investigation:

1. **Notification of Internal Affairs:** Upon notification of a death in custody, the Internal Affairs Section shall immediately contact the Director of Corrections.
2. **Assignment of Investigators:** The Director of Corrections shall assign qualified and impartial investigators from the Internal Affairs Section to thoroughly investigate the circumstances surrounding the death in custody.
3. **Preservation of Evidence:** The assigned investigators shall ensure the preservation of all relevant evidence, including but not limited to witness statements, video footage, medical records, and any physical evidence from the scene. All evidence gathered may be relinquished to the Guam Police Department as part of their investigation.
4. **Autopsy and Medical Records:** The investigators shall request a detailed autopsy report and medical records of the deceased from relevant medical authorities. These documents shall be considered essential components of the investigation.
5. **Timely Investigation:** The Internal Affairs Section shall investigate in a timely manner, aiming to complete the process within a reasonable period while ensuring thoroughness and accuracy.
6. **Impartiality and Transparency:** The investigators shall conduct the investigation impartially and transparently, avoiding bias or conflict of interest.

C. Investigation Process:

1. **Interview:** Investigators shall interview all involved officers, witnesses, and individuals at the incident scene to gather comprehensive and unbiased information.
2. **Forensic Analysis:** Working with the Guam Police Department or other external agency, physical evidence, including but not limited to video recordings, photographs, and any relevant items found at the scene, shall be analyzed by trained forensic experts to reconstruct the events leading to the death.
3. **Use of Force Analysis:** If the use of force was involved, investigators shall assess whether it was reasonable and within departmental policies. They shall also determine whether the force used contributed to the death.
4. **Medical Examination:** Working with the Guam Police Department or other external agency, investigators shall review medical records, autopsy reports, and expert opinions to determine the cause and manner of death. They shall also assess whether pre-existing medical conditions played a role.

D. Reporting of Investigation Findings:

Preliminary Report: The Internal Affairs Section shall provide the Director of Corrections with a preliminary report outlining the investigation's initial findings within twenty-four (24) hours, as soon as practicable, or as required by the Director.

Final Report: Once the investigation is complete, the Internal Affairs Section shall present a final report to the Director of Corrections. This report shall include a summary of the investigation, findings, conclusions, and recommendations for any corrective actions, if necessary.

E. Data Collection and Reporting:

1. **Record Keeping:** The Internal Affairs Section shall maintain detailed records of all death in custody investigations, including documents, evidence, and correspondence.
2. **Data Analysis:** The Officer-in-Charge of Internal Affairs shall oversee the analysis of aggregated data from death in custody investigations to identify trends, patterns, and potential areas for policy improvement.

3. **Quarterly Reporting:** At the direction of the Director of Corrections, the Officer-in-Charge of Internal Affairs, or a designated person, shall track and update the status of records and prepare quarterly reports summarizing the outcomes of death in custody investigations and the statistical data outlined in Exhibit A. All completed DCRA's must be submitted to the Director via channels for their review and approval before being submitted to the Guam Bureau of Statistics and Plans (BSP).
4. **Quarterly Performance Measurement Tool (PMT) Reporting:** Upon closing an investigation(s), the Officer-in-Charge of Internal Affairs, or designated person, will forward all relevant data to the BSP with a written request to amend and update the PMT to reflect outcomes, as required.

F. Notification of External Entities:

1. **Family Notification:** The Director of Corrections, or his designee, shall ensure the next of kin is notified regarding the death in custody, the investigation process, the process for releasing the body to the family, and the investigation's outcome while respecting privacy and legal considerations.
2. **Public Notification:** In accordance with relevant laws and regulations and at the direction of the Director of Corrections, the Public Information Officer shall ensure that appropriate public notifications are made regarding the death in custody and the investigation's outcome while respecting privacy and legal considerations.
3. **Reporting to Oversight Bodies:** The Director of Corrections, or designee, shall promptly report the death in custody and the investigation's findings to relevant oversight bodies, government agencies, and community stakeholders, as required.

V. **DISCIPLINARY MEASURES**

1. If the investigation reveals misconduct, negligence, or violation of departmental policies or procedures, appropriate disciplinary measures shall be taken against the personnel involved in accordance with established internal procedures.
2. All personnel subject to disciplinary actions shall be afforded due process rights, including the opportunity to present their version of events and evidence in their defense.

VI. **TRAINING AND AWARENESS:**

1. **Training Program:** The department shall establish a training program to ensure all personnel know the Death in Custody Reporting Act policy, its procedures, and their responsibilities under the policy.

2. **Use of Force Training:** Officers shall receive ongoing training on the appropriate use of force, emphasizing de-escalation techniques, situational awareness, and the sanctity of life.
3. **Cultural Competency Training:** All personnel shall receive cultural competency training to ensure respectful and unbiased interactions with individuals from diverse backgrounds.
4. **First Aid and Medical Assistance:** All personnel shall be trained in basic first aid and medical assistance techniques to provide immediate aid when necessary.

VII. REVIEWS, REVISIONS, AND CONTINUOUS IMPROVEMENT:

1. The department will review this General Order annually to ensure its effectiveness, alignment with best practices, and compliance with any procedure, policy, or law changes.
2. This policy is a living document that is subject to change. New laws, Executive Orders, court decisions, new methodologies, emergencies, feedback from internal or external stakeholders, and other factors dictate the need to review this policy continually.
3. The Director or his designee may develop operational procedures in accordance with this policy to ensure that the department complies with Federal and local law. Operating procedures shall be consistent to the extent practical among all DOC units and facilities. The Director or Deputy Director must approve all operational procedures concerning this policy.
4. No policy can address all the situations we may encounter in performing our duties, no matter how complete. There will be situations that must be left to the reasonable judgment and discretion of the person(s) involved. This judgment and discretion must be employed with sound reason and promote the interests of the citizens we serve, the department, and the people who make up this organization.
5. It is every employee's responsibility and duty to become thoroughly familiar with the contents of this policy. Employees are responsible for maintaining their copy, including keeping current as updates or amendments are made. Managers and supervisors will be held accountable for their decisions contradicting this policy without a justifiable reason.



FRED E. BORDALLO, Jr.
Director, Acting

DEATH IN CUSTODY REPORTING ACT

The Death in Custody Reporting Act of 2013 requires states that receive 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 state or local facilities or a boot camp prison.

1. Please provide the following decedent information. If you have multiple deaths in custody, you will report one at a time.
 - A. Decedent 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 _____

Birth Year (YYYY). If unknown, please enter "9999": _____
2. Please 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): _____
 - Zip: _____

- D. If the event causing the death occurred in any of the following facilities, please indicate the appropriate facility below. If the event causing the death did not occur in one of the facilities listed below, please use the "None of the above" answer choice.
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 facilities) ____
 7. None of the above ____
3. Please list the name of the department or agency that detained, arrested, or was in the process of arresting the deceased.
- A. Agency Name: _____
4. Please indicate the manner of death (Mark 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 a death) ____
 - E. Natural causes ____
 - F. Suicide ____
 - G. Unavailable, investigation pending ____
 1. If yes, please report the agency conducting the investigation and an approximate end date.: _____
 - H. Other
 1. If other, please explain: _____
5. Please 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 an incident, the location and characteristics of an incident, other context related to the death, etc.).