



STATE OF ALASKA
DEPARTMENT OF CORRECTIONS

Death Investigation Checklist:

Prisoner Name: _____

Offender #: _____

- Inmate case files: (ALL)
 - Institutional files
 - Field files
- Inmate medical file (Sealed in envelope marked "confidential medical information".)
- Inmate personal property box (Sealed and inventoried.)
- Inmate property inventory

Incident Videos & Photographs:

- From a minimum of 24 hours prior until the scene is released by AST
- Timeline and identity of staff
- Evidence photographs printed in color
- Cell / unit photographs printed in color

ACOMS Reports:

- Offender Basic Information Screen
- Booking record
- Custody level
- Current charges
- Legal status
- Bed / housing assignment
- Property inventory
- Prisoner account statement

Logs: (Submit original log books unless noted otherwise.)

- Death of a Prisoner Log (Form 104.04A.)
- Chaplaincy Deceased Prisoner Notification Log
- In-House Pass-ons
- Master Control Log
- Segregation Log
- Housing Unit / Module Log
- Call Log (Record all relevant calls from the preceding week.)
- Visitor Log
- Death Scene Access Record (Form 104.04B.)

Staff Documents:

- Special Incident Reports (From all staff on scene.)
- Training Records
- Shift Schedules

Inmate Documents:

- IDRs
- Disciplinary history
- Administrative Segregation / Punitive Segregation documentation
- Cumulative logs or C-Notes
- Time accounting records
- Cell property inventory
- Suicide precaution forms
- Copy of suicide note if applicable



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Additional Documents:

- Prisoner witness written statements or recordings
- Applicable policies, procedures and / or SOPs
- Post Orders
- Alaska State Troopers' death report (Collected by investigative team.)
- State Medical Examiner's autopsy report (Collected by investigative team.)
- Staff & prisoner interview notes or recordings (Collected by investigative team.)
- Other