5-03/180.15 - Cumulative Case Summary Disposition

When the deceased prisoner was booked prior to the time of death and was subsequently assigned to a custody facility, it shall be the responsibility of the unit having custody to forward the cumulative case summary, if there is one, together with a cover memo, to Custody Division Headquarters. The concerned Custody Division shall be responsible for closing out the cumulative case summary.

IRC shall be responsible for closing out the jail records jacket upon notification of a prisoner's death.