

FAQ
**Incarcerated Offender's Untimely Death
or Serious Permanent Injury Investigations**

Q1: Does the Department of Correction investigate all incarcerated offenders' untimely deaths and incidents when an incarcerated offender suffers a serious permanent injury within a correctional facility?

A1: Yes, the Department of Correction investigates all untimely incarcerated offender deaths and incidents when an incarcerated offender suffers a serious permanent injury.

Q2: What is the Department of Correction's process for investigating an incarcerated offender fatality or an incident which results in an incarcerated offender that suffered a serious permanent injury Death and Permanent Injury Investigations?

A2: The process for conducting an investigation into an incarcerated offender's fatality or an incident which results in an incarcerated offender that suffered a serious permanent injury is outlined in the Department's Administrative Directive 1.10. To access the Department of Correction's Administrative Directive 1.10, click on the following link:

<https://portal.ct.gov/-/media/DOC/Pdf/Ad/ad0110pdf.pdf?la=en>

Q3: Who can receive information related to an incarcerated offender's fatality, or information related to an investigation of an incarcerated offender who sustained a serious permanent injury?

A3: An offender, his or her legal representative, or the legal representative of the estate of an offender, who provides a written request for documents to the Department of Correction in connection with a fatal injury suffered by the offender while incarcerated or an injury that resulted in the offender suffering a serious permanent injury while incarcerated, may request documents in the possession of the Department of Correction that are relevant to such injury.

Q4: Do I have to be an attorney-at-law to be an offender's legal representative?

A4: No, but you must obtain a fiduciary certificate for a deceased offender. If you are inquiring on behalf of an offender with a serious permanent injury, you must obtain signed authorization from the incarcerated offender.

You must provide the fiduciary certificate or the release of information authorization form signed by the offender when requesting information.

Q5: How can a legal representative of an offender receive information regarding a Department of Correction investigation of

an incarcerated offender fatality or information regarding an investigation of an incarcerated offender who sustained a serious permanent injury?

A5: You may email your request to:

MedicalInvestigationInfoRequest@ct.gov

Please make sure to include the name of the offender and the Department of Correction offender ID number in your request.

You must provide the fiduciary certificate or the release of information authorization form signed by the offender when requesting information.

Q6: How can a legal representative of an offender obtain a copy of the completed investigation into an inmate fatality, or a completed investigation of an incident which resulted in an offender sustaining a serious permanent injury?

A6: You may email your request to:

MedicalInvestigationInfoRequest@ct.gov

Please make sure to include the name of the offender and the Department of Correction offender ID number in your request.

You must provide the fiduciary certificate or the release of information authorization form signed by the offender when requesting information.

Q7: Is there anyone a legal representative of a fatally or seriously permanently injured incarcerated offender can speak to regarding the investigation?

A7: You can contact the Department of Correction's Security Division at (860) 692-7507.

You must provide the fiduciary certificate or the release of information authorization form signed by the offender when requesting information.

Q8: Where can I obtain an Authorization for Release of Information form?

A8: Incarcerated offenders may request a form through the Health Services/Medical Unit. Family members, or individuals who are listed as an offender's emergency contact, may access and print the form from the agency's public website. Please note there are two separate forms: one for non-health information, and one for protected health-related information. See the links below (English and Spanish versions):

Release for Protected Health Information (English):

<https://portal.ct.gov/-/media/DOC/Pdf/Ad/cn4401pdf.pdf?la=en>

Release for Protected Health Information (Spanish):

<https://portal.ct.gov/-/media/DOC/Pdf/Ad/CN4401sppdf.pdf?la=en>

Release for Non-Health Information (English):

<https://portal.ct.gov/-/media/DOC/Pdf/Ad/cn4402pdf.pdf?la=en>

Release for Non-Health Information (Spanish):

<https://portal.ct.gov/-/media/DOC/Pdf/Ad/cn4402sppdf.pdf?la=en>

Q9: How do I obtain a fiduciary certificate?

A9: A fiduciary certificate can be obtained through the Connecticut Probate Court as follows:

1. Go to Connecticut Probate Courts' website at ctprobate.gov to locate the probate court closest to where the offender lived.
2. Fill out and submit the **PC-200 - "Petition/Administration or Probate of Will"** form with the local probate court for a fiduciary certificate. You can download the PC-200 form from the following page on the CT Probate Courts' website: <http://www.ctprobate.gov/Pages/Probate-Court-Forms.aspx>
3. If you require additional assistance obtaining a fiduciary certificate, you may contact the Probate Court Administrator's Office at:

**Office of the Probate Court Administrator
186 Newington Road, West Hartford, CT 06110
Telephone: 860-231-2442**