



STATE OF ARKANSAS
**Department of Finance
and Administration**

Office of Intergovernmental Services

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<https://www.dfa.arkansas.gov/intergovernmental-services>

Death in Custody Reporting Data Form Instructions:

This fillable form is to be used to capture data regarding the death of any person in law enforcement custody. The form will need to be completed and submitted to our office by the 15th of the following month at the end of each quarter. Please see schedule below:

Reporting Schedule:

Reporting Months	Due Date
January - March	April 15th
April - June	July 15th
July - September	October 15th
October – December	January 15th

Instructions: The fillable form has six questions that must be completed in its entirety. The form is to be completed for each reportable death. Save each file by first and last name. Send all completed forms via email to igs.contact@dfa.arkansas.gov.

When a pending investigation has been completed regarding the manner of death an amended report must be sent to the Office of Intergovernmental Services via email immediately and provide any information to be updated. The Office of Intergovernmental Services will then amend its report.

Please refer to the DCRA Reporting Guidance FAQ and DCRA Compliance Guidelines for additional information.

If you have any questions and/or need assistance, please contact Kimberly Orr, Grants Coordinator at 501-682-4798 or send an email to igs.contact@dfa.arkansas.gov.