

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
September 20, 2003	BUREAU-WIDE	NORMAL OPERATIONS	E.20
SUBJECT: ADULT INMATE DEATHS– TITLE 15 COMPLIANCE			PAGE 1 of 4

Purpose:

To provide direction to Court Services Bureau personnel when responding to adult inmate deaths. This section is intended to comply with Title 15, Division 1, Subchapter 4, section 1218.

Policy:

The Sheriff's Court Services Bureau (CSB) personnel will summon medical assistance (local Fire Department or Paramedics) for all possibly deceased inmates. Once the inmate has been declared deceased by competent medical authority, the following guidelines will be followed.

Procedure:

- I. A supervisor shall be notified and respond to the scene. Line staff and supervisors should be aware of the contents of Department Policy and Procedure sections 6.33 and 6.39. The supervisor shall be responsible for notifying the CSB area lieutenant. In the absence of the lieutenant, the on-scene supervisor will be responsible for the lieutenant's notifications:
  
- II. Supervisor's notifications and responsibilities:
  - A. Appoint a scribe to complete a log of events and complete attached checklist;
  - B. Notify Sheriff's Homicide (Dept. Policy and Procedure 6.61);
  - C. Notify CSB Investigations;
  - D. Notify Jail Investigations;
  - E. Notify Communications Center Watch Commander;
  - F. Collect Deputy's Reports from all involved staff.
  
- II. Area Lieutenant Notifications:
  - A. Area Captain and, at the discretion of the Captain, the Assistant Sheriff;

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- B. Facility Commander or Watch Commander of the detention facility where the inmate was assigned;
  - C. Medical Administrator;
  - D. Risk Management;
  - E. Sheriff's Legal Advisor;
  - F. Detentions Processing Supervisor of the facility where the inmate was assigned;
  - G. Public Affairs (Department Policy and Procedure 7.3);
  - H. Supervising/Presiding Judge;
  - I. Court Administrator.
- III. Sheriff's Homicide is responsible for notifying:
- A. Medical Examiner (who will make notifications to family);
  - B. Arresting Agency;
  - C. District Attorney – Special Operations Division.
- IV. Medical Review of Inmate Death
- A. To satisfy the requirements of Title 15, Division 1, Subchapter 4, section 1218, a medical review of every inmate's death will be conducted in the following manner:
    - 1. The Department of Health Services, Forensic Mental Health shall review deaths with mental health implications;
    - 2. Sheriff's Medical Services Division shall review deaths without mental health implications;

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3. Forensic Mental Health and Sheriff's Medical Services Division shall jointly review deaths with both mental health and medical implications.
  - B. The Chief of Forensic Mental Health, the Medical Services Administrator, or both as appropriate, shall issue a summary of findings;
  - C. The summary shall be presented to the affected Area Captain and Court Services Bureau Assistant Sheriff for review.
- IV. California Government Code section 12525 requires that any death of a person in custody must be reported to the California Attorney General within 10 days after the death. All facts known about the death must be part of this written notification. This notification shall be the responsibility of the Area Captain or their designee.

See page four for Inmate Death Checklist.

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**Inmate Death Notification Checklist**

Inmate Name \_\_\_\_\_

Booking Number \_\_\_\_\_

Date of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

**A. Deputy Notifications**

- |                                       |       |
|---------------------------------------|-------|
| 1. Paramedics/Fire Department         | Time: |
| 2. Supervisor                         | Time: |
| 3. Sealed off potential crime scene   | Time: |
| 4. Witnesses identified and separated | Time: |

**B. Supervisor Checklist**

- |   |       |
|---|-------|
| 1. Scribe appointed                       | Time: |
| 2. Sheriff's Homicide;                    | Time: |
| 3. Jail Investigations;                   | Time: |
| 4. Communications Center Watch Commander; | Time: |
| 5. All staff to complete Deputy's Reports | Time: |

**C. Lieutenant's Checklist**

- |  |       |
|--|-------|
| 1. Area Captain and Assistant Sheriff (as directed by Captain) | Time: |
| 2. Detention Facility Watch Commander;                         | Time: |
| 3. Medical Administrator;                                      | Time: |
| 4. Sheriff's Legal Advisor.                                    | Time: |
| 5. Detentions Processing Supervisor;                           | Time: |
| 6. Public Affairs.   | Time: |
| 7. Supervising/Presiding Judge                                 | Time: |
| 8. Court Administrator   | Time: |