



William D. Gore
Sheriff

San Diego County

SHERIFF

LINE-UP TRAINING

Inmate Death Procedures

Topic # 20

After discussing/reviewing the below training material in line-up (briefing), sworn staff shall sign off as completed in LMS. In the event a staff member is not present when this topic is discussed in line-up, they shall independently read, review, and complete the training.

Completion of this line-up training topic includes reviewing the associated standardized PowerPoint presentation available on the DTU SharePoint site ([#20-Inmate Death Procedures](#)).

By clicking "Yes" to "Have you completed this activity?" in LMS, you are attesting that you have viewed, read, and completed the training activity.

I. PURPOSE

The purpose of this training is to familiarize sworn staff of the policy and procedures for inmate deaths.

II. POLICY

Absent rigor mortis or post mortem lividity, all inmates with a potential for resuscitation shall be transported to the emergency room of the nearest hospital. When an inmate has been declared deceased by a physician the procedures set forth in [DSB P& P section M.7- Inmate Deaths](#) shall be followed.

III. DISCUSSION

Staff shall review and discuss the following topics and procedures regarding inmate death procedures as described in [DSB P& P section M.7- Inmate Deaths](#) and related facility specific green sheets.

A. Watch commander notifications

1. Communication Center watch commander, request they notify:
 - a. Homicide
 - b. Division of Inspectional Services (DIS)
 - c. Sheriff's legal advisor
 - d. District Attorney – Special Operations Division
 - e. DSA Attorney
2. Detention Investigations Unit (DIU) supervisor



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3. Facility commander
 4. Bureau commander
 5. Assistant Sheriff
 6. Detention processing supervisor (DPS)
- B. Review and discuss additional notifications needed and the department/ unit responsible for making those notifications as outlined in [DSB P& P section M.7- Inmate Deaths](#).
1. Medical Examiner (The Medical Examiner will notify the decedent's family of the inmate's death). Homicide is responsible for notifying the Medical Examiner.
 2. Attorney General – Homicide is responsible for making this notification in accordance with Government Code Section 12525.
 3. Additional notifications are made by the Detentions Processing Supervisor—see Section VII.D of Detentions Policy & Procedure for details.
 4. Consular Corps Liaison Deputy (if inmate is determined to be a foreign national)
- C. Review and discuss detentions staff response to an inmate death as outlined in [Department Policy Section 6.33—Major Crimes, Primary Responders](#).
1. Identification and separation of witnesses and/or suspects.
 2. Preserve the scene and physical evidence.
 3. Crime/incident report requirements
 4. Copies of the inmate's records (booking jacket, JIMS reports, and medical records)
 5. Completion of an "[Inmate Death Notification Check List](#)"
 6. Homicide debrief
- D. Review and discuss detention processing supervisor responsibilities following an inmate death
- E. Review and discuss death review procedures.
1. Mortality Review/medical services administrator review
 2. Critical Incident Review Board (CIRB)

DATE:	FEBRUARY 1, 2019
NUMBER:	M.7
SUBJECT:	INMATE DEATHS
RELATED SECTIONS:	M.4, MSD.D.1 , SDSA 6.33, 6.39, 6.61, 7.3

PURPOSE

To provide direction to bureau personnel who are responding to, and reporting, inmate deaths; and to delineate a mechanism to ensure there is a medical review of every in-custody inmate death.

POLICY

Absent rigor mortis or post mortem lividity, all inmates with a potential for resuscitation shall be transported to the emergency room of the nearest hospital. When an inmate has been declared deceased by a physician the following procedure shall be used:

PROCEDURE

- I. The watch commander, or his/her designee, shall notify appropriate department personnel as soon as possible:
 - A. Communication Center watch commander and request they notify:
 - 1. The on-call Homicide team supervisor of all inmate deaths
 - 2. Division of Inspectional Services (DIS)
 - 3. Sheriff's legal advisor
 - 4. District Attorney—Special Operations Division
 - 5. The DSA attorney
 - B. Detention Investigations Unit (DIU) supervisor
 - C. Facility commander
 - D. Bureau commander
 - E. Assistant Sheriff
 - F. Detention processing supervisor (DPS)

- II. OTHER NOTIFICATIONS
 - A. The Medical Examiner is notified by the Sheriff's Homicide Division.

The Medical Examiner will then notify the decedent's family of the inmate's death. If a family member calls to inquire about the status of a recently deceased inmate, the watch commander should take down the caller's personal information (name, relationship, and call back number). The watch commander shall contact the Medical Examiner's office and determine if the next of kin has been notified of the death. If the family has not yet been notified, the Medical Examiner will return the call. If the family has already received notification, the watch commander will call the family member back and provide information.

- B. The Attorney General is also notified by the Sheriff's Homicide Division in accordance with Government Code Section 12525.
- C. Additional notifications are made by the DPS - see Section VI.D of this policy for details.
- D. Consular Corps Liaison deputy (if inmate is determined to be a foreign national)

III. In the event of an inmate death the watch commander shall ensure that Sheriff's Homicide Division is notified, via the Communications Center, per Section 6.61 of the Sheriff's Policy and Procedures Manual. Detention staff will respond to the event as outlined in Department Policy Section 6.33—Major Crimes, Primary Responders. The detention facility staff shall immediately:

- A. Identify and separate witnesses and possible suspects. Staff shall not interrogate witnesses or potential suspects beyond asking preliminary questions (e.g., "What happened?") needed to form a basic understanding of the event that transpired. It shall be the responsibility of the homicide investigators (not jail staff) to determine whether to give a Miranda warning to an inmate. Any spontaneous statements made by witnesses or potential suspects must be documented and reported to homicide investigators.
- B. Preserve the scene and physical evidence until homicide investigators arrive. Facility staff shall restrict access to the scene, as any staff person that enters will be required to complete a report documenting their activities.
- C. The shift supervisor shall designate a deputy to complete the crime/incident report. Unless otherwise directed by homicide. Reports are due in final form prior to the end of shift.
- D. The shift supervisor will contact the DPS at the facility, to ensure complete copies are made of the inmate's records (e.g., custody record, JIMS reports) and provided to the homicide investigators. Note: the chief of medical records will provide copies of the inmate's medical record the next working day. Two copies of all records will be provided to homicide, one copy to DIU and one copy to DIS.

IV. An "Inmate Death Notification Checklist" shall be completed by the watch commander and given to Homicide, along with the original crime/incident report and any associated deputy reports.

V. REVIEW OF INMATE DEATH

- A. A mortality review shall be held after all autopsy and other pertinent reports have been received to discuss findings with DSB facility command staff, Sheriff's legal counsel, and medical services administration. As appropriate, the detention facility supervising nurse, chief mental health clinician and other staff who are relevant to the incident, as deemed appropriate by the medical services administrator, shall also be included.

- B. The Sheriff's medical services administrator, in consultation with the chief medical officer, is responsible for reviewing all in-custody deaths, inmate suicide, as well as morbidity reviews of any serious suicide attempts (defined as necessitating medical treatment outside the facility) within 30 days. Reviews should include:
 - 1. Review of the circumstances surrounding the incident,
 - 2. Review of procedures relevant to the incident,
 - 3. Review of all relevant training received by involved staff,
 - 4. Review of pertinent medical and mental health services/reports involving the victim,
 - 5. Review of any possible precipitating factors that may have caused the victim to commit suicide or suffer a serious suicide attempt,
 - 6. Recommendations, if any, for changes in policy, training, physical plant, medical or mental health services, and operational procedures.

The Chief Medical Officer will present a verbal summary of the findings to the affected facility manager and Detention Services Bureau (DSB) command staff. The Chief Mental Health Officer or designee will also present findings on suicides.

- C. The Critical Incident Review Board (CIRB) will also conduct a review of all in custody deaths, other than natural causes. The CIRB will carefully review in custody deaths from multiple perspectives, including training, tactics, policies, and procedures with the ultimate goal of identifying problem areas and recommending remedial actions (Department P&P 4.23). If applicable, CIRB will make recommendations to the Suicide Prevention and Focused Response Team.

VI. PROCEDURES FOR DETENTION PROCESSING SUPERVISOR

- A. The following information will be entered in the supervisor's logbook:
 - 1. Inmate's full name and booking number.
 - 2. Time of death (watch commander or designee will provide).

- B. The DPS shall ensure the inmate's custody record, along with the personal and bulk property bags, are removed from their respective locations and placed in the DPS's

office. They shall also retrieve cash in the amount of the inmate's balance. No one shall access or disrupt the contents of these items. The property and money will only be released to a member of the homicide team or DIU.

Homicide will only take possession of the property and money if it is deemed to have evidentiary value. Otherwise, a DIU investigator will take possession of these items. The investigator will inventory these items, along with the inmate's module property, and release them to Medical Examiner staff that arrives to take possession of the body.

If the property cannot be transferred to Medical Examiner staff at that time, the investigator will complete a "found property" report on the property. They will contact the Medical Examiner's office to schedule a time for release of the property to the Medical Examiner.

The homicide or detention investigator shall sign the final release section of the booking sheet when they take possession of the inmate's property.

C. Computer Updates

1. Place the inmate into temporary release status.
2. Until the homicide or detention investigator signs the final release section, and takes possession of the inmate's property and money, the booking will remain open.
3. In the Jail Information Management System (JIMS) Maintenance Notes section write "deceased," and note the date and time the inmate was pronounced dead.
4. Once the homicide or detention investigator takes possession of, and signs for the inmate's property and money, return the inmate booking to "IN" status. The record will be closed using the release type DIED and the custody record forwarded to the Sheriff's Records and Identification Division.

D. Notifications: The day shift DPS will notify:

1. The court of jurisdiction, via the telephone, and follow-up with a letter, Notification of Deceased Inmate form (J-97 form).
2. Sheriff's Records and Identification Division by faxing the notification letter to (858) 974-2123.
3. The letter will be carbon copied to the arresting agency on un-sentenced inmates, and to the California Department of Corrections and Rehabilitation (CDCR) if the decedent is a state prisoner. A copy of the notification letter will be placed in the inmate's custody record.
4. If the arresting agency is the San Diego Police Department, the letter will be mailed to:

SDPD Watch Commander's Office (MS702)
1401 Broadway
San Diego, CA 92101-5729

5. If the arresting agency is the San Diego County Sheriff's Department (SDSD), the letter will be sent to the DIU supervisor at Mail Stop C24. They will be responsible for notifying the affected SDSD division/command, and forwarding the letter to them.
6. If the decedent is a state prisoner (either a contract body, has a 3056 P.C. hold, or a detainer), a copy of the letter will be sent to CDCR at the following address:

Case Records South Supervisor
9160 Cleveland Avenue, Suite 101
Rancho Cucamonga, CA 91730

Along with sending the letter, if the decedent is a state prisoner with a detainer, the DPS or his/her designee will notify the Richard J. Donovan watch commander at (619) 661-7888 or the watch sergeant at (619) 661-7889.

7. For all other local agencies, the letter will be mailed to the watch commander at the agency's mailing address.

(See Page 6 of 6 for the "Inmate Death Notification Checklist")

INMATE DEATH NOTIFICATION CHECKLIST

WATCH COMMANDER: _____ DATE: _____

TIME NOTIFIED: _____

NOTIFIED BY: _____

INMATE NAME: _____ BOOKING NUMBER: _____

LOCATION OF INCIDENT: _____

I. Deputy's checklist

- A. Medical staff/paramedics Time: _____
- B. Shift supervisor notified Time: _____
- C. Seal the area, preserve scene and evidence Time: _____
- D. Identify, separate and interview witnesses Time: _____
- E. Identify, separate and detain possible suspects Time: _____
- F. Homicide on scene Time: _____
- G. Detentions Investigations Unit on scene Time: _____

II. Watch commander or designee's checklist

- A. Communications Center watch commander notified (Request they contact the on-call Homicide supervisor, Division of Inspectional Services [DIS], Sheriff's Legal Advisor, District Attorney and DSA Attorney.). Time: _____
- B. Detentions Investigations Unit (DIU) supervisor notified Time: _____
- C. Facility commander notified Time: _____
- D. Bureau commander notified Time: _____
- E. Assistant sheriff notified Time: _____
- F. Detention processing supervisor notified (request copies of the inmate's custody record and JIMS record [2 copies will be given to Homicide, 1 copy to DIU and 1 copy to DIS]).
*NOTE: the Chief of Medical Records will provide copies of the inmate's medical record the next working day. Time: _____
- G. Medical Examiner notified **at Homicide's request only** Time: _____
- H. Attorney General notified **at Homicide's request only** Time: _____
- I. Consular Corps Liaison Deputy (if inmate is a foreign national) Time: _____
- J. Crime Report and required Deputies Reports requested Time: _____
- K. Court of jurisdiction notified Time: _____

NOTE: Notification of the Undersheriff and the Sheriff shall be at the discretion of the Assistant Sheriff.

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assess the arrestee prior to being booked. Evaluation at any other mental health facility will not be adequate as detention facilities cannot follow orders written outside of the EPU.

If the arrestee needs to be seen for a medical ailment in addition to the 72-hour hold evaluation, the deputy should first seek medical treatment at a medical facility and then transport to the EPU for evaluation prior to booking into the detention facilities.

Voluntary Evaluations

When a deputy responds to a call where a subject's actions do not constitute their being taken into custody for a 72-hour hold evaluation, the deputy may provide transportation for the subject to the Emergency Psychiatric Unit, (EPU), or any other designated facility for a voluntary evaluation.

If this courtesy service is requested, the deputy transporting the subject for a voluntary evaluation shall upon his arrival, secure all weapons before entering the facility.

The deputy shall escort the subject inside the facility and immediately notify the receiving clerk or in-take personnel that the individual is requesting a voluntary evaluation. The subject can discontinue the courtesy transportation at any time. The deputy may remain with the subject to provide pertinent information to the physician or his designee regarding the issues leading up to and including the request for a voluntary evaluation.

The deputy shall not complete an Application for 72-Hour Detention for Evaluation and Treatment form unless a change in circumstances later warrants the 72-hour evaluation pursuant to 5150 of the Welfare and Institutions Code.

Procedures for documenting the deputy's initial call for service and/or actions taken by law enforcement personnel will be in compliance with established log entry procedures.

Suicide Attempts

In every instance of an attempted suicide, an Application for 72-Hour Detention for Evaluation and Treatment form shall be completed. If the individual is already transported to the hospital, the 72-Hour Detention form shall be taken to the hospital and given to qualified medical staff.

Weapons Considerations

Per Welfare and Institutions Code 8102, whenever a person, who has been detained or apprehended for examination of his or her mental condition is found to own, have in his or her possession or under his or her control, any firearm, or any other deadly weapon, the firearm or other deadly weapon shall be confiscated by any law enforcement agency or peace officer, who shall retain custody of the firearm or other deadly weapon. The arresting deputy shall notify the person of the procedure for the return of any firearm or other deadly weapon which has been confiscated. Deputies must keep in mind current search and seizure considerations for confiscating weapons. (09-10-10) (Reviewed 5-19-2014)

6.33 MAJOR CRIMES, PRIMARY RESPONDERS

Primary Responders

The first deputy(s) on the scene shall, at a minimum, perform the tasks listed below. It may be necessary to obtain additional personnel to accomplish these duties:

SECTION 6 Operations

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- *Ensure Human Safety*

Call for medical aid, if necessary.

Administer first aid.

Prevent risk to emergency responders and the public.

- *Apprehend the suspect.*

- *Separate Shooters in Shooting Incidents*

All shooters involved in a crime scene incident shall be separated and segregated as soon as practical. It is of paramount importance that the integrity of the investigation is not compromised with respect to obtaining clear statements from deputies involved in a shooting situation.

- *Establish a perimeter around the entire crime scene that is large enough to envelop and protect all evidence. Establish security by posting perimeter guards, or by physical barriers such as crime scene tape.*

- *Preserve physical evidence*

Evidence should not be unnecessarily moved or altered. Occasionally, conditions may exist that demand physical covering or movement of items of evidence.

Any tampering with the crime scene must be for justifiable cause.

Once legal control of the crime scene has been achieved, consider leaving a deputy inside to retain control and safeguard evidence. After ensuring there are no remaining hazards to personnel, conduct NO further search activities.

Restrict access to the crime scene.

Remove all persons, as practicable, from within the scene.

Remain outside the crime scene to the greatest extent possible.

Restrict all unauthorized persons from entering the scene.

- *Identify all persons who entered the scene for later entry on an official witness list.*

- *Make necessary notifications.*

Notification of follow-up investigations can be made personally or through the Communications Center. It may be necessary to provide a verbal summary of the incident so the investigative supervisor can determine necessary resources.

Request the Communications Center notify the chain of command as appropriate.

- *Identify and interview victims and witnesses.*

Separate victims and witnesses from one another as appropriate.

Obtain detailed statements from available victims and witnesses.

Attempt to locate and obtain statements from additional victims and witnesses.

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Accompany victims to the hospital, if necessary.

- *Identify suspects.*

Detain suspects as appropriate.

Do not routinely inform suspects of their Miranda rights.

Do not question suspects in violation of Miranda.

Attempt to identify suspects at large.

Obtain as much information as possible about the suspects.

Broadcast a "B.O.L." for suspects as appropriate.

Ensure all suspects are accompanied by sworn personnel to the hospital to protect evidence and prevent escape.

- *Remain alert for spontaneous statements made by suspects. If statements are made, inform investigators of such statements and thoroughly document all statements on an official report form.*

- *Prepare official reports.*

The field supervisor shall designate a deputy to complete a Crime/Incident Report.

Additional reports shall be prepared at the discretion of the investigative supervisor.

Generally, any deputy who entered the crime scene, or who became involved with the incident, shall be required to prepare a report documenting related activities.

Investigators may, at the discretion of their supervisor, conduct tape recorded interviews of deputies that will result in formal, verbatim, documentation of the deputies activities. In that event, deputies may not be required to prepare written reports.

*Unless otherwise directed, reports are due in final form prior to the end of shift. (09-15-98)
(Reviewed 4-11-2011)*

6.34 ESTABLISHING TOWING SERVICES

Establishment of the Tow Rotation List

Tow service operators who wish to provide services for the Sheriff's Department will submit accurately completed and signed tow service applications to the Sheriff's Traffic Coordinator, who will review the applications and forward to County of San Diego's Department of Purchasing and Contracting.

- Upon approval of the selection or addition of tow operators, the Sheriff or designee shall develop a rotation list of the tow operators authorized to provide service. The tow rotation list shall be forwarded to the Communications Center and the Traffic Coordinator.
- Calls for towing services will be distributed among tow operators. For each towing request, the

Inmate Death / Suicide Homicide Briefing Checklist

In the event of an inmate death/suicide, several items of paperwork must be collected and/or prepared for presentation to the arriving Homicide and Detentions Investigations units. A chronological accounting of events will be transcribed from notes taken at the scene into a legible, thorough and informative report for the investigators. Important items which should be included in this report are:

CASE # _____ **EVENT #** _____

DEPUTY'S NAME/ARJIS: _____

DECEASED INMATE INFORMATION:

Name: _____ **Booking Number:** _____

DOB: _____

Date inmate booked into custody: _____

Arresting Agency: _____

Charges: _____

Date inmate arrived to GBDF: _____

List the deceased inmate's pre-existing medical / psychological conditions known to sworn staff: _____

Describe the housing unit for the investigators (dorm/cell, how many inmates, 1 or 2 levels, etc.). How many inmates would have direct physical contact with the deceased?

I. SCENE/NOTIFICATIONS:

TIME:

	1. Who discovered the scene?
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Inmate Death – Homicide Briefing Checklist

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TIME:

	2. Was CPR Administered? (If so by whom? If not, why?)
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TIME:

	3. 911 called? (Yes or No, by whom?)
--	--------------------------------------

TIME:

	4. Facility medical personnel notified (Yes or No, by whom?)
--	--

TIME:

	5. Supervisors/Watch Commander notified (By whom? Names/ARJIS # of Supervisors/WC)
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II. ARRIVAL TIMES/ACTIONS:

TIME:

	1. What time did facility medical / pertinent sworn staff arrive at scene? Record names/ARJIS #.
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Inmate Death – Homicide Briefing Checklist

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TIME:

	2. What facility medical/sworn personnel entered the scene; what were their actions? If they enter the scene, a report must be submitted by them.
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TIME:

	3. Any outside medical personnel arrived on scene? Record their names. What engine company are they with? Are they Paramedics or San Diego Fire Department personnel? What were their actions?
--	--

TIME:

	4. What was their time of departure? (Paramedics or San Diego Fire Department personnel)
--	--

TIME:

	5. Notifications made by Supervisors/Watch Commanders? (Comm. Center, Facility Commander, DIU, Homicide, etc.)
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TIME:

	6. Time of Death. Name of who pronounced dead.
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III. SCENE MANAGEMENT/EVIDENCE COLLECTION

TIME:

	1. Was there a cellmate, suspects or witnesses? Separate these individuals for subsequent interviewing by Sheriffs' Homicide and/or the Detentions Investigative Unit (D.I.U.).
--	--

TIME:

	2. Who secured the scene? How the area was secured (I.E. barrier tape, locked door, etc.)?
--	--

TIME:

	3. Was evidence taken at or from the scene? By whom? What was it? What was the disposition of the evidence? * NOTE* In a jail death, Sheriff's Homicide/D.I.U. would prefer all evidence be left secured and untouched at the scene if possible.
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TIME:

	4. When was the body removed by the Medical Examiner?
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TIME:

	4. Were there any photos taken? By whom? Disposition of photos?
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****NOTE****

Once the inmate is pronounced dead, DO NOT disturb anything. Simply have everyone walk away being observant of what is on the floor. DO NOT touch, move, clean or alter anything including medical intervention material. DO NOT cover the body.

All reports will be provided to Sheriff's Homicide Unit. Make a minimum of five (5) copies of each item below (except for the video footage) and place them in individual folders for units responding (such as the Captain, Homicide, DIU, etc.).

IV. REPORTS

Check when completed:

- Screen Shot of deceased inmate's booking photo.
- Booking summary of deceased inmate.
- Floor list (The evacuation list on the JIMS Web provides both location and a booking photo of each inmate in the housing unit).
- Module map and facility map.
- On-Duty Daily Deployment.
- Copies of the deceased inmate's booking jacket contents (Faxed from SDCJ).
- Copies of the JIMS log; specifically 11-53 start and end times.
- Copies of the JIMS Incident Reports; (social visits, prof. visits, mail holds, RVRs, ISRs, etc.)
- Medical emergency check-off from E.O.M.
- Copies of video footage if available.

Other notifications, handling of the deceased inmate's bulk property and inmate disposition in JIMS will be handled by the Booking Supervisor and the Watch Commander. Keep any transfers, court bodies and street release inmates contained at the scene until interviewed.

NOTE Inmates from the affected module must not leave until Sheriff's Homicide interview them.

Inmate Death Procedures

San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies & Procedures

DATE: FEBRUARY 1, 2019

NUMBER: M.7

SUBJECT: INMATE DEATHS

RELATED SECTIONS: M.4, MSD.D.1, SDSD 6.33, 6.39, 6.61, 7.3

Purpose

- To inform the sworn staff of the policy and procedures for inmate deaths

Policy

- Absent rigor mortis or postmortem lividity, all inmates with a potential for resuscitation shall be transported to the emergency department of the nearest hospital.
- When an inmate has been declared deceased by a physician the following procedures shall be used.

Notifications

By Watch Commander

- Communications Center Watch Commander
- Detentions Investigations Supervisor
- Facility Commander
- Bureau Commander
- Assistant Sheriff
- Detention Processing Supervisor

Notifications

By Communications Center Watch Commander

- On call Homicide Team Supervisor
- Risk Management
- Division of Inspectional Services
- Sheriff's Legal Advisor
- District Attorney – Special Operations Division
- The DSA Attorney

Detention Facility Staff Duties

- Identify and separate witnesses and possible suspects
 - Staff shall not routinely inform suspects of their Miranda Rights, and shall not question them in violation of Miranda
 - Document any spontaneous statements

Detention Facility Staff Duties

- Preserve the scene and physical evidence until homicide investigators arrive
 - Restrict access to the scene
 - Any staff personnel that enters will be required to complete a report documenting their activities
- The Shift Supervisor will designate a deputy to complete the Crime/Incident Report
 - Unless otherwise directed by Homicide, reports are due in final form prior to the end of shift.

Detention Facility Staff Duties

- The Shift supervisor will contact the appropriate division supervisors, at the facility to ensure complete copies are made of the inmate's records and provided to the Homicide investigators
 - Booking jacket
 - JIMS reports
 - Medical records

Detention Facility Staff Duties (cont.)

The day shift DPS will notify:

- The court of jurisdiction, via the telephone, and follow-up with a letter, Notification of Deceased Inmate form (J-97 form).
- Sheriff's Records and Identification Division by faxing the notification letter to (858) 974-2123.
- The letter will be carbon copied to the arresting agency on un-sentenced inmates, and to the California Department of Corrections and Rehabilitation (CDCR) if the decedent is a state prisoner. A copy of the notification letter will be placed in the inmate's custody record.

Inmate Death Notification Checklist

To be completed by the Watch
Commander

INMATE DEATH NOTIFICATION CHECKLIST

WATCH COMMANDER: _____ DATE: _____

TIME NOTIFIED: _____

NOTIFIED BY: _____

INMATE NAME: _____ BOOKING NUMBER: _____

LOCATION OF INCIDENT: _____

I. Deputy's checklist

- A. Medical staff/paramedics Time: _____
- B. Shift supervisor notified Time: _____
- C. Seal the area, preserve scene and evidence Time: _____
- D. Identify, separate and interview witnesses Time: _____
- E. Identify, separate and detain possible suspects Time: _____
- F. Homicide on scene Time: _____
- G. Detentions Investigations Unit on scene Time: _____

II. Watch commander or designee's checklist

- A. Communications Center watch commander notified (Request they contact the on-call Homicide supervisor, Division of Inspectional Services [DIS], Sheriff's Legal Advisor, District Attorney and DSA Attorney). Time: _____
- B. Detentions Investigations Unit (DIU) supervisor notified Time: _____
- C. Facility commander notified Time: _____
- D. Bureau commander notified Time: _____
- E. Assistant sheriff notified Time: _____
- F. Detention processing supervisor notified (request copies of the inmate's custody record and JMS record [2 copies will be given to Homicide, 1 copy to DIU and 1 copy to DIS]).
*NOTE: the Chief of Medical Records will provide copies of the inmate's medical record the next working day. Time: _____
- G. Medical Examiner notified at Homicide's request only Time: _____
- H. Attorney General notified at Homicide's request only Time: _____
- I. Consular Corps Liaison Deputy (if inmate is a foreign national) Time: _____
- J. Crime Report and required Deputies Reports requested Time: _____
- K. Court of jurisdiction notified Time: _____

NOTE: Notification of the Undersheriff and the Sheriff shall be at the discretion of the Assistant Sheriff.

Medical Review

- The Sheriff's Medical Administrator is responsible for reviewing all inmate deaths, in consultation with the Sheriff's Medical Director and/or Medical Health Services Director
- Circumstances surrounding the death are to be evaluated
- The Medical Administrator will present a verbal summary of the findings to the affected Facility Manager and DSB Command Staff

Medical Review (cont.)

- A meeting shall be held after all autopsy and other pertinent reports have been received, to discuss findings with DSB and facility Command Staff, Sheriff's Legal Counsel, Medical Services Administration and, as appropriate, the detention facility supervising nurse, psychiatric director and other staff who are relevant to the incident as deemed appropriate by the Medical Services Administrator.

