

NUMBER:	2.17
SUBJECT:	DECEASED AND INMATE DEATH NOTIFICATION PROCEDURES
CATEGORY:	BOOKING
DATE:	FEBRUARY 23, 2011
DATE REVISED:	JUNE 22, 2011; JANUARY 31, 2014; JULY 18, 2014; JANUARY 12, 2016
RELATED SECTIONS:	N/A
IN COMPLIANCE WITH:	N/A

PURPOSE:

To provide standard procedures for processing deceased notifications received from a San Diego County Detention Facility, the Medical Examiner's Office, other Law Enforcement or Governmental Agencies or the Records & ID Division's Cal-ID Section.

POLICY:

It is the responsibility of the Records & ID Division's Booking Section to update criminal history information when a deceased notification has been received.

PROCEDURE

A. When a deceased notification is received either by phone, fax or mail, a "deceased" notation will be updated in the IBM/Mainframe criminal history system as follows:

1. Log into the IBM/Mainframe and bring up a blank RI03 screen.
2. Type RI03 (space) system #00000000000 (space) CHS (e.g., RI03 010001 000001 CHS).
3. Key in the word "Deceased" next to the CII FCN field. Then, key in the word "PER" next to the FBI FCN field. Hit the space key and key in the name of the notifying agency and the date using the following format (month/date/year).

Example: RI03 (Last Name First Name) DOB SEX RACE HT WT HAIR EYE BLU
SSN 000-00-0000 CDL

CII NBR 00000000 CII FCN "DECEASED"
FBI NBR abcde12344 FBI FCN per ME 040111 (i.e., per DOC 040111, per SDPD
040111)

4. Enter ARJIS or Initials in the field next to OPID (e.g., OPID JJ or OPID 2222). Hit the enter key. The bottom of the screen should read "Transaction Completed."
 5. If the booking is still active, update the same information in the "Note" field area of JIMS.
 6. Scan the notification or completed service request form in ApplicationXtender to The subject's last known booking number.
 7. Pull the jail jacket (if there is one) in the files and write the word "Deceased" & date deceased on the jail jacket.
- B. When a deceased notification is received regarding an Inmate Death in the facility, a "Deceased" notation will be updated in the IBM/Mainframe and the following process will be followed:
1. Inform the caller that you will be taking the information regarding the deceased inmate.
 2. Ask the caller to fax a copy of the Notification of Deceased Inmate (Form J-97) to your attention also letting them know they should send the hardcopy and jail jacket to your immediate supervisor (make sure to give them your supervisor's name).
 3. Log into the IBM/Mainframe, bring up a blank RI03 screen and make the appropriate notations (see A 1-7 above).
 4. A brown jacket will be made for the subject with a "Do Not Purge" stamp or notation placed on the front of the jacket.
 5. Place the faxed copy of the Notification of Deceased Inmate Form (J-97) in the brown jacket and place the jacket on the supervisor's desk.
 6. When the hardcopy and the jail jacket are received, it will be prepped and scanned in ApplicationXtender, along with the Notification of Deceased Inmate Form (J-97).
 7. After being scanned, all documents will be placed in the brown jacket and filed on the back rolling files by system number order with the blue 187/murder jackets.

For samples refer to Booking Desk Reference 2.17