

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.18	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-4D-12, 4D-23 MJS 1046 G.C. 12525, 27491 CORONER BUREAU P&P 2.05	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: <i>November 16, 2017</i>	
	REVISION DATE: <i>November 16, 2017</i>	
CHAPTER: Security and Control	SUBJECT: Inmate Death	

- I. **PURPOSE:** To establish uniform investigative and reporting procedures for inmate deaths.
- II. **POLICY:** It shall be the policy of the Detentions and Corrections (D&C) Division to conduct a comprehensive investigation of the circumstances leading up to, during and following every inmate death, pursuant to Minimum Jail Standard 1046 and California Government Code 12525. Investigations will also be conducted by Eden Township Substation (ETS) and the Coroner's Bureau.
- III. **PROCEDURE:** In the event of an inmate death, the following procedures shall be followed:
- A. WATCH COMMANDER RESPONSIBILITIES:
1. The Watch Commander will notify the Commanding Officer and Division Commander. The decision to notify the Assistant Sheriff, Undersheriff and/or Sheriff will rest with the Commanding Officer.
 2. The Watch Commander will ensure that the following are notified in a timely manner:
 - a. Eden Township Watch Commander
 - b. Coroner's Bureau to be notified:
 - 1) Within one hour of discovery of death, for notification only
 - 2) The ETS investigator will advise the Coroner's Bureau when the investigation is complete, and the body is released to the Coroner for pick-up
 - c. Quality Assurance Consultant (name and number maintained in Central/Control Point (CP-1)).
 - d. *In the event the death is a suspected homicide, the District Attorney's Homicide Unit will be notified of the incident. **The District Attorney's Officer Involved Shooting (OIS) team shall be notified for all other inmate deaths.*** The phone number for the on-call District Attorney's Homicide *and OIS Units* are kept by Dispatch.
 3. The Watch Commander shall ensure that a deputy prepares the appropriate reports and the reports are completed within 24 hours after the incident.

4. The inmate's property, money and clothing shall be gathered immediately and delivered to the Watch Commander's office.
 - a. Personal items from the inmate's living area will be delivered to the Watch Commander after the assigned investigator authorizes their removal from the scene.
 - b. The inmate's property and money will be given to the Coroner, who will issue a receipt. The deputy coroner will sign all jail receipts.
5. Coroner's Bureau Policy and Procedure 2.05, "Procedures for Investigating Prisoner Death or Deaths Occurring during Police Actions" is attached for information. Watch Commanders should bear it in mind when managing the event.
6. The Watch Commander will immediately (or no later than the next business day) notify the D&C Commander's Secretary in a memorandum via the chain of command of the following: inmate's name, ethnicity and PFN, CII printout, charges, department or agency from whom received for holding inmate, court of jurisdiction, sentence (if applicable), the date and time of occurrence (including the time the jail medical staff/ambulance was called, arrival time and action taken upon arrival), and the alleged cause of death, and any other pertinent information. A letter must be sent to the Board of Supervisors by the Division Commander's as noted in section "D" below.

B. RECORDS, BOOKING/ITR RESPONSIBILITIES:

1. Custodial file(s) will be marked out to "Deceased."
2. JMS custody records will be updated to indicate release status "DIED." The charge line on individual CEN(s) shall be updated to Disposition I on all unfiled matters.
3. The custodial file(s) will be turned over to the Records Officer, who will hold them for 30 days before filing them in the inactive file.
4. The dayshift Records Officer will make the following notifications:
 - a. The Record's Manager via memorandum, to initiate sealing and purging of records.
 - b. The District Attorney (DA) of record for each court affected, by telephone.

C. The on-duty Watch Commander shall prepare a memorandum to the Division Commander, via the Chain of Command, within five (5) days after an inmate's death. The memorandum shall include:

1. Inmate's name and Personal File Number (PFN) with the date and time received.
2. Department or agency from whom received.
3. Authority for holding the inmate
4. Court of jurisdiction and action number

5. Charge(s)
 6. Sentence (if applicable)
 7. Copies of medical treatment records (If released)
 8. Copies of administered medication records (If released)
 9. Time jail medical staff/ambulance was called, arrival time, and action taken upon arrival.
 10. Jail physician's report.
 11. Date and time of death; copy of report.
 12. Disposition of money and property (Coroner's receipt).
 13. Copy of the Coroner's Report (or coroner's receipt if the report is not available at time of submission).
 14. Any other pertinent information.
 15. A copy of all custodial files, classification files, and a print-out of all available computer information.
- D. The Division Commander will submit a report to the Attorney General, State of California, within ten (10) days following the death of an inmate in a County Jail, pursuant to California Code of Regulations 12525. The Commander will also draft a letter to the Alameda County Board of Supervisors President on the next business day, for the Sheriff's signature
- E. Within 30 days of an inmate death, an initial review of the circumstances surrounding the death shall be held. The review shall be attended by the Facility Commanding Officer or the Administrative Captain, the Health Services Administrator, mental health staff (if applicable), the last jail physician to provide care to the inmate (if applicable), and any other health care and sworn staff who are relevant to the incident. The review shall consider:
1. The appropriateness of clinical care
 2. The need for changes to policies and procedures.
 3. Issues that require further study.
- F. The Commanding Officer shall conduct a comprehensive investigation of an inmate's death. The subject line of the review shall be "INMATE DEATH REVIEW-DOE, JOHN-PFN." The death review shall be completed by a team that includes the Division Commander and/or a D&C Captain, the medical services director, the treating physician, and any other health care or supervision staff relevant to the incident. The scope of the review shall minimally include:

1. Criminal history (beginning with present charges, recent court actions, etc.)
 2. Medical/Psychiatric history
 3. Movement/Classification history
 4. Crime report or incident report review
 5. Coroner's report review
 6. Crime scene review
 7. Staffing level review
 8. A list of the required Watch Commander notifications including who was notified and when.
 9. Summary and Conclusions.
- G. The Coroner's Bureau is responsible for notifying the next of kin of an inmate's death.

Attachment 1: Inmate Death memo to Board of Supervisor