



Sacramento County

Probation Department

Youth Detention Facility OPERATIONS ORDER

DEATH AND SERIOUS ILLNESS OR INJURY OF A YOUTH WHILE DETAINED-TITLE XV 1341

Purpose and Scope

The saving of a life is the priority in any emergency situation. Should a youth death occur, documentation, preservation of the scene, and notification of the proper authorities is imperative.

In the event such an event does occur; the emotional backlash which follows for youth and staff can be traumatic. It is important that those post-traumatic issues are acknowledged and addressed.

Affected Personnel

All Sworn Personnel- YDF

Authority

Title XV 1341

Effective Date

08/01/2011

I. Death of a Youth Guidelines: Duties and Responsibilities

A. Staff Discovering A Suspected Youth's Death Shall:

1. Immediately activate their security alarm and summon other staff for assistance.
2. Intervene to save life by administering C.P.R./First Aid unless immediate intervention jeopardizes the safety of staff or other youth.
3. Summon internal medical assistance.
4. Call 911 for emergency assistance.

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5. Lock down other youth for a minimum period and secure the area.
6. Notify supervisors or other units appropriate.

B. Preserve The Scene:

1. The highest ranking staff shall preserve the scene and direct other staff as the need arises. Once the immediate emergency is defused, the entire area shall be secured. No individual shall change, alter or move any object, item, clothing, furniture, etc., until cleared to do so by the scene manager.
2. Take photographs of scene, if possible.
3. Maintain a time/actions sequence log. Initiate as soon as possible. Identify person responsible for maintaining.
4. Get written statements of all involved staff and witnesses prior to their leaving facility.

II. Notifications

- A. Sheriffs Department: In the event a youth death occurs, the circumstances and conditions surrounding the death shall be investigated by the Sheriff's Department and the Coroner's Office per Section 27401 of the Government Code.
- B. Chain-Of-Command: Once a death has been discovered, the shift supervisor or watch commander shall immediately notify the next available person in the established chain of command until the Chief Probation Officer has been advised of the incident. Haste is critical. Skip over those not available and notify later when they are available.

Note: IDENTIFY A MEDIA CONTACT PERSON IN THIS PROCESS

- C. Parents, Guardian or Person Standing in Loco Parentis: Arrangements must be made to notify the guardian of the youth. This contact should be face-to-face. If timely arrangements can be made, a Mental Health staff member should accompany Probation staff.
- D. Other Notifications by Telephone: Once the Chief Probation Officer has been notified, the Chief Probation Officer, or designee, shall notify by phone the following:
 1. Coroner's Office
 2. Presiding Superior Court Judge
 3. Presiding Judge of the Juvenile Court

4. County Administrative Officer
5. Chairperson of Board of Supervisors
6. Risk Management
7. District Attorney
8. State Board of Corrections
9. California's Attorney General's Office
10. Minor's assigned Deputy Probation Officer
11. County Counsels Office
12. Juvenile Justice Commission
13. County Mental Health Crisis Team
14. The Youth's Attorney of Record

E. Required Written Reports:

1. The Chief Deputy of the Youth Detention Facility shall provide to the Board a copy of the report submitted to the Attorney General under California Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.
2. Upon receipt of the report of the death of a youth from the Chief Deputy, the Board may within 30 calendar days inspect and evaluate the facility. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.
3. Reports shall also be forwarded to the Attorney General of the State of California in writing within ten days. The reports shall consist of the following:
 - a. A form letter for youth's death reporting (see attached).
 - b. All departments' and investigating departments' reports.
 - c. Coroner's autopsy report.
4. Written notification needs to be made to the Board following telephone notification.

III. Post-Trauma Counseling (Post-intervention)

- A. If a youth death occurs, obvious feelings of frustration, anxiety, and sadness will result. This is an important time for staff and other youth to have available counseling so they can express their feelings and sentiments regarding the incident. If requested, the resources will be provided. Immediate defusing

should take place as soon as possible after the incident. It is suggested that the staff most closely involved with the incident be removed to another area of the facility.

- B. The “wind down” period is very important for staff to collect their thoughts and critique the incident. It also lends itself to an organized and consistent process for beginning the cumbersome task of investigating the incident and compiling reports. Outside assistance may be available through:
 - 1. Employee Assistance Program
 - 2. County Mental Health Teams
 - 3. Suicide Prevention
 - 4. Private Sources
 - 5. Chaplain: May be very helpful in assisting with detainee counseling
 - 6. Peer Support
- C. There will be a medical and operational review of every in-custody death of a youth.
- D. The review team shall include the Chief Deputy and/or Assistant Chief Deputy of the Youth Detention Facility, the Youth Detention Facility Supervisors, the County Medical Director, the Youth Detention Facility Physician and other health care and probation staff relevant to the incident.

IV. Serious Illness or Injury of a Youth

- A. Should a youth become seriously ill or injured, notification of the proper authorities is imperative. It is the joint responsibility of Health Services personnel and the Youth Detention Facility Supervisor or Watch Commander to notify the parent, guardian or person standing in loco parentis and the youth’s attorney of record in the case of a serious illness or injury of a youth.
- B. Guidelines:
 - 1. Health Service personnel will determine when a condition is serious enough to warrant notifying the parent, guardian or person standing in loco parentis.
 - 2. Health Service personnel will advise the Youth Detention Facility Supervisor of the youth’s condition as soon as possible.
 - 3. The Youth Detention Facility Supervisor or Watch Commander will be responsible for determining how the parent, guardian or person standing in

loco parentis, and the youth's attorney of record is to be notified to **ensure all security issues are resolved prior to notification.**

4. The actual notification will be completed by the Nursing Supervisor, or a designated Registered Nurse. Health Service personnel will document the guardian notification of the emergency medical treatment in the youth's chart.
5. The Youth Detention Facility Supervisor will assist to ensure proper notification and will be responsible for the documentation of the incident. Further, the Supervisor will notify the youth's assigned Deputy Probation Officer.
6. The responsible Health Service personnel or physician shall be available to discuss the youth's condition with the guardian or refer the guardian to the appropriate spokesperson or hospital physician.
7. The Juvenile Hall Supervisor or Watch Commander will notify the Chief Deputy and Assistant Chief Deputy of the Youth Detention Facility when any youth becomes injured or ill to the extent medical attention at a hospital is necessary.
8. The Chief Deputy or his designee will notify the Court if deemed necessary.

Attachments

Coroner – Sacramento County In-Custody-Death
Information Required for Death-in-Custody Reporting

Amends/Replaces Previous Order

Authorized By  **Date** 2/13/2020
Chief Deputy Dave Semon

Subject

The procedure for the investigation and processing of an in-custody death in a Sacramento County adult or juvenile detention facility.

Authority

Coroner's Office Operations

Policy

All decedents, who die after being booked into a Sacramento County adult or juvenile detention facility, will be transported to the San Joaquin County Coroner's Office where an autopsy will be performed.

All deaths that are not determined to be Natural or Homicide during the initial investigation will be classified as a Rule-Out Homicide.

The results of the Sacramento County Coroner's investigation will be forwarded to the chief of Correctional Health Services, who will share this information with the appropriate medical, mental health, and custody representatives.

Procedure

INVESTIGATION

- The Sacramento County Coroner's Office will conduct a thorough investigation of all in-custody deaths in a Sacramento County adult or juvenile detention facility.
- Copies of other agency reports, detention file and medical records (from hospitals or detention infirmaries) will be obtained during the investigation.
- During the initial investigation, the Deputy Coroner will document in the report if the Sheriff's Department or Probation Department wants major case prints after the autopsy is completed.
- During the initial investigation, the Deputy Coroner will document in their report if investigative agency representatives will attend the autopsy that will be performed at the San Joaquin County Coroner's Office.
- The Deputy Coroner will ensure that the decedent's next-of-kin is notified as soon as possible.

BODY PROCESSING

- The body will be moved from the detention facility or local hospital to this Office.
- The Deputy Coroner will verify the identity of the decedent with custody staff and will ensure that the hospital staff correctly tags decedents who die in local hospitals.
- The body will remain in the body bag and the Deputy Coroner will seal the bag.
- The morgue attendants will start a morgue log but treat the case as a Rule-Out Homicide.
- When the body is returned to this office from the San Joaquin County Coroner's Office, morgue staff will process it according to the Health & Safety body processing protocol.
- **NOTE:** Detainees who were referred to san Joaquin County Hospital and subsequently die while in custody will be transported by San Joaquin County directly to the San Joaquin County Coroner's Office. Once an autopsy is completed, the body will be transported back to the Sacramento County Coroner's Office for processing as specified in this policy and procedure.

EVIDENCE

- The investigating Deputy Coroner will ensure that any evidence, blood samples, or any other items that are to accompany the body have been properly packaged and secured to the outside of the body bag prior to transport to the San Joaquin County Coroner's Office.
- The San Joaquin County Coroner will retain toxicology samples and radiology films; all other evidence will be returned to this Office with the body.
- **Evidence Receipts:** An evidence receipt is to be completed by the investigating Deputy Coroner listing the body and evidence to be transported to San Joaquin County.
- The receipt should be submitted to the Morgue desk.
- The J. Morris Company driver will sign the evidence receipt before transporting the body to the San Joaquin County Coroner's Office. The receipt will accompany the remains to the San Joaquin County Coroner's

Office and be returned to this Office with the remains, bearing the signature of anyone who handled the body or evidence.

DECEDENT INFORMATION

- The following information shall be faxed by the Assistant Coroner for Morgue Operations to the San Joaquin County Coroner's Office (209-468-5095) *prior* to the autopsy:
- Coroner's Investigative Report.
- The following information will be listed on an evidence receipt and submitted to the morgue desk for transport with the body:
- Jail or Probation Jacket (detention file);
- Medical Records;
- Investigative Agency reports (if other than Sheriff)

BODY TRANSPORT

- The Assistant Coroner for Morgue Operations will notify San Joaquin County (209-468-4300) the first business day after the death and coordinate the transport of the body to San Joaquin County.
- The J. Morris Company will deliver and pick-up from the San Joaquin County Coroner's Office between 0800 and 1600 hours, Monday through Friday.
- The San Joaquin County Coroner's Office will advise this Office when the autopsy has been completed and the Assistant Coroner for Morgue Operations will coordinate the transport of the decedent back to this office.

TOXICOLOGY

- The San Joaquin County Coroner will use the Institute of Forensic Sciences Technology Laboratory, 2945 Webster Street, Oakland, CA 94609 (510-451-1060). The results will be forwarded to the San Joaquin County Coroner. San Joaquin will then forward the results to this Office.

SPECIAL INSTRUCTIONS

- A special request for body processing, autopsy instructions, or disposition of remains should be made in advance and approved by the San Joaquin County Deputy Coroner or Coroner.