

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-1401

APPROVED BY: STEVE JACKSON
CHIEF PROBATION OFFICER

REPLACES: 5/02/2016

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SUBJECT: DEATH AND SERIOUS ILLNESS OR INJURY WHILE DETAINED

POLICY:

The Probation Department is committed to ensure Juvenile Detention staff are aware of procedures if a youth has committed suicide, is seriously ill or injured, or appears deceased. Juvenile Detention Services, in collaboration with Correctional Health Services, and Behavioral Health Services have developed policies and procedures in the event of the death of a youth while detained.

PROCEDURES:

A. General Guidelines

1. Whenever Juvenile Detention staff members discover a youth who has committed suicide, is seriously ill or injured, or appears deceased, staff will:
 - a. Activate their radio alarm and alert other staff to immediately contact paramedics, ambulance, and the Fire Department (9-911).
 - b. Begin first aid to restore breathing/heart beat, stop bleeding, etc. (utilize AED when appropriate).
 - c. Continue to work on detainee until relieved by paramedics.
2. The Duty Officer will coordinate with other staff on the unit to:
 - a. Isolate other youth who may have witnessed the youth's behavior before and during the incident.
 - b. Keep others away from the area and allow no one to touch or disturb the area of the incident.
3. The Duty Officer will notify the following in order:
 - a. Deputy Chief Probation Officer of Juvenile Detention
 - b. Assistant Deputy Chief Probation Officer
 - c. Chief Probation Officer

d. The Sheriff's Department

4. Prior to leaving the shift, the Duty Officer will gather all written reports from Juvenile Detention staff about the incident. He/she will then prepare and submit a written investigation report to the Deputy Chief Probation Officer of Juvenile Detention.

B. Serious Illness or Injury

1. In the event that a youth becomes seriously ill or injured, attempts suicide or suicide prevention services were provided, the Duty Officer will notify the Assistant Deputy Chief Probation Officer, parent, guardian or person standing in loco parentis of the serious illness or injury.
2. The Chief Probation Officer or designee will notify the Juvenile Court Judge as soon as practical via personal notification, email or phone.
3. The Chief Probation Officer or designee will notify the youth's attorney of record.

C. Pronouncement of Death

1. Once medical staff has determined the death, medical support may be discontinued.
2. In the event a death of a youth occurs, the San Joaquin County Sheriff's Department and the Coroner's office, pursuant to Section 27491 of the California Government Code, shall investigate the circumstances and conditions surrounding the death.
3. A review team consisting of the Chief Probation Officer, or designee, the facility manager, the health administrator, the responsible physician, and any other health care and supervision staff who were relevant to the incident will review any in-custody death.
4. Once the Chief Probation Officer has been notified, the Chief Probation Officer or designee shall notify the following:
 - a. The youth's parents, guardian, or person standing in loco parentis
 - b. The Sheriff's Department
 - c. The Coroner's Office
 - d. The presiding Juvenile Court Judge
 - e. The County Executive Officer
 - f. The Chairperson of the Board of Supervisors
 - g. Risk Management
 - h. The District Attorney

- i. The youth's Probation Officer
- j. The Chairperson of the Grand Jury
- k. The Chairperson of the Juvenile Justice Delinquency Prevention Commission
- l. The youth's attorney of record

D. Written Reports

1. If any case in which a youth dies while detained in a juvenile facility, a written report shall be submitted within 10 days to:
 - a. Criminal Justice Statistical Center
Attention: Death in Custody Program
P.O. Box 903427
Sacramento, CA 94203-4270
Fax (916) 227-3561
 - b. Attorney General of the State of California
P.O. Box 944255
Sacramento, CA 94244-2550.
 - c. Board of State and Community
Corrections
600 Bercut Drive
Sacramento, CA 95811
2. The report(s) shall contain the following:
 - a. A Death In Custody Report form (Attachment A)
 - b. All departments' and investigating departments' reports
 - c. The Coroner's autopsy report
3. Upon receipt of a report of death of a youth, the Board of State and Community Corrections may within 30 calendar days inspect and evaluate the juvenile facility. Any inquiry made by the Board shall be limited to standards and requirements set forth in these regulations.

DOJ USE ONLY

RECORD KEY

AGENCY TYPE

Police
 Sheriff
 Probation
 State
 Other Local

AGENCY NCIC NUMBER

COUNTY

ORIGINAL AMENDMENT

DATE OF DEATH **SUBJECT NAME**

MM / DD / YYYY Last First Middle

CII NUMBER **DATE OF BIRTH**

MM / DD / YYYY

GENDER

Male
 Female

RACE/ETHNICITY (Check One)

Other Asian Korean
 Black Laotian
 Chinese Other
 Cambodian Pacific Islander
 Filipino Samoan
 Guamanian Hawaiian
 Hispanic Vietnamese
 American Indian White
 Japanese Asian Indian

DOJ USE ONLY

CUSTODY OFFENSE

CUSTODY STATUS
(Check One)

Process of Arrest
 In Transit
 Awaiting Booking
 Booked - No Charges Filed
 Booked - Awaiting Trial
 Sentenced
 Out to Court
 Other

CUSTODIAL RESPONSIBILITY
AT TIME OF DEATH
(Check One)

Process of Arrest
 City Jail
 County Jail
 Adult Camp or Ranch
 Local Juvenile Facility/Camp
 Adult Operations and Adult Programs (formerly CDC)
 Division of Juvenile Justice (formerly CYA)
 State Hospital
 Other

LOCATION WHERE CAUSE
OF DEATH OCCURRED
(Check One)

Not Applicable (Natural)
 Crime/Arrest Scene
 Facility - Administrative
 Facility - Booking
 Facility - Living
 Facility - Common
 Facility - Holding
 Facility - Medical Treatment
 Other

FACILITY OF DEATH
(Check One)

Crime/Arrest Scene
 Local Hospital
 City Jail
 County Jail
 Adult Camp or Ranch
 Local Juvenile Facility/Camp
 Adult Operations and Adult Programs (formerly CDC)
 Division of Juvenile Justice (formerly CYA)
 State Hospital
 Other

MANNER OF DEATH
(Check One)

Pending Investigation
 Natural
 Accidental - Injury to Self
 Accidental - Injury by Other
 Suicide
 Homicide Willful (Law Enforcement Staff)
 Homicide Willful (Other Inmate)
 Homicide Justified (Law Enforcement Staff)
 Homicide Justified (Other Inmate)
 Execution
 Cannot Be Determined
 Other

MEANS OF DEATH
(Check One)

Pending Investigation
 Not Applicable (Natural)
 Handgun
 Rifle/Shotgun
 Club, Blunt Instrument
 Hands, Feet, Fists
 Knife, Cutting Instrument
 Hanging, Strangulation
 Alcohol/Drug Overdose
 Execution: Lethal Gas/Injection
 Cannot Be Determined
 Other

DATA SUPPLIED BY (Please print the following information):

Name: _____ Title: _____

Agency: _____ Telephone: _____

Address: _____

Send completed form to: Department of Justice
 Criminal Justice Statistics Center
 P.O. Box 903427
 Sacramento, CA 94203-4270
 Facsimile: (916) 227-0427 or 227-3561
 Telephone: (916) 227-3545