

**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

ISSUE DATE: 3/30/2020

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		☐ ORIGINAL ☐ AMENDMENT																			
RECORD KEY AGENCY TYPE ☐ Police ☐ Sheriff ☐ Probation ☐ State ☐ Other Local AGENCY NCIC NUMBER COUNTY		DATE OF DEATH MM DD YYYY CII NUMBER DATE OF BIRTH MM DD YYYY GENDER ☐ Male ☐ Female RACE/ETHNICITY (Check One) <table border="0" style="width: 100%;"><tr><td>☐ Other Asian</td><td>☐ Korean</td></tr><tr><td>☐ Black</td><td>☐ Laotian</td></tr><tr><td>☐ Chinese</td><td>☐ Other</td></tr><tr><td>☐ Cambodian</td><td>☐ Pacific Islander</td></tr><tr><td>☐ Filipino</td><td>☐ Samoan</td></tr><tr><td>☐ Guamanian</td><td>☐ Hawaiian</td></tr><tr><td>☐ Hispanic</td><td>☐ Vietnamese</td></tr><tr><td>☐ American Indian</td><td>☐ White</td></tr><tr><td>☐ Japanese</td><td>☐ Asian Indian</td></tr></table>		☐ Other Asian	☐ Korean	☐ Black	☐ Laotian	☐ Chinese	☐ Other	☐ Cambodian	☐ Pacific Islander	☐ Filipino	☐ Samoan	☐ Guamanian	☐ Hawaiian	☐ Hispanic	☐ Vietnamese	☐ American Indian	☐ White	☐ Japanese	☐ Asian Indian
☐ 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 <i>(Check One)</i> ☐ 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 <i>(Check One)</i> ☐ 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																			
FACILITY OF DEATH <i>(Check One)</i> ☐ 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		MEANS OF DEATH <i>(Check One)</i> ☐ 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																			
LOCATION WHERE CAUSE OF DEATH OCCURRED <i>(Check One)</i> ☐ Not Applicable (Natural) ☐ Crime/Arrest Scene ☐ Facility -- Administrative ☐ Facility -- Booking ☐ Facility -- Living ☐ Facility -- Common ☐ Facility -- Holding ☐ Facility -- Medical Treatment ☐ Other																					
MANNER OF DEATH <i>(Check One)</i> ☐ 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																					
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

Attachment A