

**COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL**

CHAPTER 10 - MEDICAL
CUS - 10 - 18
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May 29, 2018

DEATH OF AN INMATE AND NOTIFICATION OF NEXT OF KIN

POLICY

In order to alert the medical delivery system to any weaknesses or failures on its part which may have lead to the death or failed to prevent it, a medical review shall be held after all autopsy and other medical reports have been received. The Facility Administrator will ensure that the Attorney General is notified within ten (10) days after the death of an inmate.

PROCEDURE

The Facility Administrator shall assemble the medical review team. The team includes the Facility Administrator, the responsible physician, and the Supervising RN. When possible, an outside medical component will be included. All circumstances surrounding the death should be evaluated from a medical perspective.

1. Was the inmate seen by medical personnel prior to the inmate's death?
2. What was the inmate's complaint?
3. What was charted, if anything, on the medical record or in the custody log?
4. What does the Coroner's report indicate as the cause of death?
5. Were there any time delays in seeking medical assistance for the inmate?

All information gathered by medical or custody staff relative to the death is to be reviewed collectively by the medical review team to determine the adequacy of the actions taken and procedures followed. The written findings of the team shall include any deficiencies and recommendations for timely correction of each. The written plan to correct deficiencies shall be filed in the internal audit file.

County Counsel shall review the team's responsibilities, obligations, immunities and authority to ensure the protection of its members, the Sheriff's Department and the County.

The Housing Sergeant on duty at the time of death will be responsible for completing and sending the Inmate Death Notification Form to the Attorney General's Office. The form must be completed and sent within ten (10) calendar days and will include all facts in our possession concerning the death. A copy of the death report must accompany the form.

When it becomes apparent an inmate has become so ill that there is a possibility the inmate's mortality might be in jeopardy the Housing Sergeant and Operations Lieutenant will be notified. After all medical emergency procedures have been satisfied in accordance with operational orders the nursing staff will update the Sergeant of any inmate who has any illness from which death may result. The Booking Sergeant will work with the Coroner's Division to notify the inmate's next of kin in an expeditious fashion. In those cases where the next of kin or legal guardian is not listed in the booking papers, a diligent effort will be made to locate and notify the next of kin or legal guardian.

RELATED STANDARDS:

Title 15, Article 10, Section 1046

Title 15, Article 12, Section 1206

Health and Safety Code, Section 7113

Government Code 12525

DATE REVISED

08-03-94

11-03-95

By order of

JAMIE SCARDINA

BUREAU COMMANDER