

OFFICE OF THE SHERIFF CONSOLIDATED CITY OF JACKSONVILLE, FLORIDA		OPERATIONAL ORDER	
DEPARTMENT OF CORRECTIONS		OP 11.6.10	
RESCINDS:	OP 11.6.9	EFFECTIVE DATE:	04/16/2010
SUBJECT:	INMATE LIFE THREATENING INJURY or DEATH		
ACCREDITATION STANDARDS:	4-ALDF-1A-08	4-ALDF-1C-01	4-ALDF 4D-23
4-ALDF 6C-19	FCAC-8.01		

The purpose of this order is to establish procedures for Department of Corrections personnel to follow in the event of an inmate serious injury or death. This order supports the Sheriff's Office core value "Community Focused," "Always Improving" and "Worthy of Trust."

This order consists of the following numbered articles:

- I. Discussion
- II. Inmate Life Threatening Injury/Death inside a Department of Corrections Facility
- III. Inmate Life Threatening Injury/Death outside a Department of Corrections Facility
- IV. Notification
- V. Inmate Life Threatening Injury or Death Report Package
- VI. Mortality, Morbidity and Serious Inmate injury Review Committee

I. Discussion

- A. In the event of an inmate serious injury or death, whether occurring naturally, accidentally, or by deliberate causes, the scene of the serious injury or death shall be secured and all evidence preserved without being moved or otherwise disturbed. If there is any question about evidentiary value preserve the item until directed otherwise by appropriate officials. Prompt notification of the appropriate authorities shall be made in order for an investigation to be conducted.
- B. Corrections personnel are responsible for the initial emergency first aid of inmates, when necessary, within any Department of Corrections facility. The Division of Health Services (DHS) staff will assume medical responsibility for the inmate upon arrival at the scene. Corrections personnel are required to give assistance to the DHS staff when requested.
- C. Corrections personnel will ensure appropriate personal protective equipment is worn and/or utilized in accordance with Corrections Operational Order 11.14 Infectious Material Exposure Control, when responding to medical emergencies.
- D. In the event an in-custody death or life threatening injury occurs, the Watch Lieutenant of the area in which the incident occurred and the DHS on-duty supervisor will, together, ensure that the inmate's electronic medical file is finalized. The inmate's medical records will be burned to 2 DVDs, with one copy for Homicide Detectives and one copy for the packet to the Division Chief. The Watch Lieutenant will take custody of the inmate's original institutional file folder and comply with V. A. (2).
- E. Personnel from the Homicide Unit are charged with the investigation of all in-custody deaths or life threatening injuries. Reports will be made at the direction

of homicide detectives. Copies will be provided to DOC staff as required. Homicide investigators will advise when administrative reports can be completed and/or released.

II. Inmate Life Threatening Injury or Death inside a Department of Corrections Facility

- A. Upon discovering what would appear to be a life threatening injury or death of an inmate, the discovering corrections personnel will:
1. Immediately announce a medical emergency (signal 17) via radio;
 2. Remove the victim from further danger, if appropriate;
 3. Ensure Rescue is called; and
 4. Render initial emergency first aid to the victim.

NOTE: At the Pretrial Detention Facility (PDF) a rescue knife is located in the key control box located on each floor. This rescue knife is to be used when an inmate in the area may be attempting to commit self-harm by hanging. The knife has a hooked blade on the end that can be used between the neck area and the material without harming the inmate. This rescue knife will be accounted for on the Supervisor's Security/Sanitation Accountability Report (P-1616).

- B. The area supervisor will:
1. Respond to the scene of the medical emergency;
 2. Designate a corrections officer to call for a Rescue Unit;
 3. Isolate the area and preserve the scene to include any related evidence. Ensure the area is not cleaned or disturbed until the scene is released by investigating Homicide Detectives;
 4. Debrief the Watch Lieutenant of the affected area;
 5. Designate an officer to obtain the names of all witnesses, staff, inmates, or any other persons who may have knowledge of the incident. Isolate any suspects and/or witnesses until they can be interviewed by Homicide detectives. Whenever necessary, those scheduled for transport to locations outside the facility (except medical emergencies) will be held until the detective investigating the case authorizes their release;
 6. Not allow unnecessary personnel entrance within the affected area;
 7. Ensure any instruments and/or materials which may have been used to cause the death or life threatening injury of the inmate are not disturbed

when such items pose no threat to life and/or security (e.g., always preserve the knot in the material used in a hanging); and

8. Ensure that the inmate's personal property (regardless of institution) is delivered to the Jails Division Watch Property Sergeant to be secured for subsequent investigation, unless the property is part of a crime scene. If the property has evidentiary value it will be preserved as described in section I.A. of this order.
 - a. The area supervisor will ensure the inmate's property is secured at the scene pending subsequent investigation, by the assigned detective.
 - b. The Jails Division Watch Property Sergeant, will initiate an Intradepartmental Correspondence Form – P-004 to the Jails Division Property Liaison Officer with a copy of the Response to Resistance Report (P-440) or a brief description of the incident, along with the location where the property is stored.
 - c. Any decision regarding the release of property following an inmate death or life threatening injury will be made by the Homicide Unit supervisor assigned to the case.

C. The Watch Lieutenant will:

1. Call the Jacksonville Sheriff's Office Communications Center Watch Supervisor via 630-0554 and request the response of the appropriate homicide team;
2. Contact the Employee Assistance Program Coordinator to determine whether or not a critical incident stress debriefing should be scheduled for officers involved in the incident;
3. Ensure a Noteworthy Incident Report is completed on the appropriate web page. For investigative reasons only minimal information will be released and must be approved by the appropriate homicide team leader;
4. Act as a liaison with the homicide detectives assigned to the case.

III. Inmate Serious Life Threatening Injury or Death outside a Department of Corrections Facility

- A. Upon discovering what would appear to be an inmate life threatening injury or death, the discovering corrections personnel will:
 1. Immediately announce a medical emergency (signal 17) via radio on the talk group radio frequency of the Zone in which they are located and

- request Rescue and an on-duty Police Officer respond;
2. Notify the area supervisor who will, in turn, notify the on-duty Processing Watch Lieutenant;
 3. Remove the victim from further danger, if appropriate; and
 4. Render initial emergency first aid to the victim.
- B. The on-duty Watch Lieutenant will respond immediately to the scene of an inmate's serious injury or death outside of the facility
- C. The Watch Lieutenant will ensure the inmate's personal property is secured and inventoried for subsequent investigation as described in section II.B.10 of this order after coordinating with the investigative team.
- D. The Watch Lieutenant will coordinate the gathering of witness statements with the homicide detectives if necessary. Statements and/or interviews will be conducted by the homicide detective assigned to the case, unless it is determined by the detective that further police investigation is not required.
- E. Ensure a Noteworthy Incident Report is completed on the appropriate web page. For investigative reasons only minimal information will be released and must be approved by the appropriate homicide team leader;

IV. Notification

- A. In the event a life threatening injury or death occurs involving an inmate, the Watch Lieutenant will ensure the following are notified
1. The Jacksonville Sheriff's Office Communications Center Watch Supervisor via 630-0554 to ensure a Police Officer, Rescue and/or medical personnel are enroute;
 2. Director, Department of Corrections;
 3. The affected Division Chief;
 5. The affected Assistant Division Chief;
 6. The affected Division Captain(s);
 7. The affected Division Security Lieutenant;
 8. The **DHS** Risk Manager;
 9. **Critical Incident Stress Management Team, EAP;**
 10. The Litigation Officer (Department of Corrections); and

11. The Chaplain (agency chaplain).
- B. The Director will make the determination of further notification up the chain of command.
- C. The Litigation Officer shall notify the City of Jacksonville Public Liability Claims Manager, State Attorney's Office, Clerk of the Court, General Counsel's Office and the presiding judge of any in custody deaths.

V. Inmate Death Report Package

- A. The Watch Lieutenant will ensure all reports which are the responsibility of the Department of Corrections to complete are prepared and submitted by the next work day in order to compile the inmate death report package. These reports will be forwarded to the Homicide Team Sergeant upon completion.
- B. The Watch Lieutenant will coordinate with the Homicide investigators to ensure that the following reports and/or information are provided to the Homicide team upon their arrival at the scene:
 1. A copy of the entire inmate institutional folder to include all inmate property inventory information;
 2. CMIS Inmate Summary;
 3. CMIS Court Appearances;
 4. CMIS Inmate Sentence (if applicable);
 5. CMIS Inmate Schedule;
 6. CMIS Inmate Movement History (expanded version);
 7. CMIS Mugshot;
 8. CMIS Incompatibles;
 9. CMIS Housing History;
 10. CMIS Inmate Contact Log;
 11. CMIS Daily Post Log (time frame designated by Homicide investigators);
 12. CMIS Inmate Visitation Report (by inmate jail number)
 13. Copies of inmate Meal Service Rosters (time frame designated by Homicide investigators);

14. Copies of Security Cell Inspection Forms (if applicable);
15. Historical Account of inmate's commissary account;
16. Copies of all incident reports pertaining to inmate (as determined by Homicide investigators);
17. Printouts of Guard1 Roundskeeper (pipe) reports (time frame designated by Homicide investigators); and
18. Any other reports and/or information that may assist Homicide detectives in their investigation.

C. The Homicide Unit Sergeant conducting the investigation will compile the inmate death report package which will include at a minimum the following reports:

1. Critical Incident Information Worksheet (P-0164);
2. Arrest and Booking Report (P-0002);
3. General Offense/Incident Report (P-0086);
4. Supplemental/Information Report (P-0090);
5. Evidence Technicians Report (P-178); and
6. All reports and/or information provided by Corrections personnel, specifically those items listed in V. B. of this order.

Note: When the inmate's Death Certificate becomes available, it shall be included along with the Medical Examiner's Report in the Inmate Death Report Package.

D. The Homicide Unit team conducting the investigation will ensure copies of the inmate death report package are forwarded to:

1. Director (Department of Corrections);
2. The affected Division Chief;
3. The Chief of Health Services; and
4. The affected Assistant Division Chief.

E. The appropriate Assistant Chief (Division in which incident occurred) will ensure copies of the inmate death report package are distributed to:

1. Department of Corrections Division Captain(s);
2. Department of Corrections Division Security Lieutenants;
3. The Litigation Officer (Department of Corrections);
4. The Chaplain (Department of Corrections);
5. The DHS Risk Manager; and
6. The Accreditations Unit.

VI. Mortality, Morbidity and Serious Inmate injury Review Committee

- A. In the event of an inmate death a review meeting will be held on the following Tuesday at 0900 in the Chief's Conference Room at the Pretrial Detention Facility with the following representatives attending:
1. Director (Department of Corrections);
 2. The affected Division Chief;
 3. The affected Assistant Division Chief;
 4. The affected Division Captain(s), if applicable;
 5. The affected Watch Lieutenant-optional;
 6. The DHS Risk Manager;
 7. Chief of DHS; and
 8. The Agency Chaplain.
- B. A debriefing will include, but not be limited to:
1. A review of the incident's impact on personnel and inmates;
 2. A review of any corrective actions (if applicable) taken or required; and
 3. When deemed necessary, plans for improvement to avoid similar incidents in the future.
- C. Annually, staff will review the inmate life threatening injury or death incidents to determine the need for any policy revision and to identify potential trends or patterns of significance for further analysis.
- D. A report from this meeting will be included in the Director's Department of

Corrections quarterly report to the Sheriff concerning issues that may jeopardize the security of each facility.

JOHN H. RUTHERFORD
Sheriff

INDEXED AS:	Death	Inmate death
	Inmate serious injury	Self harm attempt
	Serious injury	
REFERENCE(S):	none	