

## 5-08-085 Inmate Death-CSS Policy Review 09/28/2022

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures in the event of an inmate death and to ensure Century Regional Detention Facility (CRDF) remains in compliance with Department policy.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

### ORDER:

In the event of an inmate death at CRDF, the following procedures shall be implemented and adhered to:

- The immediate area shall be cleared of all inmates
- A lock-down of the immediate area shall be instituted, scene is to be preserved, and a major incident log shall be initiated
- Notify the on-duty watch sergeant and watch commander
- The unit commander shall be notified immediately
- Obtain all relevant information and complete a Person Dead report (SH-R- 49)
- Do not move or disturb the body or surrounding materials except to determine with certainty that death has occurred
- Inmates who were in the area, cell, or had a line of sight to the area, shall be isolated until interviewed by Homicide Bureau detectives

The on duty watch commander shall prepare five (5) copies of the required inmate death documentation packets containing the following documents:

- Watch Commander's In-Custody Death Reporting Form-Inmate Information (SH-J-431) located in LASD Electronic Forms
- Chief's Memorandum (to be completed by Homicide Bureau, if responding)
- Incident Report (SH-R-49) and Supplemental Reports (SH-R-77) (may not be deferred)
- Inmate Injury/Illness Report (SH-J-212)
- Housing location purge (FC05)
- Copy of In-Service (time stamped copy)
- Inmate Information: AJIS screen printouts of the following:
  - MCO1, SI01, IC01, and IC12
- Inmate booking jacket (obtain from the Inmate Reception Center)
- Title 15 Safety Check print-out
- Title 15 Safety Check Electronic Uniform Daily Activity Log (e-UDAL)
- Los Angeles Crime Information System (LACRIS) print-out with photo of inmate
- Department of Motor Vehicles (DMV) information/print-out

- Closed Circuit Television (CCTV) and hand-held video footage of incident
- Timeline to be completed by a sergeant or supervising line deputy
- Voice print to be downloaded by a sergeant
- Adhere to all Departmental policies regarding the handling of a homicide scene

**NOTE:** The inmate death documentation packets shall be disbursed to Homicide Bureau, Internal Affairs Bureau, Custody Compliance and Sustainability Bureau, CRDF unit commander, and CRDF Operations support staff.

Refer to Custody Division Manual (CDM) sections 4-07/010.00 "Notification and Reporting of Significant Incidents," 4-10/050.00, "Inmate Death-Reporting and Review Process," Manual of Policy and Procedures (MPP) section 5-03/180.05, "Death Notification Within the Department," and Custody Operations Informational Bulletin #2019-14, "Inmate/Prisoner Death Reporting and Documentation" for further information regarding required notifications and reporting procedures.

**Revised 09/27/22**

**Revised 08/08/13**

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