

POLICY AND PROCEDURES

NUMBER: 838

SUBJECT: Inmate Death

ACA STANDARDS: 4-ALDF-4D-12, 23

DIRECTOR: Herbert L. Bernsen

EFFECTIVE DATE: 9/20/94 REVISION DATE: 9/97, 10/01,
1/12, 1/15, 11/17



I. POLICY

The St. Louis County Department of Justice Services shall ensure that in the event of an inmate's death while in custody, that preservation of evidence and prompt notification of investigating authorities are made.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. PROCEDURES

A. Initial Response

1. Upon discovering what appears to be an inmate death, Corrections Officers will order inmates to lock down in their cells and simultaneously notify Master Control, the Infirmary Officer and the Watch Commander via radio, utilizing emergency code #1. (See Policy #1904 Emergency Response)
2. Should there be any doubt regarding death, the Corrections Officer making the discovery shall wait for appropriate back up to arrive before entering the cell to administer life saving measures, Cardiopulmonary Resuscitation (CPR) and/or first aid.

3. Responding staff, under the direction of the Watch Commander, will either assist in life saving measures and/or assist in isolating the scene from other inmates and securing the area. If it is considered a life threatening emergency, the Supervisor in charge of the scene may direct Master Control Officers to contact paramedics prior to the arrival of the Corrections Medicine staff.
4. The area in which the inmate is located, the inmate's cell and materials which may have been used to cause the death will not be disturbed, unless absolutely necessary. This will allow the Clayton Police Department to gather evidence. (See Policy #840 Evidence Preservation)
5. Upon arrival of Corrections Medicine staff, the inmate's vital signs will be checked, Cardiopulmonary Resuscitation taken over and an ambulance called by the Master Control Officers if deemed necessary by the Corrections Medicine staff.

NOTE: Corrections Officers escorting the police or paramedic to the scene will also obtain the police officers'/paramedics' names and DSN while escorting the police and/or paramedic to the scene. The escorting officer will give this information to the Watch Commander. The Watch Commander will ensure this information is placed in the reports.

6. Pronunciation of death can be made by medical doctor or paramedic.

NOTE: The Watch Commander does not need to have 911 called if the doctor who is contracted by the Department of Health has pronounced the death of an inmate. The Watch Commander will ensure that the Clayton Police department and the St. Louis County Medical Examiner's office are called.

7. After death is pronounced, the body will not be disturbed or removed from the scene until authorized by the Medical Examiner or his/her designee.
8. The Watch Commander will ensure the area in which the inmate was found and the inmate's cell will not be used or placed back in service until an officer from the Clayton Police Department informs the Watch Commander that they (the police) have completed their search of the area(s).

9. The Watch Commander or highest ranking authority shall identify and isolate suspects/witnesses to be interviewed by the Clayton Police Department.
10. Master Control, under the direction of the Watch Commander or highest ranking authority shall notify the Clayton Police Department.
11. The Corrections Medicine staff and/or Clayton Police Department upon arrival shall notify the Medical Examiner.
12. The Watch Commander or highest ranking authority shall make the following notifications:
 - a. Superintendent of Security
 - b. Internal Affairs Officer
 - c. Director

B. Documentation

1. Master Control will inform the Watch Commander of the date and time of when the initial 911 call was made. The Watch Commander will place information concerning the death of the inmate as well as the date and time of the 911 call to the police, in the Watch Commander's Daily Shift Report and his/her Incident Report.
2. Facility Incident Reports shall be completed by all staff involved, under the direction of the Watch Commander or highest ranking authority, before the end of the shift or departing duty.
3. Once the deceased inmate's body is removed under the direction of the Medical Examiner, the Watch Commander/designee will contact the Intake Service Center Shift Supervisor, who will place the release information into the Integrated Jail Management System (IJMS) removing the inmate from the count.
- [4. The Internal Affairs Officer shall follow-up with *Clayton Police Department* to ensure that copies of *police* reports and the *autopsy results* are forwarded to the Department.]

5. The Watch Commander shall ensure that a police report number is obtained from the Clayton Police Department and a request made for all copies of their investigation be forwarded to the Department of Justice Services' Internal Affairs Officer.
6. The Corrections Medicine Staff shall follow their protocol for reporting an inmate death and copies of their reports shall be forwarded to the Department of Justice Services' Internal Affairs Officer.
7. Copies of documents verifying the deceased inmate's identity, custody status and the Department's incident report shall be made available for the investigating agencies.
8. The Internal Affairs Officer shall ensure that a complete report is made available to the Director's office.

C. Deceased Inmate's Personal Effects

1. After the Clayton Police Department have completed their investigation, the Watch Commander or highest ranking authority will ensure the deceased inmate's personal effects, such as, personal clothing, letters, other correspondence and other personal property are secured in a plastic bag, inventoried and marked with the inmate's name.
2. It is the Watch Commander's responsibility to ensure that the deceased inmate's property is conveyed to the property room and secured pending release to proper authorities.
3. All facility property in the inmate's cell shall be gathered, placed in a separate bag and secured for proper disposal. The Watch Commander will ensure an officer properly conveys the facility property to the Facility Property Room.
4. If an inmate's property is not picked up by the next of kin or emergency contact within 30 days, the Intake Service Center Unit Manager/designee will contact the next of kin or emergency contact by phone and inform them the property needs to be picked up as soon as possible.

D. Notification

- [1. Name of inmate's next-of-kin or emergency contact will be obtained when the inmate is interviewed by the classification staff. *Classification staff will also place the next-of-kin's or emergency contact's phone number and address, if known by inmate, in IJMS.*]
- [2. Upon the death of an inmate, the Watch Commander will direct the inmate's Corrections Case Manager or a member of the Classification staff to obtain the *name, address, and* phone number of the inmate's next-of-kin or emergency contact in the Integrated Jail Management System (IJMS) and give that number to the Watch Commander. The Watch Commander will ensure the Clayton Police Department is given *the name, phone number, and address, if known.*]

[NOTE: In the event the Corrections Case Manager and Classification staff are not present in the facility, the Watch Commander will open the Active Inmate Emergency Contact List in the IJMS and retrieve the phone number *and address.*]
- [3. Notification of the deceased inmate's next-of-kin or emergency contact will be given *in person for persons who reside in the local area* by the *Clayton Police Department*. (See Policy #839 Notification of Next-of-Kin for Death of Serious Illness/Injury)]
- [4. If the next-of-kin resides outside the St. Louis area, the *Clayton Police Department will notify* the police jurisdiction of that area to make the notification to the next-of-kin or emergency contact.]
- [5. *The Director/designee will be available to answer questions from the next-of-kin following notification from the Clayton Police Department or the next-of-kin's local police department.*]
6. The Circuit Clerk's Office will be notified in writing by the Bonding/Court Service Supervisor pertaining to the inmate's death.