



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 4
Records and Public Information
§1341**

Procedure

Death or Serious Illness/Injury of a Youth While Detained

1341 PURPOSE AND SCOPE

This policy provides general guidelines regarding to staff reporting and responding to any event involving the death, serious illness or injury of a youth in custody in accordance with departmental policy.

1341. 1 DEATH OF A YOUTH IN CUSTODY

Staff shall:

1. Summon emergency medical personnel and administer emergency aid as necessary until proper medical personnel arrive on scene;
2. Secure the immediate area
3. Notify the Institution Services Manager on duty
4. Consider notifying PDA union.
5. Remain at the facility until an Institution Services Manager or the Superintendent of the facility authorizes the staff to leave
6. Complete an Incident Report prior to the end of the shift.
7. The Institution Services Manager on duty shall:
 - a. Ensure that emergency medical personnel and/or the Coroner's Office has been notified of the death o.
 - b. Notify the Superintendent of the facility or their designee;
 - c. Collect and secure all documents and personal property relating to the youth and the incident, including the youth's file, Incident Reports about the event, and PIMS reports about the youth;
 - d. Make note of the name of the agency/company and individual transporting the body deceased and the location to which they are body is being taken;
 - e. Notify the Deputy Probation Officer and the Probation Services Manager;
 - f. Consider notifying PDA union.
8. The Superintendent of the facility shall:
 - a. Notify the Deputy Chief Probation Officer of the Institutions Division, the Assistant Chief Probation Officer, and the Chief Probation Officer.
 - b. Contact with the parent, guardian, or person standing in loco parentis of the youth;

- c. Notify law enforcement, the youth's attorney of record, the District Attorney, and the County Safety Officer (if applicable);
 - d. Notify the Juvenile Court, County Counsel, the County Manager, and the President of the Board of Supervisors (if applicable);
 - e. Ensure that all documents and personal property have been collected and secured;
 - f. Refer staff to the Peer Support Team and the Employee Assistance Program as necessary;
 - g. Contact BHRS for assistance in supporting any youth who may be impacted by the incident (i.e. roommate, other youth on the unit, or in the facility).
9. The Superintendent and/or the Deputy Chief Probation Officer shall submit a report to the Attorney General no more than ten (10) calendar days following the death. The report shall follow the format provided by the Office of the Attorney General and explicated in Government Code 12525. A copy of the report shall be forwarded to BSCC within ten (10) calendar days of the submission of the report to the Attorney General.
 10. Upon receipt of a report of the death of a youth from the Superintendent, the BSCC may within 30 calendar days inspect and evaluate the juvenile facility.
 11. The Probation Department shall accommodate any legal, judicial, or BSCC investigation of the death.
 12. The San Mateo County Health Department, in cooperation with the facility Superintendent, has developed policies and procedures for the medical and operational review of all deaths in custody (Health Services Policies and Procedures, §0114.00, Medical Review of Juvenile In-Custody Deaths). The review team shall include the facility Superintendent and/or Institution Services Manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.
 13. The San Mateo County Health Department, in cooperation with the facility Superintendent, has developed policies and procedures regarding suicide prevention and intervention (Health Services Policies and Procedures, §0312.00, Suicide Prevention; Hillcrest Mental Health Policy Number YSCMH 15-05, Suicide Prevention and Response Plan).

See Policy Manual on Death and Serious Illness or Injury of a Youth While Detained for further information