



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services

Section: 503.5

Subject: Emergency Management

Topic: Death of an Inmate

Accreditation: 6VAC15-40-110

Revised: 02/21/2012

Reaffirmed:

Enacted: 04/16/2008

Last Review:

Review:

I. PURPOSE

The purpose of this General Order is to provide directives in the event of the death of an inmate while in the custody of the Corrections/Court Services Division.

II. POLICY

It shall be the policy of the Corrections/Court Services Division that all possible measures be taken to prevent the death of any inmate. It shall also be the policy to cooperate with any and all agencies involved in responding to such a death, both operationally and administratively.

III. PROCEDURE

A. Death of an Inmate Within the Adult Detention Center or Community Custody Center

1. The deputy who first observes the deceased will immediately notify a supervisor of the incident and location. The deputy will lock down the housing unit and secure the scene to protect evidence.
2. The responding supervisor will make notification to the Division Commander, through the chain of command.
3. The responding supervisor will place the facility into maximum-security condition.
4. The responding supervisor will immediately notify the medical staff who will respond to the scene.
5. Central Control is to be updated regularly on the status of the situation. These updates will be noted on the duty post activity log in Central Control.
6. Central Control will notify:
 - a. The Department of Fire and Rescue by dialing "911" directly.

- b. The Emergency Communications Center (ECC) using the direct telephone line to have an Administrative Page sent to Sheriff's Office command staff.
 7. Staff will administer First Aid and Cardiopulmonary Resuscitation (CPR) until medical arrives on scene. Upon arrival at the scene, medical staff will assure that First Aid and/or Cardiopulmonary Resuscitation (CPR) is continued.
 8. The responding supervisor will notify the Assistant Division Commanders and the Division Commander.
 9. The Shift Supervisor will notify the Criminal Investigation Division, the Division Commander, and the Sheriff to begin an investigation into the death. For additional information refer to Sheriff's Office General Order # 411.4, Preliminary Death Investigations.
 10. The scene will be preserved until cleared by the assigned investigator.
 11. The body must not be moved until cleared by the Medical Examiner, the assigned investigator, or the Division Commander.
 12. Following proper examination by a physician and with the consent of the Medical Examiner and Division Commander or Sheriff, the body will be released to the family. The funeral home representative will be required to document the receipt of the body.
 13. The Division Commander will consider the deceased inmate's wishes regarding notification, if known, and notify those individuals as appropriate.
- B. Notifications
1. The responding supervisor must verify that an Incident Based Report (IBR) is completed prior to the end of shift.
 2. Should the death of an inmate occur while in the care of the Correction/Court Services Division, written notification shall be made to the Department of Corrections, Local Facilities Unit, within twenty-four (24) hours of the incident, which may be accomplished by facsimile transmission. A full report shall be submitted following the investigation. The date, time and individual to which the information was reported shall be kept on file.
 3. On the next business day the Records Supervisor must notify all known courts, attorney(s) of record and localities that have jurisdiction or cases with the deceased inmate and must provide written documentation to each as requested.

4. The Records Supervisor, through the Medical Examiner's office will obtain a copy of the death certificate for the inmate record, and disseminate to the DOC and other jurisdictions as required. It will be the duty of the Contract Medical Provider to make all notifications and cancellations of medical or mental health appointments scheduled for the deceased inmate.
- C. Death of an Inmate Within the Courthouse Complex
1. All above steps will be followed, except the medical staff will not respond, 911 will be immediately notified.
- D. Staff Support
1. Should a staff member(s) request Critical Incident Stress Management services, contact will be made through the Emergency Communications Center to notify a team or member.

IV. DOC STANDARD

VAC15-40-110: Serious Incident Reports

A report setting forth in detail the pertinent facts of deaths, discharging of firearms, erroneous releases, escapes, fires requiring evacuation of inmates, hostage situations, and recapture of escapees shall be reported to the Local Facilities Supervisor of the Compliance and Accreditation Unit, Department of Corrections (DOC), or designee. The initial report shall be made within 24 hours and a full report submitted at the end of the investigation.

Compliance Documentation:

- Review serious incident reports
- Verification of initial reporting of incident within 24 hours to the Local Facilities Unit
- Interview staff and/or Local Facility Manager

The first notification to the Local Facilities Unit may be done by telephone or fax. Date, time and to whom the information was reported should be kept on file at the facility. Escapes include all local responsible inmates, state responsible inmates and work release inmates. Inmates returned to custody within a short time span should also be reported.

This General Order becomes effective February 21, 2012, and rescinds all previous rules and regulations pertaining to the subject.