


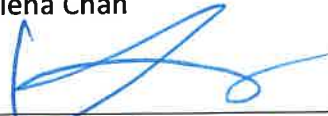





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.02
Policy Name:	Death and Serious Injury
Authority:	Title 15, 1341
Replaces:	
Effective Date:	January 1, 2019
Revision Date:	November 2, 2018
Related Policies and Procedures:	Suicide Prevention Program, Title 15: 1329
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 
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Medical Director, Special Programs for Youth:	Helena Chan 
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I. POLICY**A. Death of a Youth**

- i. The Juvenile Hall administrator in cooperation with the health administrator and the behavioral/mental health director shall develop written policies and procedures in the event of the death of a youth while detained which includes notification to necessary parties which may include the Juvenile Court, the parent/legal guardian, a person standing in loco parentis, and the youth's attorney of record.
- ii. The health administrator in cooperation with the facility administrator shall develop policies and procedures to assure there is a medical and operational review of every in-custody death of youth. The review team shall include the facility administrator and/or facility manager, the health administrator, the responsible physician, and other health care and supervision staff who are relevant to the incident.
- iii. The Juvenile Hall Facility Administrator shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.
- iv. Upon receipt of a report of the death of a youth from the administrator, the Board may within 30 calendar days inspect and evaluate the juvenile facility, jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.

B. Serious Injury of a Youth

- i. The Juvenile Hall Facility Administrator in cooperation with the health administrator shall develop written policies and procedures for the notification of necessary parties which may include the Juvenile Court, the parent/legal guardian, a person standing in loco parentis, and the youth's attorney of record in the case of serious illness or injury of a youth.
- ii. The Chief Probation Officer (CPO) in cooperation with the health administrator shall develop written policies and procedures for the notification to necessary parties which may include the Juvenile Court, the parent/legal guardian, a person standing in loco parentis, and the youth's attorney of record in the case of serious illness or injury of a youth.

II. PROCEDURES**A. In case of death of a youth, SPY Nursing Staff shall:**

- i. Promptly notify the Director of Juvenile Hall, the Officer of the Day or designee, the on-call SPY Clinician, and the SPY Nursing Supervisor or designee.
- ii. The on-call SPY Clinician shall promptly notify the Director of Special Programs for Youth (SPY) or designee.
- iii. The Director of Juvenile Hall or designee shall promptly notify the Chief Probation Officer (CPO). The Director of Juvenile Hall shall notify the San Francisco Police Department and Office of the Chief Medical Examiner as directed by the CPO.
- iv. The CPO or designee shall determine the method of notifying the Juvenile Court, the youth's parent(s)/legal

guardian, a person standing in loco parentis, the youth's attorney of record and the Probation Officer who will provide notification.

- v. Following proper examination by a SPY Physician or a Physician at SFZGH, the Office of the Chief Medical Examiner shall assume responsibility for the body. Removal of the body will require the Office of the Chief Medical Examiner's consent.
- vi. If the death is by suicide, homicide, accident, or other suspicious circumstances, a postmortem examination shall be requested and an autopsy report forwarded to the Director of SPY and to the CPO.

B. In Case of serious illness or injury of a youth, Juvenile Hall staff shall:

- i. Immediately call a "Code 3, medical emergency" and state the location over the radio.
- ii. Call 9-911 if the injury or illness may be critical.
- iii. Central Control staff shall repeat the "Code 3" message over the intercom.

SPY Staff Shall:

- i. The SPY Nursing Staff or SPY Clinician in accordance with Title IV 1341 Death and Serious Illness or Injury of a Youth While Detained shall:
 - a. Notify/Consult with the on-call SPY clinician as appropriate.
 - b. Determine if the youth requires treatment not available in the facility and, if so, notify the Juvenile Hall Officer of the Day of the need for immediate transport of the youth to San

Francisco General Hospital (SFGH) Emergency Department, the means of transportation required, and whether ambulance service is required.

- c. Notify the SPY Director or designee, SPY Nursing Supervisor, and the on-call SPY Clinician of the youth's injury or illness and the need for a transfer to the hospital.

The Juvenile Hall Officer of the Day shall:

- i. Arrange staffing and transport if required.
- ii. Promptly notify the Director of Juvenile Hall of the incident.

The Director of Juvenile Hall shall notify the CPO.

The CPO in cooperation with the health administrator shall develop written policies and procedures for the notification of necessary parties which may include the Juvenile Court, the parent/legal guardian, a person standing in loco parentis, and the youth's attorney of record in the case of serious illness or injury of a youth.

C. Documentation of the Incident

Records and reports are required for all incidents related to injuries or deaths of youth occurring on the Juvenile Justice Center campus or while under the care and custody of Juvenile Hall staff off premises shall meet the following requirements:

- i. All SPY Medical and Juvenile Hall staff members who possess information about the circumstances surrounding the youth's condition (illness or injury) shall complete an appropriate incident report form. SPY Medical Staff shall forward the pink copy to the Director of Juvenile Hall and the canary copy to the youth's assigned Probation Officer. The completed original shall be filed in the youth's health

record.

- ii. In case of death of a youth, all staff members who possess information about the circumstances surrounding the youth's death shall complete an incident report and submit the incident report to the Officer of the Day prior to leaving the premises. The following staff are required to file an incident report:
 - a. Any staff member who was on the scene at the time of an incident leading to or possibly related to the death.
 - b. Any staff member discovering the body.
 - c. Any staff member who attempted life-saving emergency treatment.
 - d. Any SPY Medical Staff on the scene at the time during which other staff were undertaking such life-saving measures.
- iii. Each SPY Medical Staff person shall also complete a San Francisco Department of Public Health (SFDPH) Quality Improvement and Assessment Report form and forward it to his/her immediate supervisor for follow-up investigation and action in accordance with SFDPH/Community Public Health Services Policy No. 1-4, "Quality Improvement and Assessment Reporting Policy and Procedures".
- iv. All incident reports shall be dated, signed, and completed as soon as possible following the incident. Reports shall include the roles of each person present, names of other persons on the scene, observations, sequence of events, and the timeframe within which events occurred.
- v. When emergency life-saving measures are initiated by staff, the most senior Juvenile Hall staff person on the scene shall

designate a staff member to take notes of the procedures used including the timing of events. As soon as Medical Staff arrive, the Medical Staff member in the most senior position shall assume the direction and documentation of life-saving procedures. Containers of any medications used to revive the youth as well as specific pieces of equipment used for such life-saving measures must be saved.

D. Notification of Parent(s) / Legal Guardian

This shall be accomplished as soon as possible after any illness or injury of a juvenile which requires hospitalization or after a SPY physician or a physician at SFGH determines that a youth is either deceased or is in imminent danger of death due to serious illness or injury. Notification of the youth's parent(s)/legal guardian shall be conducted in the following manner:

i. In case of surgery, serious illness, or injury of a youth

The youth's assigned Probation Officer, the Supervising Probation Officer, or the Probation Officer on-duty shall promptly notify the youth's parent(s)/legal guardian by telephone about the youth's condition and about his/her transfer to SFGH. The youth's assigned Probation Officer, the Supervising Probation Officer, or the Probation Officer on-duty shall notify the Juvenile Court as soon as possible about the youth's illness, injury, or need of emergency surgery.

ii. In case of death of a youth

As determined by the CPO, personally or by telephone, notification shall be made as soon as possible, but no later than 24 hours from the time of the youth's death or placement on the critically ill list, by the assigned Probation Officer, Supervising Probation Officer or the Probation Officer on-duty. In the event that neither personal nor telephone communication is successful, the assigned Probation Officer shall be responsible for following up to ensure

notification of the youth's parent/legal guardian, a person standing in loco parentis, and the youth's attorney of record is successful.

- a. Upon the Probation Officer's request, a member of the SPY Staff will be available to assist with the notification. Notification may include a statement of availability of counseling and support by SPY Staff if needed. In addition, as determined by the CPO, the designated Probation Officer shall notify the Juvenile Court as soon as possible of the youth's death or placement on the critically ill list.
- b. The reporter shall include only proven facts provided by the attending clinician and/or investigating officials.
- c. The CPO or designee shall forward a follow-up letter to the youth's parent(s)/legal guardian within one week of the youth's death or placement upon the critically ill list. This letter shall inform the parent(s)/legal guardian of the nature of the crisis and express appropriate concern for the situation. This letter should discuss disposition of personal assets and/or property, if appropriate, as well as facility policy about medical bills and/or funeral expenses.

E. Reporting of Death

- i. The Director of SPY or designee shall:
 - a. Conduct a review conference for all in custody deaths of detained youth within 24 hours of occurrence. The review shall

include, but not necessarily be limited to, the following:

1. Date and time of death.
 2. Cause of death.
 3. Any incidents related to death.
 4. Name of clinician in attendance.
- b. A review team headed by SPY shall conduct the review conference. The review team shall include the Director of Juvenile Hall, the SPY Medical Director, the SPY Mental Health Director, all Juvenile Hall staff, and all SPY personnel involved in the immediate care and supervision of the youths.
- c. Present a summary to the CPO for inclusion in the report to the California Board of State and Community Corrections as required by statute.
- d. In any case in which a youth dies while detained at Juvenile Hall, the CPO shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.
- ii. The Juvenile Hall Officer of the Day shall be responsible for submitting a detailed written report to the Director of Juvenile Hall which will include, but not necessarily be limited to, the following information:
- a. Name of the deceased youth.
 - b. Date of birth.

- c. Sex.
- d. Race.
- e. Date and time of admission to Juvenile Hall.
- f. Reason for admission.
- g. Physical description and condition on admission.
- h. Name and address of the youth's parent(s)/legal guardian, a person standing in loco parentis, the assigned Probation Officer, and the Attorney of record.
- i. Name of facility.
- j. Name and title of reporting supervisor.
- k. A copy of the autopsy report, if any, or facts relating to death.

REFERENCES: Suicide prevention and death. In: City and County of San Francisco Juvenile Hall Policies and Procedures Manual. San Francisco, CA: San Francisco Juvenile Hall. July 1, 1985: 11-11