

A photograph of the California State Capitol dome, featuring a large, dark, ribbed dome with a white base and columns. The dome is set against a bright blue sky with some white clouds. Green trees are visible on the left and right sides of the dome. The image is divided into three vertical panels by thin white lines.

In-Custody Death Review Data Reporting Guide

**Instructions for Reporting
In-Custody Deaths**

June 2024



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BACKGROUND

Effective July 1, 2024, Senate Bill 519 (Chapter 306, Statutes of 2023) established the In-Custody Death Review (ICDR) Division with the Board of State and Community Corrections. The Division is required to:

- review investigations of any death incident occurring within a local detention facility;
- make recommendations to local Sheriffs and Departments of Correction;
- follow-up with local detention facilities on their implementation of the recommendations; and
- make information available to the public.

To align with these changes, Title 15 section 1046, Death in Custody was amended (see Appendix A) and now requires facility administrators to:

- submit the in-custody death report required by Government Code section 12525 to the BSCC within 10 days of the death;
- conduct an initial review and complete a written report of every in-custody death within 30 days of the death, hereto referred to as the Initial Death Review Report ; and
- submit a copy of the Initial Death Review Report for every in-custody death to the BSCC within 60 days of the death.

Section 1046, Death in Custody outlines the information that must be contained in the Initial Death Review Report.

The purpose of this document is to provide instructions on submitting the required information for all in-custody deaths. This guide covers each of the required fields that need to be completed and descriptions of the type of information requested.

TECHNICAL ASSISTANCE FOR ICDR DATA REPORTING

All documents and links to assist with ICDR data reporting are located on the ICDR Reporting Resources web page found here: <https://www.bscc.ca.gov/in-custody-death-review-division/>

Direct any questions regarding ICDR data reporting requirements and procedures to ICDRReporting@bscc.ca.gov.

SECURITY INFORMATION

The required information for all in-custody deaths will be provided to the BSCC through online forms using the Smartsheet platform. A Smartsheet account to use the online forms is not required. Smartsheet security meets several regulatory and industry

standards of compliance including HIPAA, DoD Cloud Computing Security Requirements Guide (SRG), and FedRAMP. Detailed information Smartsheet security measures can be found at: <https://www.smartsheet.com/trust/security>.

REPORTING DEADLINES

Within 10 days of each in-custody death complete the **ICDR 10-Day Notice of Death** and attach a copy of the report submitted to the California Department of Justice (DOJ).

Within 60 days of each in-custody death complete the **ICDR Submission of Initial Death Review Report** which requires attaching the Initial Death Review Report.

GENERAL INSTRUCTIONS

Submitting Person

Each local agency is asked to designate a Submitting Person who is responsible for submitting in-custody death information to the BSCC. The Submitting Person is expected to be able to answer questions related to the review of deaths in the facility (e.g., health administrator, facility administrator, etc.). All due date reminders and update requests will be sent to this individual. Notify the BSCC if the Submitting Person changes as soon as possible. The Submitting Person is expected to maintain contact with the BSCC and respond to BSCC inquiries that may arise from the review process.

The Importance of Date of Death

All due dates for data submissions are dependent upon the Date of Death that is entered into the **ICDR 10-Day Notice of Death**, so it is essential that this information is provided AND accurate upon submission.

Reporting Requirements

All in-custody deaths must be reported to the BSCC within 10 days of the death using the **ICDR 10-Day Notice of Death** form. All facility administrators will be provided the link to this online form where the death will be reported.

Information collected via the form contains information consistent with the information submitted to DOJ, along with additional information required in the Title 15 Regulations. For the information requested that is also found in the DOJ form, all definitions align with the definitions used with the DOJ form. In addition to completing the form, a copy of the DOJ report must also be attached.

Facility administrators are required to conduct an initial review and complete a written report of every in-custody death within 30 days of the death, this written report is referred to as the Initial Death Review Report. A copy of this Initial Death Review Report must be submitted to the BSCC within 60 days of the death. To submit this, the Reporting Person must complete the **ICDR Submission of Initial Review Report** form and attach the Initial Death Review Report.

At the bottom of all forms, there is an option to receive a copy of your responses. The BSCC encourages the Reporting Person to select this option for your own records.

Note: the forms *cannot* be saved and returned to at a later time. All fields must be completed at the same time.

Checking the Form for Errors

The Submitting Person is responsible for ensuring the accuracy of the data reported. The BSCC encourages the Submitting Person to review and verify all data entered into the online form prior to submission.

SUBMITTING THE 10-DAY NOTICE OF DEATH

Use the following link to access the online form to provide the 10-day Notice of Death: <https://app.smartsheet.com/b/form/a6fa3a93b94c453fbc9ac44ac5bfcdc0>

This form must be completed with the DOJ's Death In-Custody Reporting form (BCIA 713) attached within **10 days of the in-custody death**.

Note: this submission to the BSCC is separate from the DOJ's reporting requirements and is in addition to the requirement to report directly to the DOJ; reporting an in-custody death to the BSCC does not relinquish agencies from this responsibility.

A copy of the online form can be found in Appendix B. With the exception of Middle Name, all fields in the ICDR form must be completed to submit the information to the BSCC. Fields cannot be left blank.

The following section provides a description of information required for the **ICDR 10-Day Notice of Death**.

Section A: General Information

1. County

Select the county in which the facility where the death occurred is located from the dropdown menu.

2. Agency

Once the county is selected, all agencies within the county will appear. Select your agency from the list provided. In some cases, only one agency may be listed.

3. Facility

Once the Agency is selected, a list of facilities will appear. Select the facility in which the death occurred. Make sure to confirm the facility selection using the BSCC ID#. In some cases, only one facility may be listed.

4. Submitting Person's Full Name

Enter the full name of the person submitting the notification. This person is expected to be able to answer questions related to the review of deaths in the facility.

5. Submitting Person's Role

Enter the role or title of the person submitting the notification.

6. Submitting Person's Email

Enter the email address for the submitting person.

7. Submitting Person's Phone Number

Enter the phone number for the submitting person.

Section B: Decedent's Information

8. Last Name

Enter the decedent's last name.

9. First Name

Enter the decedent's first name.

10. Middle Name

Enter the decedent's middle name.

11. Date of Birth

Enter the decedent's date of birth. Input the date in a MM/DD/YYYY format or select the date from the calendar.

12. Race/Ethnicity

Use the drop-down menu to select the decedent's race/ethnicity. If the person identified with more than one race/ethnicity group, please select Multi-ethnic from the drop-down menu.

13. Gender Identity

Select the decedent's gender with which they identified.

14. Gender Assigned at Birth

Select the gender that was assigned to the decedent at birth.

15. Custody Offense

Enter the numerical code for the offense for which the decedent was detained. See Appendix C for list of codes.

16. Custody Status Preceding Death

Use the drop-down menu to select the custody status of the person immediately preceding death. Definitions for each of the custody status options in the dropdown are provided below.

- Awaiting Booking: The person died while in a law enforcement jail facility, but prior to being officially booked.
- Booked (No Charges Filed): The person died between booking and arraignment and while in law enforcement custody.
- Non-sentenced (Awaiting Trial): The person died between arraignment and trial while in law enforcement custody.
- Sentenced: The person was incarcerated or under supervision as a result of a judgment formally pronounced by a court or judge,
- Other: Other than the above.

Section C: Information Related to the Death

17. Date of Death

Enter the date the person was pronounced dead by law enforcement or medical authorities. Input the date in a MM/DD/YYYY format or select the date from the calendar.

18. Time of Death

Enter the approximate time of death using a 24 hour format using four digits. For example, 2:30AM would be entered as 0230 and 2:30PM would be entered as 1430. If unknown at this time, enter "unknown".

19. Date of Incident

Enter the date of the incident that led to the death of the decedent. Input the date in a MM/DD/YYYY format or select the date from the calendar.

20. Time of Incident

Enter the approximate time of the incident that led to the death using a 24 hour format using four digits. For example, 2:30AM would be entered as 0230 and 2:30PM would be entered as 1430. If unknown at this time, enter "unknown".

21. Location of Death

Use the drop-down menu to select the decedent's location at the time of the injury or medical condition that led to death.

22. Manner of Death

Use the drop-down menu to indicate the manner of death based on available information. Definitions for each of the manner of death options in the dropdown are provided below.

- Accidental: A death resulting from an injury caused by an unforeseen, unplanned, or negligent event or circumstance.
- Cannot be Determined: The manner of the person's death cannot be determined.
- Homicide Justified (Law Enforcement Staff): A death at the hands of a law enforcement officer that was determined, upon investigation, to be justified.
- Homicide Justified (Other Inmate): A death at the hands of another inmate that was determined, upon investigation, to be justified.
- Homicide Willful (Law Enforcement Staff): A death at the hands of a law enforcement officer that was determined, upon investigation, to be willful.
- Homicide Willful (Other Inmate): A death at the hands of another inmate that was determined, upon investigation, to be willful.
-
- Natural: A death due to natural circumstances such as old age, chronic illness, or disease.
- Pending Investigation: This information is pending at the time the "ICDR Notification Form" was submitted to the BSCC.
- Suicide: The act of taking one's own life voluntarily and intentionally.
- Other: Other than the above.

23. Means of Death

Use the drop-down menu to indicate the instrument used to cause injuries which contributed to the person's death. Definitions for each of the means of death options in the dropdown are provided below.

- Cannot be Determined: The means of the person's death cannot be determined.
- Club, Blunt Instrument: A baseball bat, chair leg, etc., was used to cause injuries which contributed to the person's death
- Drug Overdose: The person's death was caused by alcohol or drug usage/ overdose.
- Handgun: A handgun was used to cause injuries which contributed to the person's death.

- Hands, Feet, Fists: Hands, feet, or fists were used to punch, kick, or beat the person to death.
- Hanging, Strangulation: When death was caused by choking because of compression of the throat (includes the use of ropes, bedding, clothes, hands, etc.).
- Knife, Cutting Instrument: Knives, glass, sharp metal objects, etc., were used.
- Not Applicable (Natural): The person's death is considered "natural."
- Pending Investigation: This information is pending at the time the "Death in Custody Reporting Form" was submitted to the DOJ.
- Rifle/Shotgun: A rifle or shotgun was used to cause injuries which contributed to the person's death.
- Other: Other than the above.
- Unknown

Section D: DOJ Death In-Custody Reporting Form (BCIA 713) Upload

24. Upload a copy of the Death In-Custody Reporting Form (BCIA 713) submitted to the DOJ by dragging and dropping the file into the box or by clicking the "browse files" option and selecting the file.

Important: Submission to the BSCC is not a substitute for submission to the DOJ. The agency is still responsible for submitting the form to the DOJ.

SUBMITTING THE INITIAL DEATH REVIEW REPORT

Use the following link to access the online form to submit the **Initial Death Review Report**: <https://app.smartsheet.com/b/form/87d2602f2ff4472ba9f2e5d8269367d8>

This online form must be completed within 60 days from the in-custody death and include the written Initial Death Review Report as an attachment.

The fields in this online form ask you to provide information previously submitted (e.g., agency, facility, date of birth, etc.). These questions are asked to ensure that we accurately match the submission to the correct previously reported death.

A copy of this online form can be found in Appendix D.

The following section provides a description of information required the submission.

Section A: General Information

1. County

Select the county in which the death occurred from the dropdown menu.

2. Agency

Once the county is selected, all agencies within the county will appear. Select your agency from the list of agencies. In some cases, only one agency may be listed.

3. Facility

Once the Agency is selected, a list of facilities will appear. Select the facility in which the death occurred. Make sure to confirm the facility selection using the BSCC ID#. In some cases, only one facility may be listed.

Section B: Decedent's Information

4. Date of Birth

Enter the decedent's date of birth. Input the date in a MM/DD/YYYY format or select the date from the calendar.

5. Date of Death

Enter the date the person was pronounced dead by law enforcement or medical authorities. Input the date in a MM/DD/YYYY format or select the date from the calendar.

Section C: Initial Death Review Report Upload

6. Upload a copy of the Initial Death Review Report. This may be uploaded by dragging and dropping the file into the box below or by clicking the "Browse files" option and selecting the file.

APPENDIX A: TITLE 15. SECTION 1046

1046. Death in Custody

(a) The facility administrator shall develop written policy and procedures to comply with the in-custody death reporting requirements of Government Code section 12525. The facility administrator shall submit a copy of the report filed pursuant to section 12525 to the BSCC within 10 days of an in-custody death.

(b) The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to conduct an initial review and complete a written report of every in-custody death within 30 days of the death. The team that conducts the initial review shall include, at a minimum, the facility administrator or designee, the health administrator, the responsible physician and other health care, and supervision staff who are relevant to the incident.

Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.

(c) The facility administrator shall submit a copy of the initial review report of every in-custody death to the BSCC within 60 days of the death. The facility administrator shall provide a copy of the initial review report that comports with the disclosure requirements of section 832.10 of the Penal Code.

The initial review report shall contain the following information:

- (1) Demographic information
 - (A) Full name of the decedent
 - (B) Date of birth
 - (C) Date of death
 - (D) Time of death
 - (E) Gender
 - (F) Race and ethnicity
 - (G) Relevant medical history
- (2) Facility Information
 - (A) Name and location of the detention facility
 - (B) Description of the location where the death occurred within the facility
 - (C) Date and time of the incident
 - (D) Detention facility personnel (including names and roles) involved in the reporting of the death or incident
- (3) Any relevant circumstances leading up to death, including behavioral health or medical issues.

(d) In any case in which a minor dies while detained in a jail, lockup, or court holding facility the BSCC may inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter within 30 calendar days of the death. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.

NOTE: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Sections 832.10, 6030, 6034, Penal Code.

APPENDIX B: ONLINE FORM FOR THE 10-DAY NOTICE OF DEATH



In-Custody Death Review Submission of 10-Day Notice of Death

Before completing this survey, please review the **In-Custody Death Review Data Reporting Guide**. Use this form to notify the BSCC of all In-Custody deaths within 10 days of the death.

California Department of Justice's (DOJ) Death In-Custody Reporting Form (BCJA 713) must also be attached at the end of this form. As per Government Code 12525, agencies are still required to report a death to DOJ within 10-days of an in-custody death. Reporting an in-custody death to the BSCC does not relinquish agencies from this responsibility.

Note: This survey uses conditional logics in providing questions. Not all questions are currently displayed, but appropriate questions will show when specific selections are made.

If you have any questions please contact BSCC staff at ICDRReporting@bscc.ca.gov.

Section A: General Information

1. County *

Select your county.

2. Agency *

Select your agency.

☒ Amador Sheriff's Department

3. Facility *

Select your facility. Please make sure to confirm facility selection using the BSCC ID #.

☐ Amador County Jail - BSCC #320

4. Submitting Person's Full Name *

Enter the full name of the person submitting the report.

This should be the person the BSCC may contact to ask questions about the in-custody death, if necessary.

5. Submitting Person's Role *

Enter the role of the person submitting the report.

6. Submitting Person's Email *

Enter the email for the person submitting the report.

7. Submitting Person's Phone Number *

Enter the phone number for the person submitting the report.

Section B: Decedent's Information

8. Last Name *

Enter the decedent's last name.

9. First Name *

Enter the decedent's first name.

10. Middle Name

Enter the decedent's middle name.

11. Date of Birth *

Enter the decedent's date of birth. Input the date in a MM/DD/YYYY format or select the date from the calendar.

12. Race/Ethnicity *

Use the drop-down menu to select the decedent's race/ethnicity. If the person identified with more than one race/ethnicity group from the list below, please select Multi-ethnic.

13. Gender Identity *

Select the decedent's gender identity.

- ☐ Gender non-binary
- ☐ Man
- ☐ Transgender man
- ☐ Transgender woman
- ☐ Two-spirit
- ☐ Unknown
- ☐ Woman
- ☐ Other

14. Gender Assigned at Birth *

Select the gender that was assigned to the decedent's at birth.

- ☐ Female
- ☐ Male
- ☐ Other

15. Custody Offense *

Enter the numerical code for the offense for which the decedent was detained. Please refer to Appendix B in the Reporting Guide for the list of codes.

16. Custody Status Preceding Death *

Use the drop-down menu to select the custody status of the person immediately preceding death.

Section C: Information Related to the Death

17. Date of Death *

Enter date the person was pronounced dead by law enforcement or medical authorities. Input the date in a MM/DD/YYYY format or select the date from the calendar.

18. Time of Death *

Enter the approximate time of death in 24 hour format using four digits (e.g., 2:30AM would be entered as 0230 and 2:30PM would be entered as 1430). If unknown at this time, enter "unknown".

19. Date of Incident *

Enter date of the incident that led to death of the decedent. Input the date in a MM/DD/YYYY format or select the date from the calendar.

20. Time of Incident *

Enter the approximate time of the incident that led to the death in 24 hour format using four digits (e.g., 2:30AM would be entered as 0230 and 2:30PM would be entered as 1430). If unknown at this time, enter "unknown".

21. Location of Death *

Use the drop-down menu to select the person's location at the time of an injury or medical condition that led to death.

22. Manner of Death *

Use the drop-down menu to indicate the manner of death based on available information.

23. Means of Death *

Use the drop-down menu to indicate the instrument used to cause injuries which contributed to the person's death.

Section D: DOJ Death In-Custody Reporting Form (BCIA 713) Upload

24. Upload a copy of Death In-Custody Reporting Form (BCIA 713) submitted to the DOJ. *

NOTE: As per Government Code 12525, agencies are still required to report a death to the California Department of Justice within 10-days of an in-custody death. Reporting an in-custody death to the BSCC, does not relinquish agencies from this responsibility.

Drag and drop files here or [browse files](#)

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Submit

APPENDIX C: DATA OFFENSE CODES

<u>DATA CODES - CUSTODY OFFENSE</u>	
<u>Offense</u>	<u>Code</u>
<u>Felony</u>	
Willful Homicide	100, 103, 110, 120, 121
Manslaughter - Non Vehicular	150, 151, 155
Manslaughter - Vehicular	160
Forcible Rape (2005-2013)	600, 610, 611, 620, 621, 630, 635
Rape (2014-current)	600, 610, 611, 620, 621, 630, 635, 705, 710-714, 731-734, 791
Robbery	200, 210, 220, 230, 240, 250
Assault	300, 310, 320, 321, 323, 330, 341-345, 350-353, 360-365, 370-373, 380, 382-385, 390-393
Kidnapping	880-884, 891
Burglary	400, 410, 420, 425, 430, 440, 450
Theft	500-505, 510, 511, 530, 531, 550-552, 572
Motor Vehicle Theft	560, 561, 570, 571
Forgery, Checks, Access Cards	580-585
Narcotics	800-804
Marijuana	810-813, 815, 828
Dangerous Drugs	820-822, 825
Other Drug Law Violations	805, 831-835, 851
Lewd or Lascivious	700
Unlawful Sexual Intercourse	640
Other Sex Law Violations (2005-2013)	705, 710-714, 720, 730-734, 740, 750, 751, 760, 770, 775, 780, 781, 790-794
Other Sex Law Violations (2014-current)	720, 730, 740, 750, 751, 760, 770, 775, 780, 781, 790, 792-794
Weapons	840-845
Drive Under the Influence	850, 854, 855
Hit-and-Run	860
Escape	870-875
Bookmaking	890
Arson	920-925, 927
Felony Traffic	865
Accessory	900
Treason	905

<u>DATA CODES - CUSTODY OFFENSE</u>	
<u>Offense</u>	<u>Code</u>
Abortion	910, 911
Bigamy	930
Bribery	940-946
Extort	950, 960, 961
Neglect	970, 971
Perjury	980, 981
Malicious Mischief	063, 064
Gambling	075
Other Felony	935, 985, 990-995, 998
Federal Offense	090-092
Outside Warrant - Felony	065
Probation/Parole-Felony	093, 094
<u>Misdemeanor</u>	
<u>Offense</u>	<u>Code</u>
Vehicular Manslaughter	166
Assault and Battery	346, 366, 376, 377, 396-399
Petty Theft	516, 517, 518
Other Theft	506, 537, 556-558
Checks, Access Cards	586, 587
Marijuana	816, 819, 829
Dangerous Drugs	826, 827
Other Drug Law Violations	817, 818, 836-839, 857
Indecent Exposure	766
Annoying Children	646, 776, 777
Obscene Matter	786, 787
Lewd Conduct	026
Prostitution	028
Contributing Delinquency of Minor	726
Drunk	046
Liquor Laws	077, 078
Disorderly Conduct	057
Disturbing Peace	036, 056
Vandalism	066
Malicious Mischief	067
Trespassing	068
Weapons	846-849

<u>DATA CODES - CUSTODY OFFENSE</u>	
<u>Offense</u>	<u>Code</u>
Drive Under the Influence	856, 858-859
Hit-and-Run	867
Selected Traffic	088, 089, 869
Joy Riding	576
Gambling	076
Non-support	976
Glue Sniffing	059
CI/CO Ordinances	097
Failure to Appear/Non-Traffic	098
Burglary Tools	476,478
Other Sex Offenses	737, 738, 739
Escape	876
Arson - Misdemeanor	926, 929
Burglary - Misdemeanor	406
Highway	016
Fail to Register	027
Public Nuisance	058
Contempt of Court	079
Extort	966
Neglect	977
Perjury	986
Other Misdemeanors	048-049, 096, 099, 746, 936
Civil Drunk	047
O/S Warrant-Misdemeanor	069
Probation/Parole - Misdemeanor	017, 018
Miscellaneous Traffic	086, 087
<u>Status Offenses</u>	
<u>Offense</u>	<u>Code</u>
Truancy	001
Runaway	002
Curfew	003
Incorrigible	007
Other Status Offenses	004, 006, 009, 011
Unknown or Medical Assist	000

APPENDIX D: ONLINE FORM FOR THE INITIAL DEATH REVIEW REPORT

BOARD OF
STATE AND
COMMUNITY
CORRECTIONS

BSCC
CALIFORNIA

In-Custody Death Review Submission of Initial Death Review Report

Before completing this survey, please review the **In-Custody Death Review Data Reporting Guide**. Use this form to submit the Initial Review Report to the BSCC within 60 days from the date of the in-custody death.

Note: This survey uses conditional logics in providing questions. Not all questions are currently displayed, but appropriate questions will show when specific selections are made.

If you have any questions please contact BSCC staff at ICDRReporting@bscc.ca.gov.

Section A: General Information

1. County *

Select your county.

Amador ▼

2. Agency *

Select your agency.

☒ Amador Sheriff's Department

3. Facility *


Select your facility. Please make sure to confirm facility selection using the BSCC ID #.

☒ Amador County Jail - BSCC #320

Section B: Decedent's Information

4. Date of Birth *

Enter the decedent's date of birth. Input the date in a MM/DD/YYYY format or select the date from the calendar.



5. Date of Death *

Enter date the person was pronounced dead by law enforcement or medical authorities. Input the date in a MM/DD/YYYY format or select the date from the calendar.



Section C: Initial Review Report Upload

Upload a copy of the Initial Review Report required to be completed within 30 days of the in-custody death. This may be uploaded by dragging and dropping the file into the box below or by clicking the "Browse files" option and selecting the file.

6. Upload a copy of the Initial Review Report *

Drag and drop files here or [browse files](#)

☐ Send me a copy of my responses

Submit