



In-Custody Death Review Data Reporting Guide

**Instructions for Reporting
In-Custody Deaths**

Updated October 2025



CONTENTS

BACKGROUND	1
TECHNICAL ASSISTANCE FOR ICDR DATA REPORTING	1
SECURITY INFORMATION	1
REPORTING REQUIREMENTS AND DEADLINES.....	2
ICDR Notice of Death (NOD) form:	2
ICDR Submission of Initial Death Review Report:	2
Updates to ICDR NOD or IDRR information:.....	2
GENERAL INSTRUCTIONS	2
Submitting Person	2
The Importance of Date of Death.....	3
Accessing, Completing, and Submitting the Forms.....	3
IMPORTANT NOTE	4
SECTION I: THE ICDR NOTICE OF DEATH (NOD).....	5
Section A: General Information.....	5
1. County	5
2. Agency	5
3. Facility	5
4. Submitting Person's Full Name.....	5
5. Submitting Person's Title	5
6. Submitting Person's Email	5
7. Submitting Person's Phone Number	5
Warning: Unauthorized Submission of Information.....	5
Section B: Decedent Information	6
8. Last Name	6
9. First Name.....	6
10. Middle Name	6
11. Alias Name 1	6
12. Alias Name 2	6
13. Date of Birth.....	6
14. Case Summary	6
15. Race/Ethnicity.....	6

16.	Gender Identity	7
17.	Gender Assigned at Birth	7
18.	Custody Offense	7
19.	Custody Status Preceding Death	7
20.	Length of Stay	8
Section C: Information Related to the Death.....		8
21.	Lead Investigator's Full Name.....	8
22.	Lead Investigator's Title	8
23.	Lead Investigator's Email.....	8
24.	Lead Investigator's Phone Number	8
25.	Date of Death	8
26.	Time of Death	8
27.	Date of Incident.....	8
28.	Time of Incident	9
29.	Location of Death.....	9
30.	Medical Care	10
31.	Mental Health Care	10
32.	Additional Information	10
33.	Expected and Unexpected Deaths.....	11
34.	Manner of Death	11
35.	Means of Death	11
Section D: The DOJ Death In-Custody Reporting Form (BCIA 713) Upload		12
SECTION II: THE INITIAL DEATH REVIEW REPORT (IDRR)		13
Section A: General Information.....		13
1.	County.....	13
2.	Agency	13
3.	Facility	13
Warning: Unauthorized Submission of Information.....		13
Section B: Decedent's Information.....		14
4.	Date of Birth	14
5.	Date of Death	14
Section C: Initial Death Review Report Upload.....		14
SECTION III: THE ICDR DATA UPDATE FORM		16

Section A: General Information.....	16
1. County.....	16
2. Agency	16
3. Facility	16
Warning: Unauthorized Submission of Information.....	16
Section B: Decedent's Information.....	17
4. Date of Birth	17
5. Date of Death	17
Section C: Updates to ICDR NOD Data or IDRR.....	17
6. Selection of Data to Update	17
7. Update to Expected and Unexpected Death	17
8. Update to Manner of Death.....	17
9. Update to Means of Death.....	18
10. Update to IDRR	18
11. Additional Updates.....	18
APPENDIX A: TITLE 15. SECTION 1046	19
APPENDIX B: GOVERNMENT CODE SECTION 12525	21
APPENDIX C: ICDR NOTICE OF DEATH (NOD) FORM.....	22
APPENDIX D: SUBMISSION OF INITIAL DEATH REVIEW REPORT (IDRR) FORM	30
APPENDIX E: ICDR DATE UPDATE FORM.....	33

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 and created Penal Code section 6034. The ICDR 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 requires facility administrators to:

- submit the in-custody death report to the BSCC within 10 days of the death, hereto referred to as the ICDR Notice of Death (NOD), which aligns with the timeframe required by Government Code section 12525 requiring agencies to report in-custody deaths to the Attorney General (Appendix B);
- 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 (IDRR); and
- submit a copy of the IDRR to the BSCC within 60 days of the death.

The purpose of this document is to provide instructions on submitting the required information for all in-custody deaths that occur within the local detention facility. This guide covers each of the required fields that need to be completed, descriptions of the type of information requested, and any required uploads and/or attachments.

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

All required reports for 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 the Health Insurance Portability and Accountability Act (HIPAA), the Department of Defense (DoD) Cloud Computing Security Requirements Guide (SRG), and the Federal Risk and Authorization Management Program (FedRAMP). Detailed information Smartsheet security measures can be found at: <https://www.smartsheet.com/trust/security>.

REPORTING REQUIREMENTS AND DEADLINES

ICDR Notice of Death (NOD) form:

All in-custody deaths within a local detention facility must be reported to the BSCC within 10 days of the death using the [ICDR NOD](#) form.

For each in-custody death, an agency shall complete the ICDR NOD form *AND* attach a copy of the DOJ BCIA 713 form.

ICDR Submission of Initial Death Review Report:

Pursuant to Title 15, section 1046, Death in Custody, facility administrators are required to conduct an initial review of each death in custody and complete a written report within 30 days of the death. This report is referred to as the Initial Death Review Report (IDRR).

The IDRR shall be submitted to the BSCC within 60 days of the death. To submit this report, the agency must complete the [ICDR Submission of Initial Death Review Report](#) form and attach the agency's IDRR.

Updates to ICDR NOD or IDRR information:

If any of the information provided changes or if new information becomes available regarding the death and is reported to the Attorney General, the agency shall also update BSCC within (ten) 10 days of the date of change or the date the new information becomes available. This aligns with the amendments to Government Code section 12525.

To update data, the agency must complete the [ICDR Update Data](#) form.

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 additional information 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 NOD**, so it is essential that this information is provided AND accurate upon submission. BSCC staff will reach out to confirm ICDR NOD submission and validate information.

Accessing, Completing, and Submitting the Forms

Submission of required forms will be through an online form using the Smartsheet platform. To access these forms, go to the ICDR webpage (<https://www.bscc.ca.gov/in-custody-death-review-division/>) and click on the 'Agency Reporting Portal' button or go directly to the ICDR reporting webpage link here: <https://www.bscc.ca.gov/icdr-reporting/>.

With the exception of Middle Name and Alias Name(s), all fields in the ICDR form must be completed to submit the information to the BSCC. Fields cannot be left blank.

At the bottom of all forms, there is an option to receive a copy of your responses. The BSCC encourages the Submitting Person to select this option for your own records, as BSCC does not have the capability to send copies of submitted forms or reports.

Please note, the forms *cannot* be saved and returned to at a later time. All fields must be completed at the time of submission.

IMPORTANT NOTE



MUST READ

Submission of the ICDR NOD 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.

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. BSCC staff may reach out to confirm submissions and validate information.

SECTION I: THE ICDR NOTICE OF DEATH (NOD)

The following section provides a description of information required for the [ICDR NOD](#) form submission. A copy of the online form can be found in Appendix C.

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 in-custody 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 Title

Enter the title or role 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.

Warning: Unauthorized Submission of Information

A warning is included to limit unauthorized use of the form. At the bottom of the warning is a checkbox that **must be checked** for the remaining fields to appear in the form and to submit the form. The warning states:

This web portal is intended to allow employees of law enforcement agencies to submit information required by Section 1046 of Title 15 of the California Code of Regulations. By accessing and using this web portal, you attest that you are authorized to submit the information on behalf of a local detention facility and that the information provided is accurate and truthful. Unauthorized submission of information, including false, misleading, or incorrect information may constitute a violation of California Penal Code section 502 and may result in criminal penalties, including the following:

- Fines up to \$10,000

- *Imprisonment for up to three years in state prison*
- *Both fines and imprisonment*

If you have any questions or require assistance, please contact BSCC ICDR staff before proceeding.

Thank you for your cooperation.

By checking the box, you are acknowledging and agreeing to the terms outlined in the warning.

Section B: Decedent 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. Alias Name 1

Enter the decedent's alias name, if applicable.

12. Alias Name 2

Enter the decedent's additional alias name, if applicable.

13. 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.

14. Case Summary

Enter a brief summary consisting of the general circumstances of the in-custody death investigation case in the text box.

See example of a case summary below:

An officer observed an unresponsive incarcerated person laying on the floor of a cell within the receiving area of a local detention facility. The officer called for assistance and additional officers and nurses responded to the cell. Officers removed the incarcerated person from the cell, and officers and nurses initiated life-saving measures. The department transported the incarcerated person to a medical treatment area. Life-saving measures continued until a physician pronounced the incarcerated person dead.

15. 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 Multi-ethnic from the drop-down menu.

Select the decedent's race/ethnicity.

American Indian	Korean
Alaskan Native	Laotian
Asian	Middle Eastern or North African
Asian Indian	Multi-ethnic
Black or African American	Native Hawaiian
Cambodian	Other Asian
Chinese	Other Pacific Islander
Filipino	Pacific Islander
Guamanian	Samoan
Hawaiian	Vietnamese
Hispanic, Latino, or Spanish	White
Japanese	Other

16. Gender Identity

Gender Identity is defined as a person's internal sense of self and how they fit into the world, from the perspective of gender. Select the decedent's gender identity.

- Female: is a person whose gender identity and gender assigned at birth are female.
- Non-binary: is an inclusive term used to describe individuals who may experience a gender identity that is neither exclusively male nor female, or who identifies in between or beyond both of those genders, including, but not limited to, gender fluid, agender, or without gender, third gender, genderqueer, gender variant, and gender nonconforming.
- Male: is a person whose gender identity and gender assigned at birth are male.

17. Gender Assigned at Birth

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

18. Custody Offense

Enter the standardized numerical or alphanumeric code used to classify the offense for which the decedent was detained. Reference the DOJ Law Enforcement Code Tables if needed: <https://oag.ca.gov/law/code-tables>.

19. 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.

20. Length of Stay

Select the option to indicate the length of stay for the decedent. There are three (3) initial selections, and if option B or C are selected, please provide additional details.

- A) Less than one hour
- B) Less than 24 hours
 - a. Please input how many hours
- C) More than 24 hours
 - a. Please input how many days

Section C: Information Related to the Death

21. Lead Investigator's Full Name

If applicable, enter the full name of the lead investigator.

22. Lead Investigator's Title

If applicable, enter the title of the lead investigator.

23. Lead Investigator's Email

If applicable, enter the email address of the lead investigator.

24. Lead Investigator's Phone Number

If applicable, enter the phone number of the lead investigator.

25. 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.

26. 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.

27. 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.

28. 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.

29. Location of Death

Select the option to indicate the decedent's location at the time of the death. Definitions for each of the location of death options in the dropdown are provided below.

(A) Booking Areas:

- Booking - Holding Cell: A temporary holding area for individuals awaiting processing or transfer within the booking facility.
- Booking - Safety Cell: A specialized holding cell designed for individuals who present a risk to themselves or others, typically used for observation and crisis management.
- Booking - Sobering Cell: A designated holding area for individuals under the influence of alcohol, drugs or substance use, allowing them to sober up before placement in general housing.
- Booking - Sallyport: A controlled, secure entry and exit area used for inmate transport, vehicle movement, and controlled access into the jail facility.
- Booking Area - General: The broader section of the facility where intake procedures occur, including identification, fingerprinting, medical screening, and temporary holding.
- Booking – Other, please specify: Any additional area used within the booking process that does not fit predefined categories; specific details should be indicated.

(B) Housing Areas:

- Housing - Cell, Single: A secure housing unit designed for a single occupant, providing individual confinement.
- Housing - Cell, Double: A housing unit designed to accommodate two inmates in shared confinement.
- Housing - Dorm (In Bed): A communal sleeping area where multiple inmates are assigned individual beds.
- Housing - Dayroom: A shared space adjacent to housing units for socializing, recreation, and limited group activities.
- Housing - Bathroom: A designated restroom facility within the housing unit or common areas.

- Housing - Safety Cell: A specialized cell in housing areas used for individuals requiring heightened observation due to behavioral or medical concerns.
- Housing - Yard: An outdoor recreational area designated for inmate exercise, fresh air, and structured recreational activities.
- Housing - Other, please specify: Any additional housing-related area that does not fit predefined categories; specific details should be indicated.

(C) Program and Medical Areas:

- Classroom: A designated learning space used for educational programming, vocational training, or rehabilitation courses.
- Program Area: Any location designated for structured activities, including therapy, religious services, job training, or social rehabilitation programs.
- Medical Treatment (In Jail): On-site medical facilities where inmates receive health evaluations, treatment, or ongoing medical care within the jail.
- Hospital (Outside Jail): An external medical facility where inmates receive advanced or emergency medical treatment outside the correctional facility.

(D) Other, please specify: Any location used within the jail facility that does not fit predefined categories; specific details should be described.

30. Medical Care

Select the option to indicate if the decedent was under the care of a physician at the time of their death. If yes, please provide a brief summary of the medical care.

31. Mental Health Care

Select the option to indicate if the decedent was receiving mental health care or any behavioral health services. If yes, please provide a brief summary of the mental health care.

32. Additional Information

Check the box(es) to indicate if the decedent was involved in any of the scenarios described below. Please select all that apply.

- Hunger strike: A form of protest in which individuals refuse to eat to demand changes in conditions, policies, or treatment.
- Use of force: Application of physical force by correctional officers to maintain order, prevent escape, or respond to threats.
- Incident: Any event within a detention facility that disrupts normal operations or requires intervention, including, but not limited to, assaults, medical emergencies, or security breaches.

- Fight: A physical altercation between incarcerated individuals, which may be spontaneous or organized.
- Not applicable: Decedent was not involved in any of the scenarios described.

33. Expected and Unexpected Deaths

Select the option to indicate if the person's death was expected or unexpected. If you select "Pending Investigation", you will be required to submit updated information when available (see Section III).

- An Expected Death is defined as a medically anticipated death which is related to the natural course of a patient's illness or underlying condition.
- An Unexpected Death meets one or both of the following criteria:
 - A. The death was not the result of a known and documented terminal illness or condition; or
 - B. The death was not anticipated until the onset of the acute terminal episode.

34. 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 unexpected event or circumstance.
- Undetermined: The manner in which a person died cannot be determined.
- Homicide: A death as a result of an intentional act by another person.
- Natural: A death which occurred in the course of nature and from natural causes including age and disease.
- Pending Investigation: The investigation into the in-custody death is pending and ongoing at the time the "ICDR Notification Form" was submitted to the BSCC.
- Suicide: A death resulting from intentional self-inflicted act.
- Other: Other than the above.

35. Means of Death

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

- Asphyxiation: Death caused by the lack of oxygen, which can occur due to choking, drowning, or suffocation.
- Blunt-Force Trauma / Trauma: Death caused by impact from a non-sharp object,

leading to internal injuries or trauma.

- Burns: Death caused by severe burns from fire, chemicals, or other source.
- Disease: Death stemming from a specific illness, underlying medical condition, or internal bodily dysfunction.
- Gunshot: Death resulting from injuries inflicted by firearms.
- Overdose: Death caused by the ingestion, inhalation, or absorption of toxic substances, including drugs or chemicals.
- Stabbing: Death resulting from injuries inflicted by a sharp object.
- Undetermined: The means of the person's death cannot be determined.
- Pending Investigation: The investigation into the in-custody death is pending and ongoing at the time the ICDR NOD was submitted.
- Other: Other than the above.

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

- 36.** 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 note: Compliance with the submission requirements of the BSCC is separate from and does not relieve an agency of its obligation to comply with the submission requirements of the DOJ. The agency is still responsible for submitting the BCIA 713 form to the DOJ.

SECTION II: THE INITIAL DEATH REVIEW REPORT (IDRR)

The following section provides a description of information required in the [ICDR Submission of Initial Death Review Report](#). A copy of this online form can be found in Appendix D.

Title 15, section 1046 requires that each agency conducts an initial review AND complete a written review of each in-custody death within 30 days of the death (the IDRR). The IDRR is intended to be a preliminary fact-finding document that identifies the circumstances and any immediate response to the death. After completing the required information in the Smartsheet form, upload the IDRR as indicated in Section C below.

The review must be completed by a team that includes, 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.

If you have questions about the IDRR, please contact your assigned ICDR Field Representative.

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 in-custody death occurred. Make sure to confirm the facility selection using the BSCC ID #. In some cases, only one facility may be listed.

Warning: Unauthorized Submission of Information

A warning is included to limit unauthorized use of the form. At the bottom of the warning is a checkbox that must be checked for the remaining fields to appear in the form and to submit the form. The warning states:

This web portal is intended to allow employees of law enforcement agencies to submit information required by Section 1046 of Title 15 of the California Code of Regulations. By accessing and using this web portal, you attest that you are authorized to submit the information on behalf of a local detention facility and that the information provided is accurate and truthful. Unauthorized submission of information, including false, misleading, or incorrect information may constitute a violation of California Penal Code section 502 and may result in criminal penalties, including the following:

- Fines up to \$10,000
- Imprisonment for up to three years in state prison
- Both fines and imprisonment

If you have any questions or require assistance, please contact BSCC ICDR staff before proceeding.

Thank you for your cooperation.

By checking the box, you are acknowledging and agreeing to the terms outlined in the warning.

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 IDRR. 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.

At minimum, your IDRR should include the following information:

(A) Circumstances of the Death

- Briefly describe the cause of death and the events leading up to it, including any unusual incidents. Include the exact location of the individual where found deceased and any noteworthy conditions.
- Describe the immediate response, for example, when were emergency staff notified, what life saving measures were taken, and when did life saving measures begin?
- Note the time of death.

(B) Appropriateness of Clinical Care

- Was the individual properly screened by medical and mental health staff during initial booking?
- Was the individual under a doctor's care for any medical conditions at the time of their death?

- Did the individual have regular medical or behavioral health appointments prior to their death? Were there any appointments that were missed?
- What other factors were reviewed to determine the appropriateness of clinical care before the death and during the staff response to the death?

(C) Policy, Procedures, Practices

- During your review of the circumstances of the death, did you identify any policy violations, supervision issues, or gaps in procedures?
- What modifications, if any, were made to policy, procedures, or training following the incident?

(D) Other Issues

- Were any other issues identified that will lead or have led to further investigation into the cause of death?

SECTION III: THE ICDR DATA UPDATE FORM

If any of the information provided changes or if new information becomes available regarding the death and is reported to the Attorney General, the agency shall update BSCC within (ten) 10 days of the date of change or the date the new information becomes available. This aligns with the amendments to Government Code section 12525.

Also, please notify BSCC as soon as possible if the Submitting Person changes.

The following section provides a description of information required in the [ICDR Update Data](#) form. A copy of this online form can be found in Appendix E.

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 in-custody death occurred. Make sure to confirm the facility selection using the BSCC ID#. In some cases, only one facility may be listed.

Warning: Unauthorized Submission of Information

A warning is included to limit unauthorized use of the form. At the bottom of the warning is a checkbox that must be checked for the remaining fields to appear in the form and to submit the form. The warning states:

This web portal is intended to allow employees of law enforcement agencies to submit information required by Section 1046 of Title 15 of the California Code of Regulations. By accessing and using this web portal, you attest that you are authorized to submit the information on behalf of a local detention facility and that the information provided is accurate and truthful. Unauthorized submission of information, including false, misleading, or incorrect information may constitute a violation of California Penal Code section 502 and may result in criminal penalties, including the following:

- Fines up to \$10,000
- Imprisonment for up to three years in state prison
- Both fines and imprisonment

If you have any questions or require assistance, please contact BSCC ICDR staff before proceeding.

Thank you for your cooperation.

By checking the box, you are acknowledging and agreeing to the terms outlined in the warning.

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: Updates to ICDR NOD Data or IDRR

6. Selection of Data to Update

Use the drop-down menu to indicate the data you are updating. Select all that apply. Each selection will populate the appropriate question(s).

7. Update to Expected and Unexpected Death

Select the option to update if the person's death was expected or unexpected.

- An Expected Death is defined as a medically anticipated death which is related to the natural course of a patient's illness or underlying condition.
- An Unexpected Death meets one or both of the following criteria:
 - A. The death was not the result of a known and documented terminal illness or condition; or
 - B. The death was not anticipated until the onset of the acute terminal episode.

8. Update to Manner of Death

Use the drop-down menu to update 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 unexpected event or circumstance.
- Undetermined: The manner in which a person died cannot be determined.
- Homicide: A death as a result of an intentional act by another person.
- Natural: A death which occurred in the course of nature and from natural causes

including age and disease.

- Pending Investigation: The investigation into the in-custody death is pending and ongoing at the time the "ICDR Notification Form" was submitted to the BSCC.
- Suicide: A death resulting from intentional self-inflicted act.
- Other: Other than the above.

9. Update to Means of Death

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

- Asphyxiation: Death caused by the lack of oxygen, which can occur due to choking, drowning, or suffocation.
- Blunt-Force Trauma / Trauma: Death caused by impact from a non-sharp object, leading to internal injuries or trauma.
- Burns: Death caused by severe burns from fire, chemicals, or other source.
- Disease: Death stemming from a specific illness, underlying medical condition, or internal bodily dysfunction.
- Gunshot: Death resulting from injuries inflicted by firearms.
- Overdose: Death caused by the ingestion, inhalation, or absorption of toxic substances, including drugs or chemicals.
- Stabbing: Death resulting from injuries inflicted by a sharp object.
- Undetermined: The means of the person's death cannot be determined.
- Pending Investigation: The investigation into the in-custody death is pending and ongoing at the time the ICDR NOD was submitted.
- Other: Other than the above.

10. Update to IDRR

Upload a copy of the updated IDRR. 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.

11. Additional Updates

Select the option to indicate if there are additional updates to provide outside of the above data. The ICDR staff will reach out to you directly for technical assistance and next steps.

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: GOVERNMENT CODE SECTION 12525

State of California

GOVERNMENT CODE

Section 12525

12525. (a) In any case in which a person dies while in the custody of any law enforcement agency or while in custody in a local or state correctional facility in this state, the law enforcement agency or the agency in charge of the correctional facility shall report in writing to the Attorney General, within 10 days after the death, all facts in the possession of the law enforcement agency or agency in charge of the correctional facility concerning the death.

(b) If any of the information provided pursuant to subdivision (a) changes or if new information becomes available regarding the death, including, but not limited to, the manner and means of death, the law enforcement agency or agency in charge of the correctional facility shall update its written report to the Attorney General within 10 days of the date of change or the date the new information becomes available.

(c) The writings in this section are public records within the meaning of Section 7920.530 of the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), and are open to public inspection pursuant to Sections 7922.500 to 7922.545, inclusive, 7923.000, and 7923.005. Nothing in this section shall permit the disclosure of confidential medical information that may have been submitted to the Attorney General's office in conjunction with the report except as provided in Part 2.6 (commencing with Section 56) of Division 1 of the Civil Code.

(Amended by Stats. 2024, Ch. 69, Sec. 1. (AB 3092) Effective January 1, 2025.

APPENDIX C: ICDR NOTICE OF DEATH (NOD) FORM



In-Custody Death Review Submission of ICDR Notice of Death (NOD)

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

Compliance with the submission requirements of the BSCC is separate from and does not relieve an agency of its obligation to comply with the submission requirements of the DOJ. The agency is still responsible for submitting the BCIA 713 form to the DOJ.

Note: This form uses conditional logics in providing questions. Not all questions are currently displayed, and 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 notification. This person is expected to be able to answer questions related to the review of deaths in the facility.

5. Submitting Person's Title *

Enter the title or 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.

Warning: Unauthorized Submission of Information

This web portal is intended to allow employees of law enforcement agencies to submit information required by Section 1046 of Title 15 of the California Code of Regulations. By accessing and using this web portal, you attest that you are authorized to submit the information on behalf of a local detention facility and that the information provided is accurate and truthful. Unauthorized submission of information, including false, misleading, or incorrect information may constitute a violation of California Penal Code section 502 and may result in criminal penalties, including the following:

- Fines up to \$10,000
- Imprisonment for up to three years in state prison
- Both fines and imprisonment

If you have any questions or require assistance, please contact BSCC ICDR staff before proceeding.

Thank you for your cooperation.

By checking this box, you acknowledge and agree to the terms outlined in this warning. *

Section B: Decedent 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. If none, leave this field blank.
This field is not required to submit. Please do not input NMM (No Middle Name).

11. Alias Name

Enter the decedent's alias name, if applicable.

13. 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.

14. Case Summary *

Enter a brief summary consisting of the general circumstances of the in-custody death investigation case in the text box. Please see Data Reporting Guide for example.

15. 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.

16. Gender Identity *

Gender Identity is defined as a person's internal sense of self and how they fit into the world, from the perspective of gender. Select the decedent's gender identity. Definitions are provided in the Data Reporting Guide.

- Female
- Non-binary
- Male
- Other

17. Gender Assigned at Birth *

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

- Female
- Male
- Other

18. Custody Offense *

Enter the standardized numerical or alphanumeric code used to classify the offense for which the decedent was detained.

Reference the DOJ Law Enforcement Code Tables if needed: <https://oag.ca.gov/law/code-tables>.

19. Custody Status Preceding Death *

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

20. Length of Stay *

Select the option to indicate the length of stay for the decedent. The options below will open additional detailed selections.

- Less than one (1) hour
 - Less than 24 hours
 - More than 24 hours
-

Section C: Information Related to the Death

21. Lead Investigator's Full Name

If applicable, enter the full name of the lead investigator.

22. Lead Investigator's Title

If applicable, enter the title of the lead investigator.

23. Lead Investigator's Email

If applicable, enter the email address of the lead investigator.

24. Lead Investigator's Phone Number

If applicable, enter the phone number of the lead investigator.

25. 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.



26. 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 "9999".

27. 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.



28. 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 "9999".

29. Location of Death *

Select the option to indicate the person's location at the time the death. The options below will open additional detailed selections.

- Booking Areas
- Housing Areas
- Program and Medical Areas
- Other, Please Specify

30. Medical Care *

Select the option to indicate if the decedent was under the care of a physician at the time of their death. If yes, please provide a brief summary of the medical care.

- Yes
- No

31. Mental Health Care *

Select the option to indicate if the decedent was receiving mental health care. If yes, please provide a brief summary.

Yes

No

32. Additional Information *

Check the box(es) to indicate to indicate if the decedent was involved in any of the scenarios described below. Please select all that apply.

Hunger strike

Use of force

Incident

Fight

Not applicable

33. Expected and Unexpected Deaths *

Select the option to indicate if the person's death was expected or unexpected.

If you select "Pending Investigation", you will be required to submit updated information when available (see Section III).

Pending Investigation

Expected

Unexpected

34. Manner of Death *

Use the drop-down menu to indicate the manner of death based on available information. Definitions are provided in the Data Reporting Guide.


35. Means of Death *

Use the drop-down menu to indicate the means which contributed to the person's death. Definitions are provided in the Data Reporting Guide.

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

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

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.



Drop your files here

[Browse](#)

IMPORTANT NOTICE:

Compliance with the submission requirements of the BSCC is separate from and does not relieve an agency of its obligation to comply with the submission requirements of the DOJ. The agency is still responsible for submitting the BCIA 713 form to the DOJ.

REMINDER

Updates to ICDR Data

If any of the information provided changes or if new information becomes available regarding the death and is reported to the Attorney General, the agency shall update BSCC within (ten) 10 days of the date of change or the date the new information becomes available. This aligns with the amendments to Government Code section 12525. Agencies shall update data by completing the ICDR Update Data form.

APPENDIX D: SUBMISSION OF INITIAL DEATH REVIEW REPORT (IDRR) FORM



In-Custody Death Review Submission of Initial Death Review Report

Before completing this form, 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 form 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.

 x v

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 Court Holding - BSCC #325

Amador County Jail - BSCC #320

Warning: Unauthorized Submission of Information

This web portal is intended to allow employees of law enforcement agencies to submit information required by Section 1046 of Title 15 of the California Code of Regulations. By accessing and using this web portal, you attest that you are authorized to submit the information on behalf of a local detention facility and that the information provided is accurate and truthful. Unauthorized submission of information, including false, misleading, or incorrect information may constitute a violation of California Penal Code section 502 and may result in criminal penalties, including the following:

- Fines up to \$10,000
- Imprisonment for up to three years in state prison
- Both fines and imprisonment

If you have any questions or require assistance, please contact our support team before proceeding.

Thank you for your cooperation.

By checking this box, you acknowledge and agree to the terms outlined in this warning. *

Section B: Decedent's Information

Please ensure the Date of Birth and Date of Death is accurate and consistent with the data submitted in the corresponding 10-Day Notice of Death.

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.

Please ensure that the date of birth entered matches the date of birth recorded on the 10-Day Notice of Death form.

mm/dd/yyyy



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.

Please ensure that the date of death entered matches the date of death recorded on the 10-Day Notice of Death form.

mm/dd/yyyy



Section C: Initial Death Review Report Upload

Upload a copy of the Initial Death 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 Death Review Report *



Drop your files here

[Browse](#)

Send me a copy of my responses

Submit

APPENDIX E: ICDR DATE UPDATE FORM



In-Custody Death Review Update Data Form

Before completing this form, please review the **In-Custody Death Review Data Reporting Guide**. Use this form to submit any updates to the ICDR Notice of Death (NOD) data or Initial Death Review Report (IDRR).

Note: This form 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 Court Holding - BSCC #325

Amador County Jail - BSCC #320

Warning: Unauthorized Submission of Information

This web portal is intended to allow employees of law enforcement agencies to submit information required by Section 1046 of Title 15 of the California Code of Regulations. By accessing and using this web portal, you attest that you are authorized to submit the information on behalf of a local detention facility and that the information provided is accurate and truthful. Unauthorized submission of information, including false, misleading, or incorrect information may constitute a violation of California Penal Code section 502 and may result in criminal penalties, including the following:

- Fines up to \$10,000
- Imprisonment for up to three years in state prison
- Both fines and imprisonment

If you have any questions or require assistance, please contact our support team before proceeding.

Thank you for your cooperation.

By checking this box, you acknowledge and agree to the terms outlined in this warning. *

Section B: Decedent's Information

Please ensure the Date of Birth and Date of Death is accurate and consistent with the data submitted in the corresponding ICDR NOD.

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.

Please ensure that the date of birth entered matches the date of birth recorded on the ICDR NOD.

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.

Please ensure that the date of death entered matches the date of death recorded on the ICDR NOD.

mm/dd/yyyy



Section C: Updates to ICDR NOD Data or IDRR

In accordance with Government Code section 12525, if any of the information provided changes or if new information becomes available regarding the death, but not limited to, the manner and means of death, the agency shall update BSCC within (ten) 10 days of the date of change or the date the new information becomes available.

6. Selection of Data to Update *

Use the drop-down menu to select the data you are updating.

Select all that apply. Each selection will populate the appropriate question.

Expected/Unexpected

Manner of Death

Means of Death

IDRR



7. Update to Expected and Unexpected Death *

Select the option to update if the person's death was expected or unexpected.

Expected

Unexpected

8. Update to Manner of Death *

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


Dropdown menu for Manner of Death

9. Update to Means of Death *

Use the drop-down menu to update the means which contributed to the person's death.

10. Update to IDRR *

Upload a copy of the updated IDRR. 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.



Drop your files here

[Browse](#)

11. Additional Updates *

Select the option to indicate if there are additional updates to provide outside of the above data. The ICDR staff will reach out to you directly for technical assistance and next steps.

- Yes
- No

Send me a copy of my responses