
	MESQUITE POLICE DEPARTMENT
	313.00 PROCEDURAL GUIDELINES – SUICIDES OR ATTEMPT SUICIDES IN JAIL
	Effective Date: August, 2011
	Approved: _____ <div style="text-align: center;">  Chief of Police </div>

- I. Policy

There will be an immediate investigation of any incidents of suicide or suicide attempts that occur in the Mesquite jail.
- II. Duties and Responsibilities
 - A. Technical Services Bureau Personnel
 1. The Detention Officer who discovers or is notified a prisoner has committed or attempted to commit suicide will immediately take the following steps:
 - a. Administer first aid as needed. Prisoner medical needs are most important.
 - b. Summon MFD paramedics.
 - c. Notify the Station Sergeant and/or the on-duty Watch Commander.
 - d. Preserve the crime scene, which includes maintaining each prisoner in the cell which they occupied at the time of the incident.
 2. The Station Sergeant will notify the Jail Lieutenant during business hours or the on-duty Watch Commander after business hours of the incident and will ensure prisoners remain in the same cell occupied at time of incident. All transfers and releases will be temporarily postponed.
 3. The Station Sergeant will print out a list of every prisoner in jail at the time the incident occurred. The location of every prisoner will be recorded on a diagram of the jail.
 4. The Station Sergeant will investigate all attempted suicides in the jail that do not require medical treatment at an area hospital. This investigation will include but not be limited to interviewing all witnesses to the incident, taking written statements or making audio/video recordings of their interviews, collecting evidence and receiving the appropriate written reports from on-duty personnel.
 5. The on-duty Station Sergeant will prepare a copy of the necessary jail video to document the actions of the person attempting suicide.
 - B. Command Level Officer
 1. If an inmate commits suicide or is transported to an area hospital as a result of an attempted suicide the Command Level Officer having responsibility for the incident will immediately notify the Criminal Investigations Lieutenant. An investigation of the incident will be initiated. In the event the CID Lieutenant cannot be located the CID Captain and/or Assistant Chief of Operations will be notified.
 2. The Command Level Officer having responsibility for the incident will personally observe and confirm jail personnel have taken all appropriate actions and the crime scene has been preserved, and will notify Crime Scene.
 3. The Command Level Officer will ensure an offense/incident report is completed and that a press release is prepared. The Command Level Officer may call the Departmental Public Information Officer to assist with the press release and potential media inquiries.
 4. The Command Level Officer is responsible for ensuring all pertinent steps are complete on the Jail Suicide Checklist.
 - C. Criminal Investigation Bureau Personnel

1. The CID Lieutenant and/or the Crimes Against Persons supervisor and investigators will respond to the jail and immediately initiate an investigation into the incident. The investigation will include but not be limited to the following steps:
 - a. All prisoners in jail at the time of the incident will be identified by name, date of birth, arrest and MPD MNI number, arrest charges, and location in the jail at the time the incident occurred.
 - b. Digital photographs will be taken of all inmates in jail at the time of the incident. The inmate's current book-in photograph is acceptable.
 - c. Crime Scene personnel will take a digital photograph of each cell and the occupants that were in the cell at the time of the incident.
 - d. Crime Scene personnel will collect any evidence such as item of clothing that may have been used to commit or attempt the suicide.
 - e. All witnesses to the incident will be interviewed and written statements will be taken. Due to the sight and sound limitations in the jail holding facility, interviews of prisoners will be limited to those who may have heard or witnessed the incident.
 - f. All jail and police personnel present at the time of the incident will submit a written report (memorandum to the Chief of Police).
 - g. The C.I.D. supervisor will be responsible for securing and preserving the video tape of the suicidal prisoner's book-in and the current jail video tape.
 - h. The Crimes Against Persons supervisor will prepare a report on the incident for the Chief of Police and submit it through the chain-of-command not later than five working days after completion of the investigation. The report should include a summary of the investigation and a copy of all arrest reports, pictures, and diagrams.

EFFECTIVE: January, 1996; REVISED: August, 2011

JAIL SUICIDE CHECKLIST

(Attempted or Completed)

1. DETENTION / JAIL PERSONNEL:
 - ☐ a. Administer First-Aid as needed.
 - ☐ b. Notify Mesquite Fire Paramedics.
 - ☐ c. Notify Station Sgt. and/or Watch Commander.
 - ☐ d. Preserve crime scene and maintain prisoners in their cells.
2. STATION SGT:
 - ☐ a. Ensure Jail Lieutenant or Watch Commander is aware of situation.
 - ☐ b. Ensure prisoners remain in their cells.
 - ☐ c. Temporarily postpone all releases and transfers of prisoners.
 - ☐ d. Print a master list of all inmates.
 - ☐ e. Document the exact location of each inmate on attached diagram.
 - ☐ f. Investigate all attempted suicides not requiring medical treatment.
 - ☐ g. Prepare a copy of jail video documenting attempted suicide.
3. COMMAND LEVEL OFFICER:
 - ☐ a. Notify CID Lieutenant.
 - ☐ b. Confirm appropriate actions of Station Sgt. and Detention Personnel.
 - ☐ c. Notify Crime Scene Sgt. and or the On-Call CSS investigator.
 - ☐ d. Ensure Offense/Incident Report is completed and generate press release.
4. CRIME SCENE SGT. or CSS INVESTIGATOR
 - ☐ a. Secure the article used in incident.
 - ☐ b. Photograph each cell to include jail inmates.
5. CID SUPERVISOR or ON CALL INVESTIGATOR
 - ☐ a. Respond to Jail and initiate investigation.
 - ☐ b. Confirm identity of each inmate, to include name, DOB, MNI, charges and cell location.
 - ☐ c. Ensure photo of each inmate is available from current book-in.
 - ☐ d. Ensure Crime Scene Investigator has secured any article used in the incident.
 - ☐ e. Interview and obtain written statements from each inmate that witnessed the incident.
 - ☐ f. Ensure all detention / police personnel submit written affidavits.
 - ☐ g. Secure / preserve suicidal inmate's book-in video and current jail recordings (video and audio). Duplicate and preserve original.
 - ☐ h. Notify next of kin if necessary.
 - ☐ i. Submit summary through chain to include complete case file within five (5) working days.
 - ☐ Offense Report
 - ☐ All arrest reports
 - ☐ Individual inmate photographs
 - ☐ Inmate DL and criminal histories
 - ☐ Individual inmate affidavits
 - ☐ Individual cell & crime scene photographs
 - ☐ Diagram
 - ☐ Detention / Police individual affidavits
 - ☐ Call sheet
 - ☐ Victim file including fingerprint card
 - ☐ CSS reports
 - ☐ Press Release
 - ☐ Summary