

Blue ~~White~~ CODE WHITE CHECKLIST

Date: 09/27/11

Shift Commander: Lt. Scarborough, A #452

Control notified: By: Sgt Anderson, T #453

Location: H16-Cell

Time: 1548

1) Announce Code ~~White~~: Time: 1548 Secured: Time: 1608
Inmate Name: Woolley, Heidi Booking #: 844775 Cell: H16

2) Uniformed and medical staff arrive: Time: 1548

a) Names: 1. Lt. Scarborough 3. Sgt Pendegran 4. Sgt Jenkins

5. Nurse White 6. Nurse Schill 7. Nurse Miller

At 1555 hrs. 8. Cpt McClelland 9. SCo Betton 10. SCo Thomas 11. OTC Renwick

12. OTC Wyman 13. OTC McCullough 14. OTC Weatherston 15. OTC G. Brown

16. GAO J. Brown

3) First responder intervention begins: FIRE RESCUE ARRIVES AT Time: 1604 - 1629

a) Names: ABDULA Blum

HEAD

EVAC Unit 292

FIRE SERVICES LEFT AT 1630 hours

4) EVAC (if applicable): Notified: Time: 1600

Brian Anglin EMT Arrived: Time: 1600

Julie Masters - Paramedic Departed: Time: 1638

5) Inmates on the unit/wing secured: Time: H Block secured at all times

6) Warden of the institution or SDO notified: Time: 1607

a) Name: Warden Pennoyer

7) Medical Director notified: Time: 1630

8) If the inmate is transported via EVAC, the following is to be taken by the escorting C.O.(s) (check as completed):

a) N/A Copy of the inmate's VCDC-214

b) N/A One hospital packet

c) N/A One weapon and ammo

d) N/A Restraints (to include: handcuffs, leg irons, belly chain, plastic wrist restraints and a handcuff key.)

9) Escort C.O.(s) N/A N/A

10) Obtain photos when appropriate.

11) Ensure all paperwork (VCDC-401, 402, 721, 728) is complete. Prepare a chronological report, and forward all paperwork to the Facility Supervisor. (Refer to the Suicide Reports Check List.) Note: In the event of a successful suicide skip step #11 and proceed to page 2.

Note: An inmate can only be pronounced dead by either a physician or the Medical Examiner, no one else.

- 1) Secure the scene Time: 1637
- 2) A staff member is to be posted at the scene to fill out the chronological list of staff entering/exiting the scene. (attached)
- 3) VCSO Notified: Time: 1635
 - a) Arrived: Time: 1709
 - 1) Name(s): SO. ROBINETT # 2124
 - b) Depart: Time: _____
- 4) Medical Examiner Notified: Time: 1810
 - a) Arrived: Time: 1841
 - 1) Name: _____
 - b) Departed: Time: 1901
- 5) Activate ICS using admin group page # 820-4360: Time: N/A

Staff Member	Pager #	Contacted	Time Call Returned
Director	cell # 386-212-5875 home # 386-756-8245	Y/N	
Assistant Director – VCBJ	group page	Y/N	
Assistant Director – VCCF	group page	Y/N	
Warden VCBJ	group page	Y/N	
Warden VCCF	group page	Y/N	
SDO (rotated)	group page	Y/N	
- 6) Mental Health Staff Notified: Time: _____
 - a) Arrived: Time: _____
 - 1) Name(s): Robin Sathel Chris Lambert
 - b) Departed: Time: _____
- 7) Medical - clinic are to notify next of kin: Time: _____
 - a) Person notified: _____
- 8) VCSO will direct the investigation and may ask Security Staff to assist them.
 - a) Written inmate statements may be obtained as directed by the VCSO.
 - b) Make a copy of the block roster.

- 9) Cleaning of the scene can only be approved by the Sheriff's investigator.
a) Approved by: C. J. Alling Time: 1835
- 10) Inmates and staff involved and/or in the area are to be interviewed by the Mental Health Staff. yes / Done
- 11) Pull inmate's records (check as completed):
a) ☒ VCDC-214
b) ☐ Case Management file
c) ☒ Medical/Mental health file
d) ☒ Visitation card or CJIS print out
e) ☒ Booking card
f) ☐ Commissary order form
g) ☒ Notify Case Management to be on the look out for any paperwork not yet filed or "in transit". Upon receipt they are to be forwarded to the Division's Records Custodian.
- 12) Pull inmate's property (check as completed):
a) ☒ From property room
b) ☒ Bulk storage
c) ☒ Vault
d) ☒ Any funds in the inmate's account
- 13) All involved personnel shall submit a written report prior to being released from duty. Ensure all paperwork (VCDC-401, 402, 721, 728) is complete. Prepare a chronological report, and forward all paperwork to the Facility Supervisor. (Refer to the Suicide Reports Checklist.) ✓
- 14) All staff involved shall remain on duty until released by the Sheriff's Investigator. ✓
- 15) Was a press release prepared by the Director's office (or designee)? Yes/No ✓
- 16) A complete copy of the Medical/Case Management file, including all Suicide/Attempt Checklist and reports generated by the death, shall be made and routed as follows (check as completed):
a) ☒ Original to the Warden of the involved institution.
b) ☒ Four (4) copies to:
1) ☒ Corrections Director
2) ☒ Division Records Custodian
3) ☒ County Legal (forwarded through the Records Custodian)
4) ☒ Suicide Task Team Chair