

# Los Angeles County Sheriff's Department

Audit and Accountability Bureau



## Suicide Intervention Kits and First Aid Kits Audit

Patrol Operations –  
East Patrol Division  
Audit No. 2019-9-A



Alex Villanueva, Sheriff

December 31, 2019

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
Audit and Accountability Bureau**

**SUICIDE INTERVENTION KITS AND FIRST AID KITS AUDIT  
PATROL OPERATIONS – EAST PATROL DIVISION  
Project No. 2019-9-A  
AUDIT REPORT**

**PURPOSE**

The Audit and Accountability Bureau (AAB) conducted the Suicide Intervention Kits and First Aid Kits Audit, Patrol Operations – East Patrol Division (EPD), under the authority of the Sheriff of Los Angeles County. The audit was performed to determine how the Los Angeles County Sheriff's Department (Department) adhered to its policies and procedures and California state law related to Suicide Intervention Kits (SIKs) and First Aid Kits (FAKs). The AAB also evaluated the Department's compliance, in part, with requirements of the United States Department of Justice (DOJ) Mental Health Joint Settlement Agreement (Settlement Agreement).

The AAB conducted this audit under the guidance of Generally Accepted Government Auditing Standards.<sup>1</sup> The AAB determined the evidence obtained was sufficient and appropriate to provide reasonable assurance for our findings based on the audit objectives.

**BACKGROUND**

The EPD is comprised of six Sheriff's stations (Altadena Station, Crescenta Valley Station, Industry Station, San Dimas Station, Temple Station, and Walnut/Diamond Bar Stations), each equipped with a station jail lockup with the exception of Altadena Station. Altadena Station was excluded from the evaluation. When a person is arrested in one of these station areas, they are transported to one of the Department's station jail lockups, where they are booked and processed into custody pending a court hearing.

The Department has a responsibility to provide for the physical well-being of all arrestees within the Los Angeles County jail system. Each Sheriff's station jail is a part of the Department's jail system and classified by the Board of State and Community Corrections (BSCC) as a "Type I facility," and therefore must abide by California Code of Regulations (CCR) Title 15 standards.<sup>2</sup> The Custody Division Manual (CDM) and the Station Jail Manual (SJM) govern the operations of Sheriff's station jails.

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<sup>1</sup> United States Government Accountability Office, Government Auditing Standards, July 2018.

<sup>2</sup> The BSCC is an independent statutory agency that provides leadership to adult and juvenile criminal systems. A Type I facility is a local detention facility used for the detention of inmates, usually pending arraignment, for not more than 96 hours, excluding holidays and weekends, after booking. All Sheriff's Station jails are classified as Type I facilities. The CCR, Title 15 establishes minimum standards for local detention facilities in California.

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Per Title 15, Section 1005, Other Standards and Requirements, a city or county agency operating a local detention facility is not prohibited from adopting standards and requirements governing its own employees and facilities; provided such standards and requirements meet or exceed, and do not conflict with, the aforementioned standards and requirements. Additionally, per the SJM, the Department's Custody Services Division (CSD) conducts and oversees annual inspections of station jails to ensure adherence to policy and a safe, properly managed jail environment for both staff and arrestees.

On August 5, 2015, the Department entered into an agreement with the DOJ to address suicide prevention and mental health care in custody facilities (including station jails and court lockups). The settlement agreement recognized the Department's commitment to addressing the serious medical and mental health needs of those individuals in its custody, and the need to ensure their reasonable safety.

The settlement agreement calls for the presence of SIKs and FAKs in the control booth or officer's station of each housing unit, and further states all custody staff, who have contact with prisoners, will be trained in the use of the kits' contents. The requirements of the settlement agreement also apply to lockup facilities and courthouse holding areas.<sup>3</sup> The Department has established policies and procedures to mandate the presence of SIKs in all secure staff stations to assist in the intervention of suicide attempts. Additionally, FAKs are required to be available in all station jail lockups.

### **PRIOR AUDITS**

Five SIK and FAK audits have been completed to date, and have yielded thirty-one recommendations. Of these, eleven have been implemented and thirteen are in progress. The remaining seven were not implemented because the respective Division did not concur with the recommendations.

This is the first SIK and FAK Audit conducted by the AAB within the EPD.

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<sup>3</sup> Settlement Agreement - CV 15-5903, §III. Definitions, 15.(b), pp. 6-7 states the term "jails" includes facilities in which prisoners are detained, such as lockup facilities.

# **SUICIDE INTERVENTION KITS AND FIRST AID KITS AUDIT**

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### **Scope**

The audit consisted of four main objectives regarding SIKs and FAKs at the five station jail lockups within the EPD. The applicable sections from Title 15, CDM, SJM, and State mandated training were used as criteria for the audit:

- Objective No. 1 – Suicide Intervention Kits – To determine if a SIK is present and sealed in each station jail lockup, contains all items specified in the SJM, are in proper condition, and stored in a secure area.
- Objective No. 2 – First Aid Kits – To determine if the FAK is present and inspected by station personnel assigned to lockup and documented in the Uniform Daily Activity Log (UDAL)/Title 15 log.<sup>4</sup>
- Objective No. 3 – Staff Training on Suicide Intervention Kits – To determine whether station jail personnel received basic and refresher suicide prevention training.
- Objective No. 4 – Staff Training on First Aid Kits – To determine if station jail personnel received basic and refresher first aid training.

### **Audit Time Period**

For Objectives No. 1 and No. 2, auditors inspected the SIKs and FAKs on August 08, 2019, at all five station jail lockups within the EPD.

For Objectives No. 3(a) and No. 4(a), auditors evaluated Custody Assistant (CA) personnel training records who were assigned to the station jail lockups from August 08, 2017 to August 08, 2019, for SIK and FAK basic training.

For Objectives No. 3(b) and No. 4(b), auditors evaluated CA personnel training records who were assigned to the station jail lockups from August 08, 2017 to August 08, 2019, for SIK and FAK refresher training.

### **Audit Population**

Auditors identified and inspected 100% of the populations, in order to examine the different aspects of the four objectives, which are described in the details and results section of this report.

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<sup>4</sup> The UDAL is an official housing location record of daily arrestee activities, incidents, and special concerns. The e-UDAL is the web based application of the UDAL.

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**AUDIT DETAILS AND RESULTS**

**Objective No. 1 – Suicide Intervention Kits**

**Objective No. 1(a) – Presence and Condition of Suicide Intervention Kits**

Criteria

Custody Division Manual, Section 3-14/090.00, First Aid and Suicide Intervention Kits, (August 2018), states:

**SUICIDE INTERVENTION KITS**

*The suicide intervention kit is contained in a white waterproof container with red stenciling on the sides labeled "SUICIDE INTERVENTION KIT." The suicide intervention kit shall only be removed from the staff station to assist in suicide intervention or during suicide intervention drills....*

Station Jail Manual, Section 6-06/010.00, Attempt Suicides/Suicides (March 2018), states:

**Suicide Intervention Kits**

*Suicide intervention kits shall be kept in the station jail area for deployment in the event of an attempted suicide.*

**Jailer Responsibilities**

*In cases where station jailers encounter persons who have attempted suicide, the immediate deployment of the suicide intervention kit shall become a part of the jailer(s) response....*

*...Personnel assigned to the station jail shall be responsible for the inspection of the Suicide Intervention Kit at the beginning of their shift to ensure the tamper-resistant tape is intact....*

**Procedures**

Auditors inspected five station jail lockups to determine if a SIK was present and stored in a secure area on August 08, 2019. The physical inspection was conducted to determine if each kit was properly marked and sealed with a tamper-resistant inspection seal.

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Results

Two of five (40%) station jail lockups met the criteria for this objective. Three station jail lockups did not meet the criteria because the tamper resistant tape on the SIKs were not intact.

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**Objective No. 1(b) – Contents of Suicide Intervention Kits**

Criteria

California Code of Regulations Title 15, Section 3365, Suicide Prevention and Response, (April 2017), states:

*(c) When a suicide attempt is discovered in progress, medical assistance shall be summoned immediately to provide emergency medical care. Security and safety procedures shall be followed, including the use of required equipment and procedures to deal with bodily fluids. A cut-down kit shall be immediately accessible on each unit and shall be used by staff in case of an attempted suicide by hanging. All subsequent activities and procedures shall comply with local institutional emergency plans, as developed in compliance with Section 3301.*

Custody Division Manual, Section 3-14/090.00, First Aid and Suicide Intervention Kits, (August 2018), states:

**SUICIDE INTERVENTION KITS**

*...The suicide intervention kit contains the following items:*

<b>Item</b>	<b>Quantity</b>
<i>Craftsman Handi-Cut (cut down rescue tool)</i>	<i>1</i>
<i>Cardiopulmonary Resuscitation (CPR) Mask</i>	<i>1</i>
<i>Bag valve mask ("Ambu bag")</i>	<i>1</i>
<i>High risk exam gloves</i>	<i>1 pair</i>
<i>NARCAN Nasal Spray (NALOXONE)</i>	<i>2 units</i>
<i>Towel</i>	<i>2</i>

Station Jail Manual, Section 6-06/010.00, Attempt Suicides/Suicides, (March 2018), states:

**Jailer Responsibilities**

*In cases where station jailers encounter persons who have attempted suicide, the immediate deployment of the suicide intervention kit shall become a part of the jailer(s) response.*

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*...The Suicide Intervention Kit contains the following items:*

- *Cut down tool*
- *CPR mask*
- *Two towels*
- *Latex gloves*

United States Department of Justice/Mental Health Joint Settlement Agreement - CV 15-5903, Section G, "Suicide Risk Procedures," subparagraph 45 (p.26), states:

*Consistent with existing Sheriff's Department policies, the County and the Sheriff will provide both a Suicide Intervention Kit that contains an emergency cut-down tool and a first-aid kit in the control booth or officer's station of each housing unit....*

### Procedures

Auditors conducted a physical inspection on August 08, 2019, of the five station jail lockups to determine if the required contents were present in the SIK as required by Title 15, CDM, and the SJM.

Additionally, the contents were inspected to determine if all items were in good working order, and whether the kits contained any unauthorized items (those items not specifically listed in the CDM and SJM). Auditors documented their inspection by photographing the SIKs and their contents.

### Results

Four of the five (80%) station jail lockups met the criteria under the CDM for this objective. One did not meet the criteria because the kit did not contain NARCAN spray.

Four of the five (80%) station jail lockups met the criteria under the SJM for this objective. One did not meet the criteria because the kit did not contain latex gloves.

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**Objective No. 1(c) – Documentation of the Suicide Intervention Kit Inspection**

Criteria

Custody Division Manual, Section 3-14/090.00, First Aid and Suicide Intervention Kits, (August 2018), states:

*Custody personnel shall ensure at least one first aid kit and one suicide intervention kit are properly maintained and secured in each facility housing location. If tamper-resistant tape is broken or the kit appears to have been opened, custody personnel shall open the kit to inspect and ensure the required items are inside of it....*

*...If the tamper-resistant tape is secure on the kit, inspection of the contents is not necessary. Inspection of both the first aid kit and suicide intervention kit should be noted in the electronic Uniform Daily Activity Log (e-UDAL).*

Station Jail Manual, Section 6-06/010.00, Attempt Suicides/Suicides, (March 2018), states:

Jailer Responsibilities

*In cases where station jailers encounter persons who have attempted suicide, the immediate deployment of the suicide intervention kit shall become a part of the jailer(s) response.*

*The Suicide Intervention Kit contains the following items:*

- *Cut down tool*
- *CPR mask*
- *Two towels*
- *Latex gloves*

*Personnel assigned to the station jail shall be responsible for the inspection of the Suicide Intervention Kit at the beginning of their shift to ensure the tamper-resistant tape is intact. This inspection shall be documented in the e-UDAL.*

*If the tamper-resistant tape is broken or the kit appears to have been opened, notification to a supervisor shall be made. When the Suicide Intervention Kit has been deployed, or has been opened for any reason, the supervisor shall inspect the container to ensure all of the above listed items are present, and apply new tamper-resistant tape.*

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#### Procedures

Auditors examined the UDAL/Title 15 Log or the e-UDAL system to determine if station personnel documented the presence, contents, and condition of the SIK in each lockup. In those instances where the seal was broken or appeared to have been tampered with, auditors determined if an inventory of the kit was made, and whether a supervisor was immediately notified by reviewing documentation in the Title 15 Log.

#### Results

Three of five (60%) station jail lockups met the criteria for this objective. Two station jail lockups did not meet the criteria. Auditors observed the tamper resistant tape on the SIKs were not intact, the supervisors were not advised, and they were not logged or documented in the e-UDAL on the day of the inspection.

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**Objective No. 2 – First Aid Kits**

**Objective No. 2(a) – Presence and Contents of First Aid Kits**

Criteria

Custody Division Manual, Section 3-14/090.00, First Aid and Suicide Intervention Kits, (August 2018), states:

*First aid kit(s) and suicide intervention kit(s) shall be readily available in all custody facilities to provide emergency medical supplies for rendering aid pending the arrival of medical personnel....*

**FIRST AID KITS**

*Custody facilities are responsible for ordering and restocking contents of the first aid kits. The following items are included in the Los Angeles County Sheriff's Department First Aid Kit container:*

<b>Item</b>	<b>Quantity</b>
<i>Povidone iodine swabs</i>	<i>1 box w/10 individual swabs</i>
<i>High risk exam gloves</i>	<i>2 boxes w/2 pairs per box</i>
<i>Instant ice compress</i>	<i>2 boxes w/1 compress each</i>
<i>4" bandage compress</i>	<i>2 boxes w/1 each</i>
<i>Burn cream w/lidocaine</i>	<i>1 box w/6 foil packs</i>
<i>Sting relief swabs</i>	<i>1 box w/10 individual swabs</i>
<i>Gauze pads</i>	<i>1 box w/4 individual pads</i>
<i>1"x3" adhesive bandages</i>	<i>4 boxes w/16 bandages per box</i>
<i>Alcohol prep pads</i>	<i>2 boxes w/10 pads each</i>
<i>Triangular bandage(Ace bandage) w/2 pins</i>	<i>2 boxes w/1 bandage each</i>
<i>Waterproof adhesive tape</i>	<i>1 roll</i>
<i>Cardiopulmonary Resuscitation (CPR) Mask</i>	<i>1 mask</i>
<i>4" conforming stretch gauze</i>	<i>1 package</i>
<i>Triple antibiotic ointment</i>	<i>1-one oz. tube</i>
<i>Medical scissors</i>	<i>1 pair</i>
<i>Mylar rescue blanket 52"x84"</i>	<i>1 blanket</i>
<i>ABD pad(Tampon abdominal)</i>	<i>1 package</i>
<i>Tweezers</i>	<i>1</i>

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California Code of Regulations Title 15, Section 1220, First Aid Kits, (April 2017), states:

*First aid kit(s) shall be available in all facilities. The responsible physician shall approve the contents, number, location and procedure for periodic inspection of the kit(s). In Court and Temporary Holding facilities, the facility administrator shall have the above approval authority, pursuant to Section 1200 of these regulations.<sup>5</sup>*

Station Jail Manual, Section 6-16/040.00, First Aid Kit(s), (March 2018), states:

*Station jail personnel shall ensure at least one first aid kit is properly maintained in a secure location and readily available. To ensure the first aid kit is stocked properly, the jailer shall inspect its contents once a month and log it in the e-UDAL....*

United States Department of Justice/Mental Health Joint Settlement Agreement - CV 15-5903, Section G, "Suicide Risk Procedures," subparagraph 45 (p.26) states:

*Consistent with existing Sheriff's Department policies, the County and the Sheriff will provide both a Suicide Intervention Kit that contains an emergency cut-down tool and a first-aid kit in the control booth or officer's station of each housing unit....*

### Procedures

Auditors inspected five station jail lockups to determine if a FAK was present. A physical inspection was conducted to determine if each kit contained emergency medical supplies for applying first aid pending the arrival of trained medical staff. Auditors documented their inspection by photographing the FAKs and their contents.

### Results

All five (100%) station jail lockups met the criteria for this objective.

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<sup>5</sup> The "facility administrator" at a station is the unit commander.

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**Objective No. 2(b) – Documentation of the Presence of First Aid Kits**

Criteria

Custody Division Manual, Section 3-14/090.00, First Aid and Suicide Intervention Kits, (August 2018), states:

*...Inspection of both the first aid kit and suicide intervention kit should be noted in the electronic Uniform Daily Activity Log (e-UDAL).*

Station Jail Manual, Section 6-16/040.00, First Aid Kit(s), (March 2018), states:

*Station jail personnel shall ensure at least one first aid kit is properly maintained in a secure location and readily available. To ensure the first aid kit is stocked properly, the jailer shall inspect its contents once a month and log it in the e-UDAL<sup>6</sup>....*

Procedures

Auditors examined the UDAL/Title 15 Log and/or the e-UDAL system to determine if station personnel documented the presence of a properly stocked FAK in each lockup.

Results

All five (100%) station jail lockups met the criteria for this objective.

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<sup>6</sup> CDM, Section 3-14/090.00 states the FAK should be inspected and documented daily. The SJM, Section 6-16/040.00 states the jailer shall inspect the FAK and document the inspection once a month. Auditors addressed the policy conflict in the “Other Related Matters” section of this report.

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**Objective No. 3 – Staff Training on Suicide Intervention Kits**

**Objective No. 3(a) – Basic Suicide Intervention Training**

Criteria

California Code of Regulations Title 15 Section 1024, Court Holding and Temporary Holding Facility Training, (April 2017), states:

*Custodial personnel who supervise inmates in, and supervisors of, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:*

- (a) applicable minimum jail standards;*
- (b) jail operations liability;*
- (c) inmate segregation;*
- (d) emergency procedures and planning, fire and life safety; and*
- (e) suicide prevention.*

*Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. Successful completion of Core training or supplemental Core training, pursuant to Section 1020, Corrections Officer Core Course, may be substituted for the initial eight hours of training....*

*Station Jail Manual, Section 6-02/040.00, Training, (March 2018), states:*

*All custody personnel assigned to a Type I, II, III, or IV facility shall participate in the "Corrections Officer Core Course" as described in Section 179 of Title 15, California Code of Regulations.*

*Custody personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also participate in the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, California Code of Regulations.*

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## **SUICIDE INTERVENTION KITS AND FIRST AID KITS AUDIT**

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#### Procedures

Auditors identified 28 station jail personnel using the Personnel Identification Reports<sup>7</sup> from the EPD. The population consisted of CAs assigned to the EPD.

Auditors examined the Learning Management System (LMS)<sup>8</sup> training records, training folders and the Automated Personnel In-Service (APIS)<sup>9</sup> rosters for the 28 station personnel to determine if they had completed basic suicide intervention training.

Custody Assistants who completed the Department's Custody Assistant Academy, and the Department-approved Adult Corrections Officer Supplemental Core Course (Jail Operations Course), met the criteria for this objective.

#### Results

All 28 (100%) CAs completed the required training and met the criteria for this objective.

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<sup>7</sup> Personnel Identification Reports are used to identify personnel at a specific unit of assignment.

<sup>8</sup> The LMS is a database used to document Department training.

<sup>9</sup> Automated Personnel In-Service (APIS) roster is used by the Department to track attendance at Department training.

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**Objective No. 3(b) – Suicide Intervention Refresher Training**

Criteria

California Code of Regulations Title 15, Section 1024, Court Holding and Temporary Holding Facility Training, (April 2017), states:

*...Eight hours of refresher training shall be completed once every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight hour refresher....*

Procedures

Auditors examined the LMS training records, training folders, and APIS rosters for the 28 station jail personnel to determine if they attended a suicide prevention training refresher course within the past two years from the date of auditors' inspection.

For personnel who attended the academy more than two years ago, auditors examined training records to determine if they completed a suicide intervention refresher course within the two-year timeframe. Personnel who attended Department-approved Title 15 Compliance Training (CPT), Title 15 Compliance/Update, or Title 15 – Suicide Prevention met the criteria for this objective.

Results

Eighteen of 28 (64%) CAs completed the required refresher course and met the criteria for this objective. Ten did not meet the criteria because there was no documentation of any Title 15 suicide intervention refresher training within the past two years.

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**Objective No. 4 – Staff Training on First Aid Kits**

**Objective No. 4(a) – Basic First Aid Training**

Criteria

California Code of Regulations Title 15, Section 1024, Court Holding and Temporary Holding Facility Training, (April 2017), states:

*Custodial personnel who supervise inmates in, and supervisors of, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:*

*(a) applicable minimum jail standards;...*

*...Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. Successful completion of Core training or supplemental Core training, pursuant to Section 1020, Corrections Officer Core Course, may be substituted for the initial eight hours of training....*

Station Jail Manual, Section 6-02/040.00, Training, (March 2018), states:

*All custody personnel assigned to a Type I, II, III, or IV facility shall participate in the "Corrections Officer Core Course" as described in Section 179 of Title 15, California Code of Regulations.*

*Custody personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also participate in the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, California Code of Regulations.*

Procedures

Auditors identified 28 station jail personnel using the Personnel Identification Reports from the EPD. The population consisted of CAs assigned to the EPD.

Auditors examined the Learning Management System (LMS) training records, training folders and Automated Personnel In-Service (APIS) rosters for the 28 station personnel to determine if they had completed basic first aid training.

Custody Assistants who completed the Department's Custody Assistant Academy, and the Department-approved Adult Corrections Officer Supplemental Core Course (Jail Operations Course), met the criteria for this objective.

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Results

All 28 (100%) CAs completed the required training and met the criteria for this objective.

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**Objective No. 4(b) – First Aid Kit Refresher Training**

Criteria

California Code of Regulations Title 15, Section 1024, Court Holding and Temporary Holding Facility Training, (April 2017), states:

*...Eight hours of refresher training shall be completed once every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight hour refresher....*

California Code of Regulations Title 22, Section 100022, Public Safety First Aid and CPR Retraining Requirements, (May 2019), states:

*(a) The retraining requirement of this Chapter shall be satisfied every two years by successful completion of:*

*(1) An approved retraining course which includes a review of the topics and demonstration of skills prescribed in this Chapter and which consist of no less than eight (8) hours of first aid and CPR including AED every two (2) years....*

Station Jail Manual, Section 6-02/040.00, Training, (March 2018), states:

*Personnel assigned to work the station jail are required to attend an additional 24 hours of jail training a year, as mandated by the Standards of Training for Corrections (STC). Custody Training and Standards Bureau (CTSB) will develop and coordinate the training. Additionally, jailers shall receive "On The Job Training" (OJT), which covers releases, booking procedures, evidence gathering (with new Prelims system), Title 15 safety checks, facility and unit order familiarization, and emergency procedures.*

*Newly assigned jailer's shall be trained by a qualified jailer on "Jail Procedures," as covered in Title 15, of the California Code of Regulations, the Department's Manual of Policy and Procedure, the Station Jail Manual, and related Welfare and Institution Codes pertaining to juveniles in custody.*

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Procedures

Auditors examined LMS training records and APIS rosters for the 28 station jail personnel to determine if they attended a first aid training refresher course in the past two years.

For personnel who attended the academy more than two years ago, auditors examined training records to determine if they completed a first aid refresher course within the two-year timeframe. Personnel who attended Department-approved Title 15 Compliance Training (CPT), Title 15 Compliance/Update, or Title 15 – First Aid met the criteria for this objective.

Results

Twenty-three of 28 (82%) CAs completed the required refresher course and met the criteria for this objective. Five did not meet the criteria because there was no documentation of any Title 15 first aid refresher training within the past two years.

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The audit yielded the following results:

**Table No. 1 - Summary of Audit Results**

<b>Objective No.</b>	<b>Audit Objectives</b>	<b>Met the Criteria</b>
<b>1</b>	<b>SUICIDE INTERVENTION KITS</b>	
1(a)	<i>Presence and Condition of Suicide Intervention Kits</i>	40%
1(b)	<i>Contents of Suicide Intervention Kits</i>	80%*
1(c)	<i>Documentation of the Suicide Intervention Kits Inspection</i>	60%
<b>2</b>	<b>FIRST AID KITS</b>	
2(a)	<i>Presence and Contents of First Aid Kits</i>	100%
2(b)	<i>Documentation of the Presence of First Aid Kits</i>	100%
<b>3</b>	<b>STAFF TRAINING ON SUICIDE INTERVENTION KITS</b>	
3(a)	<i>Basic Suicide Intervention Training</i>	100%
3(b)	<i>Suicide Intervention Refresher Training</i>	64%
<b>4</b>	<b>STAFF TRAINING ON FIRST AID KITS</b>	
4(a)	<i>Basic First Aid Training</i>	100%
4(b)	<i>First Aid Refresher Training</i>	82%

\*Auditors found the CDM requires SIK kits to contain NARCAN spray and the SJM does not require it. Therefore, auditors based their results on the SJM, and whether NARCAN was readily available within the station jail lock up area. See other related matters for further.

**OTHER RELATED MATTERS**

Other related matters are pertinent issues discovered during the audit, but were not objectives measureable against Title 15, CDM, SJM, Title 22 and/or the Settlement Agreement.

*Conflicting Manuals, Policies and Procedures – Suicide Intervention Kits and First Aid Kits Policy*

Auditors found all three manuals addressed the same inspection, contents and documentation procedure differently for the SIKs and FAKs.

*Inspections:*

- *Title 15 Section 1220, stated the facility administrator shall approve the procedure for periodic inspection of the kit(s).*
- *The CDM Section 3-14/090.00, stated if the tamper-resistant tape is secured on the SIKs and FAK, inspection of the contents of the kits is not necessary.*

## **SUICIDE INTERVENTION KITS AND FIRST AID KITS AUDIT**

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- *The SJM Section 6-06/010.00, stated the cut down tool in the SIK shall be accounted for at all times... The SJM Section 6-16/040.00, stated the jailer shall inspect the content of the FAK once a month...*

#### *Contents:*

- *Title 15, Section 3365, stated the SIK ...required equipment and procedures to deal with bodily fluids...A cut-down kit shall be immediately accessible...*
- *The CDM Section 3-14/090.00, stated the SIKs contain the following:*
  - *Craftsman Handi-Cut (cut down rescue tool)*
  - *Cardiopulmonary Resuscitation (CPR) Mask*
  - *Bag valve mask ("Ambu bag")*
  - *High risk exam gloves*
  - *NARCAN Nasal Spray (NALOXONE)*
  - *Towel*

*It further stated the contents in detail for the FAKs and noted that custody facilities are responsible for ordering and restocking the contents as listed.*

- *The SJM Section 6-06/010.00, stated the SIK contain the following:*
  - *Cut down tool*
  - *CPR mask*
  - *Two towels*
  - *Latex gloves*

*It further stated the contents for the FAKs just as the CDM but listed them as recommended items.*

#### *Documentation:*

- *Title 15, does not state anything about documentation.*
- *The CDM Section 3-14/090.00, stated the inspection of both the SIK and FAK is not necessary if tamper-resistant tape is secured on the kits. It further states the inspection of both kits should be noted in the eUDAL daily.*
- *The SJM Section 6-06/010.00, stated inspection of the SIK shall be at the beginning of the shift and documented in the eUDAL. It further stated the FAK shall be inspected once a month and logged in the eUDAL.*

#### *Conflicting Division Manual – NARCAN*

Auditors found CDM Section 3-14/090.00, stated in detail the contents of the SIKs to include 2 units of NARCAN Nasal Spray (NALOXONE). The SJM Section 6-06/010.00, does not list NARCAN as an item to be kept in either the SIKs or FAKs. Auditors inspected the kits at the EPD station jail lockups and found NARCAN was stored in either the SIKs or FAKs.

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#### *Custody Assistant Training Requirements – Suicide Intervention and First Aid Refresher Training*

Auditors found the Manual of Policy and Procedures (MPP), CDM and SJM, lack specific refresher training requirements for CAs. Under MPP section 3-02/080.01, Training Requirements for Sworn Personnel, it identifies mandatory training requirements and programs for sworn personnel but does not address the CAs. Per the BSCC all Type I facilities (including station jail lockups) state correctional staff should be trained in accordance with Title 15.

Title 15 requirements, custody personnel must complete eight hours of suicide intervention refresher training once every two years as mandated in the CCR, Title 15, Section 1024, Court Holding and Temporary Holding Facilities Training (April 2018). Auditors found that CAs are not receiving the mandated training required under Standards in Training for Corrections. Auditors discussed the results with station staff and found some were unaware of the required training for CAs based on their understanding of the policies.

#### *Custody Assistant – Station Jail Training Requirements*

Auditors found the SJM Section 6-02/040.00, Training, (March 2018), stated “*Newly assigned jailer’s shall be trained by a qualified jailer on "Jail Procedures," as covered in Title 15, of the California Code of Regulations, the Department’s Manual of Policy and Procedure, the Station Jail Manual, and related Welfare and Institution Codes pertaining to juveniles in custody.*” However, auditors noted that only 20 of 28 (71%) station jail personnel had documentation or training records that they had received station jail lockup training.

## **CONCLUSION**

During the course of this audit, auditors assessed the policies, procedures, and practices related to SIKs and FAKs, and identified areas in need of improvement. The evidence collected provides a reasonable assurance that management has made significant efforts to comply with Department policies and state mandates.

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**RECOMMENDATIONS**

The AAB considers the results of this audit to be a helpful management tool for all Department personnel and therefore makes the following recommendation:

1. It is recommended the Department training unit ensure jail personnel receive the Suicide Intervention refresher course and develop a standard station jail training program for newly assigned jail personnel per SJM Section 6-02/040.00.  
(Objective No. 3 and Other Related Matters)

**Views of Responsible Officials**

On December 10, 2019, East Patrol Division command staff submitted a formal response to AAB concurring with the results. A copy of the report was provided to the Office of the Inspector General.

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This audit was submitted on this 31st day of December 2019, by the Audit and Accountability Bureau.

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