

Los Angeles County Sheriff's Department

Audit and Accountability Bureau



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**EMERGENCY RESPONSE KITS
AND FIRST AID KITS AUDIT**
CUSTODY SERVICES DIVISION -
GENERAL POPULATION -
PITCHESS DETENTION CENTER
NORTH FACILITY

Project No. 2020-12-A

December 29, 2020

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
Audit and Accountability Bureau

EMERGENCY RESPONSE KITS AND FIRST AID KITS AUDIT
CUSTODY SERVICES DIVISION - GENERAL POPULATION
PITCHESS DETENTION CENTER NORTH FACILITY
Project No. 2020-12-A
AUDIT REPORT

PURPOSE

The Audit and Accountability Bureau (AAB) conducted the Emergency Response Kits and First Aid Kits Audit - Custody Services Division – General Population – Pitchess Detention Center North Facility (PDC North Facility), 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 Emergency Response Kits (ERKs) and First Aid Kits (FAKs).¹ The AAB evaluated the Department's compliance, in part, with requirements of the United States Department of Justice Mental Health Joint Settlement Agreement (Settlement Agreement).

The AAB conducted this audit under the guidance of Generally Accepted Government Auditing Standards.² The AAB determined the evidence obtained was sufficient and appropriate to provide reasonable assurance of the results based on the audit objectives.

BACKGROUND

The Los Angeles County Sheriff's Department (Department), in partnership with the Los Angeles County Department of Mental Health, works to provide for the mental health and well-being of all inmates housed within the Los Angeles County jail system. Although every effort is made to provide the highest level of mental health treatment, inmates continue to attempt suicide while in custody. It is the mission of the Department's Custody Services Division to provide a secure, safe, and constitutionally managed jail environment for both staff and inmates.³

In 2002, the former Sheriff of Los Angeles County entered into a Settlement Agreement which outlined a series of reforms to ensure adequate and reasonable mental health care services were provided to inmates in custody. The United States Department of Justice identified systemic deficiencies relative to suicide prevention and mental health care continued to exist.

¹ Emergency response kits were formerly known as the suicide intervention kits. The kits have been renamed to reflect their usefulness in personnel responses to a variety of inmate medical emergencies, in addition to attempted suicides.

² United States Government Accountability Office, Government Auditing Standards, July 2018.

³ Correctional Services Division Informational Bulletin 2009-06, "Inmate Suicide Prevention."

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Therefore the Settlement Agreement required for the presence of ERKs and FAKs in the control booth or officer's station in each housing unit within the jail system. Further, it stated all custody staff, who have contact with prisoners, will be trained in the use of the kits' contents.⁴

The Department has established policies and procedures to mandate the presence of ERKs in all secure staff stations to assist in the intervention of suicide attempts.⁵ In addition, FAKs are required to be available in all custody facilities.⁶ The Custody Division Manual (CDM) establishes the location, contents, and inspection documentation of the kits.

PRIOR AUDITS

This is the first ERKs and FAKs Audit conducted at the PDC North Facility.

A total of six prior ERKs and FAKs audits have been completed at various jails, courts, and patrol stations.

METHODOLOGY

Scope

The audit consisted of four main objectives regarding ERKs and FAKs at the PDC North Facility. The applicable sections from Title 15, MPP, CDM, PDC North Facility Unit Order, and State mandated training were used as criteria for the audit:

- Objective No. 1 – Emergency Response Kits – To determine if a sealed ERK was present in each housing location, contained all items specified in the CDM, are in proper condition, and documented in the Uniform Daily Activity Log (UDAL)/Title 15 log.⁷
- Objective No. 2 – First Aid Kits – To determine if a FAK was present in each housing location, contained all items specified in the CDM, and documented in the Uniform Daily Activity Log (UDAL)/Title 15 log.
- Objective No. 3 – Staff Training on Emergency Response Kits – To determine if PDC North Facility personnel received basic suicide prevention training.

⁴ Settlement Agreement Section G, "Suicide Risk Procedures," subparagraph 45 (p. 26), requires the presence of Suicide Intervention Kits and First Aid Kits in housing units and that custody staff having contact with prisoners be trained in the use of their contents.

⁵ Custody Division Manual, Section 5-01/050.00, Handling of Suicidal Inmates.

⁶ Custody Division Manual, Section 3-14/090.00, First Aid and Suicide Intervention Kits.

⁷ 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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- Objective No. 4 – Staff Training on First Aid Kits – To determine if PDC North Facility personnel received basic and refresher first aid training.

Audit Time Period

For Objectives No. 1(a), 1(b), 2(a), and 2(b), auditors inspected the ERKs and FAKs on October 20, 2020, at the PDC North Facility.

For Objectives No. 1(c), and 2(c), auditors utilized the e-UDAL system to determine if the PDC North Facility personnel documented the presence, contents, and condition of the kits for the entire month of October 2020.

For Objectives No. 3(a), 4(a), and 4(b), auditors evaluated the training records for the personnel who were assigned to PDC North Facility to confirm they received training regarding the use of the ERKs and FAKs.

Audit Population

Auditors identified varying populations in order to examine the different aspects of the four main objectives, which are described in the Audit Objectives and Results Section of this report.

AUDIT OBJECTIVES AND RESULTS

Objective No. 1 – Emergency Response Kits

Objective No. 1(a) – Presence of Emergency Response Kits

Criteria

Los Angeles County Sheriff’s Department, Informational Bulletin, Custody Operations, Custody Support Service, (July 2019)

INTRODUCTION

The purpose of this informational bulletin is to familiarize Department personnel with the emergency response kits, formerly known as the suicide intervention kits. The kits have been renamed to reflect their usefulness in personnel responses to a variety of inmate medical emergencies, in addition to attempted suicides.

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The emergency response kit is contained in a white waterproof container with red stenciling on the sides, labeled “EMERGENCY RESPONSE KIT.”

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

...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.

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...

PDC – North Facility, Unit Order 5-04-040, Suicide Prevention, (October 2020), states:

EMERGENCY RESPONSE KIT

An emergency response kit (formerly known as the suicide intervention kit) shall be maintained in each Module Control Office (MCO) and Dormitory Control Office (DCO).

California Code of Regulations Title 15, Crime and Prevention and Corrections, Section 3365, Suicide Prevention and Response, (January 2015), 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.

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...

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Procedures

On October 20, 2020, auditors inspected all housing locations at the PDC North Facility to determine if ERKs were present and stored in secured areas. The physical inspection was conducted to determine if each kit was properly marked and sealed with a tamper-resistant inspection seal.

Results

All 12 (100%) of the inspected ERKs met the criteria for this objective.

Objective No. 1(b) – Contents and Condition of Emergency Response Kits

Criteria

Los Angeles County Sheriff’s Department, Informational Bulletin, Custody Operations, Custody Support Service, (July 2019), states:

CONTENTS OF THE EMERGENCY RESPONSE KITS

Item	Qty
Craftsman Handi-Cut (cut down rescue tool)	1
Cardiopulmonary Resuscitation (CPR) Mask	1
Bag valve mask (“Ambu bag”)	1
High risk exam gloves	1 pair
NARCAN Nasal Spray (NALOXONE)	2 units
Towel	2

Procedures

On October 20, 2020, auditors inspected each ERK to determine if the kit contained all the necessary items and if the items were in good working condition. Auditors documented their inspection by photographing the ERK and its contents.

Results

All 12 (100%) of the inspected ERKs met the criteria for this objective.

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Objective No. 1(c) – Documentation of the Emergency Response Kits’ Inspection

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).

Custody Division Manual, 5-01/050.00, Handling of Suicidal Inmates, (August 2018), states:

Personnel responsible for the staff station shall inspect 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 Uniform Daily Activity Log (UDAL) or the e-UDAL...

PDC – North Facility, Unit Order 5-04-040, Suicide Prevention, (October 2020), states:

Personnel assigned to the MCOs and DCOs shall inspect the emergency response kit at the beginning of their shift to ensure the tamper-resistant is intact. This inspection shall be documented in the electronic Uniform Daily Activity Log (e-UDAL). If the tamper-resistant tape is broken or the kit appears opened, notification to a supervisor at the minimum rank of supervising line deputy shall be made.

Procedures

Auditors examined the UDAL Log or the e-UDAL system for the entire month of October 2020, to determine if PDC North Facility personnel documented the presence, contents, and condition of the ERKs in each housing location/secure officer station.

Results

A total of 1,110 of the 1,116 (99%) e-UDAL ERK entries met the criteria for this objective. Six entries were blank and therefore did not meet the criteria.

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Objective No. 2 – First Aid Kits

Objective No. 2(a) – Presence 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.

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...

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... a first-aid kit in the control booth or officer’s station of each housing unit...

Procedures

On October 20, 2020, auditors inspected all housing locations to determine if a FAK was present.

Results

All 12 (100%) of the inspected FAKs met the criteria for this objective.

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Objective No. 2(b) – Contents and Condition of First Aid Kits

Criteria

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

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:

Item	Quantity
<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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Procedures

On October 20, 2020, auditors inspected each FAK to determine if the kit contained emergency medical supplies for applying first aid pending the arrival of trained medical staff. Auditors documented their inspection by photographing the FAK and its contents.

Results

All 12 (100%) of the inspected FAKs met the criteria for this objective.

Objective No. 2(c) – Documentation of the First Aid Kits' Inspection

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).

Procedures

Auditors examined the UDAL Log or the e-UDAL system for the entire month of October 2020, to determine if PDC North Facility personnel documented the presence, contents, and condition of the FAKs in each housing location/secure officer station.

Results

A total of 1,110 of the 1,116 (99%) e-UDAL FAK entries met the criteria for this objective. Six entries were blank and therefore did not meet the criteria.

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Objective No. 3 – Staff Training on Emergency Response Kits

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

Criteria

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

All custody staff who have contact with prisoners will know the location of the Suicide Intervention Kits and first-aid kit and be trained to use their contents.

Procedures

Auditors identified a total of 211 PDC North Facility personnel (sworn and custody assistants) assigned to “Line” (non-administrative) positions listed in the Scheduling Management System (SMS). Auditors reconciled the SMS list with information from the Employee Information System (EIS). Personnel assigned to administrative positions were excluded. A statistically valid random sample⁸ of 66 personnel were evaluated for this objective.

Auditors examined the Custody Training System (CTS) training records for the sampled PDC North Facility personnel to determine if they had completed Basic Suicide Intervention Training.⁹

Results

A total of 66 (100%) of the personnel selected met the criteria for this objective.

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⁸ Using a statistical one-tail test with a 95% confidence level and a 4% error rate, a statistically valid random sample was identified.

⁹ Personnel who completed the Department’s Adult Corrections Officer Supplemental Core Course (Jail Operations Course), met the criteria for this objective.

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Objective No. 4 – Staff Training on First Aid

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

Criteria

California Code of Regulations, Title 22, Division 9, Chapter 1.5., First Aid and CPR Standards and Training for Public Safety Personnel, §100022. Public Safety First Aid and CPR Retraining Requirements states:

(a) The retraining requirements 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 consists of no less than eight (8) hours of first aid and CPR including AED every two (2) years...

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

All custody staff who have contact with prisoners will know the location of the Suicide Intervention Kit and First-Aid kit and be trained to use their contents.

Procedures

Auditors identified a total of 211 PDC North Facility personnel (sworn and custody assistants) assigned to "Line" (non-administrative) positions listed in SMS. Auditors reconciled the SMS list with information from EIS. Personnel assigned to administrative positions were excluded. A statistically valid random sample of 66 personnel was evaluated for this objective.

Auditors examined CTS training records for the sampled PDC North Facility personnel to determine if they had completed Basic First Aid Training and CPR certifications.¹⁰

Results

A total of 66 (100%) of the personnel selected met the criteria for this objective.

¹⁰ PDC North Facility personnel who completed the Department's academy, and the Department-approved Adult Corrections Officer Supplemental Core Course (Jail Operations Course), met the criteria for this objective.

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

Criteria

Manual of Policy and Procedures, Section 3-02/080.01, Training Requirements for Sworn Personnel, (June 2019), states:

This policy identifies mandatory training requirements and programs for sworn personnel who have completed basic recruit academy training...

...Cardiopulmonary Resuscitation (CPR), 4 hours – A CPR refresher course must be completed every three years. Personnel whose duties are “primarily clerical or administrative” for at least 90 percent of their total monthly work hours are exempt. (13518 PC)...

...First Aid, 8 hours – A first aid refresher course must be completed every two years. Personnel whose duties are “primarily clerical or administrative” for at least 90 percent of their total monthly work hours are exempt. (13518 PC)...

California Code of Regulations, Title 22, Division 9, Chapter 1.5., First Aid and CPR Standards and Training for Public Safety Personnel, §100022. Public Safety First Aid and CPR Retraining Requirements states:

(a) The retraining requirements 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 consists of no less than eight (8) hours of first aid and CPR including AED every two (2) years...

Procedures

Auditors identified a total of 211 PDC North Facility personnel (sworn and custody assistants) assigned to “Line” (non-administrative) positions listed in SMS. Auditors reconciled the SMS list with information from EIS. Personnel assigned to administrative positions were excluded. A statistically valid random sample of 66 personnel was evaluated for this objective.

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Auditors examined CTS training records for the sampled PDC North Facility personnel to determine if they attended a First Aid Training Refresher Course in the past two years.¹¹

Results

A total of 66 (100%) of the personnel selected met the criteria for this objective.

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¹¹ Personnel who attended the academy less than two years ago, met the criteria.

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Table No. 1 - Summary of Audit Results

Objective No.	Audit Objectives	Met the Criteria
1	EMERGENCY RESPONSE KITS	
1(a)	<i>Presence of Emergency Response Kits</i>	100%
1(b)	<i>Contents and Condition of Emergency Response Kits</i>	100%
1(c)	<i>Documentation of the Emergency Response Kits' Inspection</i>	99%
2	FIRST AID KITS	
2(a)	<i>Presence of First Aid Kits</i>	100%
2(b)	<i>Contents and Condition of First Aid Kits</i>	100%
2(c)	<i>Documentation of the First Aid Kits' Inspection</i>	99%
3	STAFF TRAINING ON EMERGENCY RESPONSE KITS	
3(a)	<i>Basic Suicide Intervention Training</i>	100%
4	STAFF TRAINING ON FIRST AID KITS	
4(a)	<i>Basic First Aid Training</i>	100%
4(b)	<i>First Aid Refresher Training</i>	100%

OTHER RELATED MATTERS

Other related matters are pertinent issues discovered during the audit or requested by the auditee, but were not objectives which were measureable against Department policies and procedures.

Inconsistent e-UDAL Entries Regarding the Presence of Kits

During the evaluation of the e-UDAL reports, auditors discovered that several entries were marked “No,” under “First Aid Kit” and or “Emrgnt Rsp Kit.” This indicated that a kit was not present. However, on the “Kit Inventories” section, the kits were marked “Sealed” to indicate that a kit was present and sealed. The inconsistent entries provide inaccurate data as to the presence and condition of the kits. Department personnel making entries into the e-UDAL should ensure accurate information is properly documented.

CONCLUSION

Auditors performed analyses and made assessments to identify areas in need of improvement. The evidence presented provides reasonable assurance that Department personnel have made significant efforts to comply with Department policies and state mandates

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RECOMMENDATIONS

When Departmental policies and procedures are not adhered to, it results in an increased risk to the Department. Department management should disseminate the results of this audit to its personnel. Additionally, as best practice, Department management is encouraged to conduct recurring and ongoing briefing of policies and procedures. The AAB considers the results of this audit to be a helpful management tool and therefore, makes the following recommendations:

1. It is recommended that PDC North Facility management brief personnel on the importance of making accurate e-UDAL entries for both ERKS and FAKS. (Other Related Matters)

Views of Responsible Officials

On December 22, 2020, PDC North Facility management submitted a response concurring with the audit results. A copy of the audit report was provided to the Office of Inspector General for their review.

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This audit was submitted on this 29th day of December 2020, by the Audit and Accountability Bureau.

Original signature on file at AAB

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