

# NATIONAL SUICIDE PREVENTION PROGRAM SUICIDE RECONSTRUCTION MATERIALS

(6-30-2015)

The following is a list of requirements, resources and documentation needed to conduct a thorough reconstruction. It is also important to have one person identified who will coordinate documentation collection, interview scheduling, and serve as a contact person for the reconstruction team. Typically, this person would be the SIA. Having the following items collected in a tabulated binder will expedite the review process and ensure that relevant data is examined. Please remember that not all items will be available or applicable to every case.

**A copy of this binder will be a permanent record that leaves with the reconstruction team.**

- Cell/Location of Suicide is secured until the arrival of the Reconstruction Team when feasible
- TRU-INTEL Download **Report of Incident (583), 586, & Global Report**
- TRUVIEW Report – Money Received/Sent; Phone Lists; Calls; Email Lists; Messages; Visitor Lists; Visits; Timeline
- Memorandums From Staff (List of All Staff Involved)
- Photographs of Scene, Deceased and Autopsy – Saved to a CD/DVD – **Please do not print.**
- All Video Showing Scene and Staff Response – If none, documentation noting why not – Saved to a CD/DVD
- Video of the Scene for the Eight Hours Preceding Incident – Saved to a CD/DVD
- Police Report when appropriate
- FBI Referral including acceptance or declination
- Inmate Mass Interviews (if applicable)
- Last Staff Member to See Inmate Alive
- Last Inmate to See Inmate Alive
- Sentry Documentation: PP44 Inmate Profile, PP37 Inmate History, 41 Inmate Load Data, 10 CMC Clearance and Separation Data, G0 Security/Designation Data, J8 Assignment History, 15 Chronological Disciplinary Record, PSCD Sentence Data
- SIS Case File Index
  - Receipt of Property Form
  - Evidence Recovery Log (if applicable)
  - Chain of Custody
  - Photograph Logs
  - Coroner's Receipt
- Psychology File (PDS-BEMR)
- Medical Information/Records (BEMR)
- BOP Twenty-Four Hour Death Report
- Multi-Level Mortality Review Report
- Judgment & Commitment Order
- Pre-Sentence Report
- Any Note(s) Left Behind by Deceased
- Most Recent Screening For Risk of Victimization & Abusiveness
- Detailed Time Line (Minute by Minute Breakdown of What Occurred)
- 30 minute SHU rounds for one week prior to suicide if in SHU or secure unit
- Staff Sign-In Log 1 Week Prior to Suicide (SHU)
- Detention Orders
- Secured Personal Property – **Please do not send property home until team arrives and reviews.**
- Notification of Death
- Autopsy Request & Report
- BP 292's & 295's – (SHU Program)

Available for Review Only – **Please do not make copies:**

- Hard Medical File (when one exists)
- Inmate Central File

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