

# OAG Custodial Death Report Training Guide

Texas Office of Attorney General Custodial Death Report

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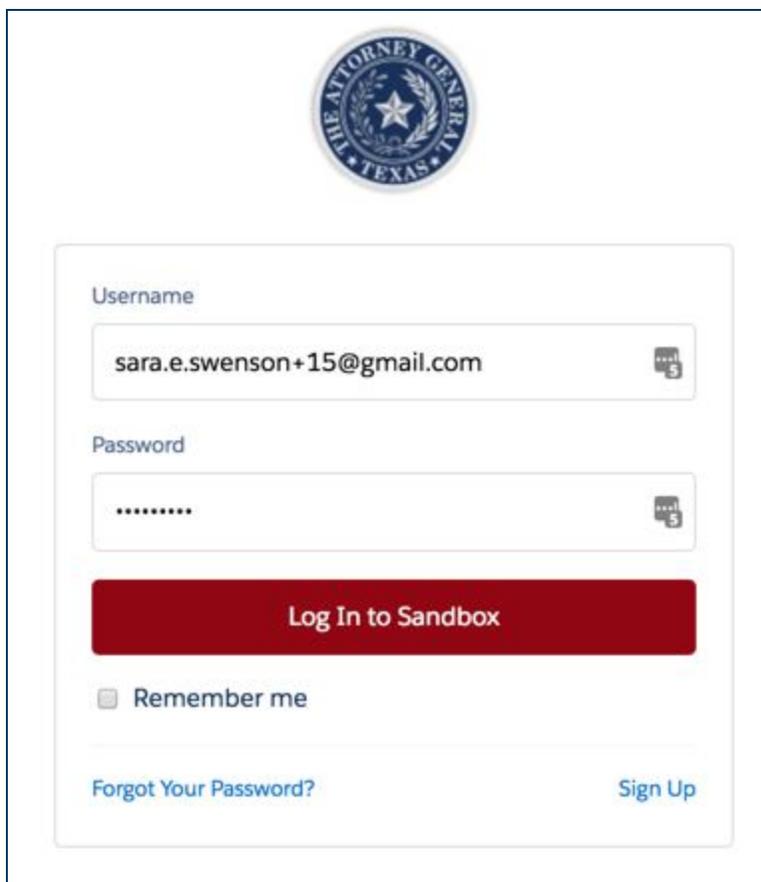
# Procedure: Logging Into CDR Community

The Custodial Death Report (CDR) Community is cloud-based, which means you can log into it from any computer or mobile device as long as you know your credentials. Google Chrome is the recommended Web Browser to login from.

New users will receive emails from the Custodial Death Report Community with instructions for setting up new credentials.

Follow these steps to get logged in:

1. Navigate to the following URL: <https://oagtx.force.com/cdr/login>



*Login Credentials*

2. Insert your **Username** and **Password** in the required fields.



**NOTE...** If you forget your password, click on the "Forgot Your Password?" link.

# Navigating the CDR Community

Your home page will always default to the Agency Home tab. This tab will display any CDRs you have submitted and any CDRs that are associated with your agency.

Agency Home My Profile Agency Profile Users Pending Approval

Create CDR Frequently asked questions

### My CDRs

Search:

CDR Number	Decedent's Name	Date of Death	Status
<a href="#">Doo-Pending</a>	JAMES PETERS	9/20/2016 6:09 PM	In-Progress
<a href="#">16-114-MJ</a>	MARK BURNS	9/20/2016 2:00 PM	Submitted
<a href="#">Doo-Pending</a>	Lars Svedsen	9/20/2016 10:20 AM	In-Progress
<a href="#">16-117-C</a>	Peter Pan	9/22/2016 7:12 PM	Submitted
<a href="#">16-120-CJ</a>	Angie Green	9/22/2016 8:00 PM	Submitted

Showing 41 to 45 of 45 entries

First Previous 1 2 3 4 5 Next Last

### Fort Worth Police Dept. CDRs

Search:

CDR Number	Decedent's Name	Date of Death	Status
<a href="#">PA05001C</a>	Dino Gomez	1/1/2005 12:04 PM	Submitted
<a href="#">PA05053C</a>	John L Morrison	2/15/2005 8:45 PM	Submitted

## Agency Homepage

1. **Agency Home Tab** - The default tab that will display everything you need access to as an Agency User
  - a. **Create CDR** Button: Displays the CDR form to allow you to create/submit a CDR
  - b. **MY CDRs**: Table that displays any CDRs you have submitted and any that are in-progress
  - c. **Agency CDRs**: Table that displays any CDRs that have been submitted for your Agency
2. **My Profile** - This tab allows you to view/edit your contact information
3. **Agency Profile** - This tab allows you to view/edit your agency information
4. **Users Pending Approval** - This tab only displays if you are a Head of Agency User. It displays a list of users for your agency that have registered for access to the community and are pending approval

5. **Search Bars for each CDR Table** - These search bars allow you to filter out the CDRs that display if you search by the CDR number or name

## How to Create a CDR

1. To create a CDR click the *Create CDR* button
2. The CDR Form will display

**CUSTODIAL DEATH REPORT** Scooby Doo

**Law** In progress

In progress  
**Law**

Save & Exit Delete & Exit Check for Errors

Next

Agency Information

Decedent Information

Manner / Cause of Death

Location / Custody Information

General Information

Summary of Incident

For reporting requirements and procedures, see Section 39.05 of the Penal Code, Article 49.18 (b)( c) of The Code of Criminal Procedure and Article 501.055(b) of The Government Code.

Section 39.05 Failure to Report Death of Prisoner:

(a) A person commits an offense if the person is required to conduct an investigation and file a report by Article 49.18, Code of Criminal Procedure, and the person fails to investigate the death, fails to file the report as required, or fails to include in a filed report facts known or discovered in the investigation.

(b) A person commits an offense if the person is required by Section 501.055, Government Code, to:

(1) give notice of the death of an inmate and the person fails to give the notice; or

(2) conduct an investigation and file a report and the person:

(A) fails to conduct the investigation or file the report, or

(B) fails to include in the report facts known to the person or discovered by the person in the investigation.

(c) An offense under this section is a Class B misdemeanor.

Article 49.18 (a) (b) (c) (d) . Death in Custody

(a) If a person confined in a penal institution dies, the sheriff or other person in charge of the penal institution shall as soon as practicable inform the justice of the peace of the precinct where the penal institution is located of the death.

(b) If a person dies while in the custody of a peace officer or as a result of a peace officer's use of force or if a person incarcerated in a jail, correctional facility, or state juvenile facility dies, the director of the law enforcement agency of which the officer is a member or of the facility in which the person was incarcerated shall investigate the death and file a written report of the cause of death with the attorney

### *The CDR Form*

3. The form is comprised of categories on the left that group CDR questions
4. You can navigate the form by clicking each category or by using the Next/Previous arrows in the top right of the form to move forward and backwards
5. As you complete sections, the category will update from *In Progress* to *Completed*
6. All required fields are indicated by an asterisk
7. If you switch to a new category without filling out all required information on the current category, the category will update to *Missing Required Data*

### Category Statuses

8. **Save & Exit Button:** You have the ability to save your form in-progress and complete at a later date. Click on the *Save & Exit* button to save your current CDR in-progress.
9. **Delete & Exit Button:** If you created your CDR in error, you have the ability to delete it by clicking the *Delete & Exit* button if it has not been submitted. This can only be done prior to the CDR being submitted.
10. **Check for Errors Button:** This button allows you check which fields have missing information in the current category you are on.

11. There are 7 categories that make up the CDR form

- a. Law
- b. Agency Information - This information auto-populates based on your Agency
- c. Decedent Information - Captures the name, birthdate, custody date, and date of death of the decedent
- d. Manner/Cause of Death - Captures cause of death and medical condition information
- e. Location/Custody Information - Captures the location of the death and any custody information
- f. General Information - Captures the decedent's behavior, offenses, use of weapons, etc.
- g. Summary of Incident - Text area to provide a summary of the incident. The Submit Form button is located at the bottom of this category and is clicked when you are ready to submit the CDR.

**In progress**  
Summary of Incident

Save & Exit Delete & Exit Check for Errors

Print Form Submit Form

Summary of How the Death Occurred: (max. 30,000 characters)

**Summary \***

NOTE: Do not enter any personal sensitive information in the summary field.

Bacon ipsum dolor met doner swine meatball, landjaeger bacon boudin tri-tip turducken. Drumstick bresaola meatball cupim pastrami landjaeger, doner turkey ham. Ground round drumstick rump kevin, burgdoggen sausage meatloaf bresaola. Beef ham landjaeger, brisket tongue alcatra pig chicken tail corned beef. Boudin drumstick hamburger kielbasa, tail shackle pastrami pig flank pork loin porchetta turducken corned beef jerky landjaeger.

Capitola spare ribs, pork bresaola meatball sirloin. Tail short loin beef ribs kielbasa rump boudin pig shoulder. Pork belly filet mignon ham hock swine ball tip tail chicken. Ham tenderloin bacon jowl, venison salami rump. Shank shackle chicken, turducken beef pancetta. Shackle ribeye pork loin pork belly rump pancetta t-bone bresaola biltong chicken. Ground round pork belly t-bone andouille.

12. After answering all questions on the CDR, submit your CDR by clicking the *Submit Form* button on the Summary of Incident category.

13. You can print a PDF of the form before submitting, or you can print the CDR at any point in time after submitting.

14. Once you save and/or submit a CDR, it will display in the **My CDRs** table on your home page

Agency Home My Profile Agency Profile

Create CDR Frequently asked questions

### My CDRs

Search:

CDR Number	Decedent's Name	Date of Death	Status
<a href="#">16-0085-PF</a>	Willy Wonka	8/30/2016 4:00 AM	Submitted
<a href="#">16-0086-MJ</a>	George Washington	8/30/2016 10:09 AM	Submitted

## Tips for Creating a CDR

1. There are 7 categories for the form, if you don't see all 7 when the form opens in your browser, make sure you scroll down. The submit button lives on the Summary of Incident category which is the last category.
2. Multi-Select Picklists - These are questions that have 2 columns, one for available answers and one for the selected answers. The left column has all the available options to choose from. You can select values one by one by clicking the value with your mouse then using the arrows to move it over to the chosen column. You can also hold down the CTRL key to select more than one value, or you can double click each value to move it over. If you wish to remove values from the chosen list double click on the highlighted item.

Type of weapon that caused death? \*

Available	Chosen
<a href="#">Rifle/shotgun</a>	Baton/blunt instrument
Firearm, unspecified	Handgun
Conducted energy device (e.g. Taser)	
Knife/edged instrument	

3. "Other" fields - There are several questions that have an option of "Other" that, if selected, a new field will display for you to populate additional information.
4. --None-- Picklist Option: All picklist fields will default to --None-- when the form is first created. This does not constitute as an actual answer for the field. You must still select an answer.

Pre existing medical condition? \*

--None--

## How to Amend a CDR

5. To amend a CDR that has been submitted, select any CDR associated with your agency or select one that you submitted
6. To select the CDR click the blue hyperlink for the CDR Number
7. You will then view 3 buttons on the CDR detail page:

Agency Home My Profile Agency Profile

 CDR  
**16-0085-PF**

**CDR Detail** [Complete/View CDR](#) [Print CDR](#) [Amend CDR](#)

CDR Name	16-0085-PF
Status	Submitted
Version Type	AMENDED

[Complete/View CDR](#) [Print CDR](#) [Amend CDR](#)

8. To amend the CDR, click the Amend CDR button
9. This will open up the CDR in the form tool which will allow you to make any changes needed
10. After you have made a change to the CDR, navigate to the "Summary of Incident" category to submit the CDR again with the amendments

# How to Print a CDR

1. To print a CDR, select any CDR associated with your agency or select one that you submitted
2. To select the CDR click the blue hyperlink for the CDR Number
3. You will then view 3 buttons on the CDR detail page as mentioned in the Amend section above
4. Select **Print CDR** button, this will display the CDR in a PDF that you can print



## Custodial Death Report

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### Agency Information

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CDR Number:	Version Type: AMENDED
Report Date: 8/30/2016 1:37 PM	Status: Submitted

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### Agency/Facility Information

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Agency Name: Dallas Police Dept.	Agency Address: 1400 S. Lamar Street
Agency City: Dallas	Agency State: TX
Agency Zip: 75215	

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### Director Information

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Director Salutation: Chief	Director First Name: David
Director Middle Name:	
Director Last Name: Brown	
Reporter Name: Big Bird	Reporter Email: sara.e.swenson+126@gmail.com

## How to View/Complete a CDR

1. If you want to complete a CDR that you previously saved but did not submit, in order to complete it, select the CDR from the My CDRs table by clicking the blue hyperlink for CDR Number
2. Click the **View CDR** button
3. Finish filling out the form and click **Submit**