
Policy Number: 203.225
Title: Emergency Notification – ~~Offender~~Incarcerated Person/Resident Hospitalization
Effective Date: ~~6/2/20~~5/12/26~~TBD~~

PURPOSE: To provide a process for family/emergency contact in case of an ~~offender's~~incarcerated person's/resident's ~~life threatening~~life-threatening illness, injury, or serious mental illness.

APPLICABILITY: All correctional facilities

DEFINITIONS:

Family/emergency contact – an individual designated by the ~~offender~~incarcerated person/resident to be contacted in the event of an emergency. -Emergency contact information is in the correctional operations management system (COMS).

Immediate family member – an ~~offender~~incarcerated person's/resident's legal spouse, child (birth, step and adopted), parent, or sibling (birth, step, adopted and half).

Life threatening or serious injury/illness – a physician's determination that a hospitalized ~~offender~~incarcerated person's/resident's injury/illness is life threatening.

Serious mental illness – attending psychologist's or psychiatrist's determination that:

- 1) An ~~offender~~incarcerated person/resident is seriously mentally ~~ill~~ill.
- 2) In-patient care is necessary; and
- 3) The ~~offender~~incarcerated person/resident is unlikely to inform friends or family due to the mental illness.

PROCEDURES:

- A. Facility staff must contact the facility watch commander when ~~they become~~they are made aware that an ~~offender's~~incarcerated person's/resident's medical status is life-threatening or the ~~offender~~incarcerated person/resident has become seriously mentally ill.
 1. The watch commander must notify the officer of the day (OD) prior to any family ~~the family or~~ /emergency contact notifications being made.
 2. The reporting staff must complete an incident report~~An incident report must be written by the reporting staff~~, which must include documentation of contact with the family. -All incident reports must be retained at the facility.

3. When possible, the facility obtains the offender's incarcerated person's/resident's consent prior to notifying any designated family or emergency contact.
- B. Notification:
- Upon approval from the OD, the watch commander must notify the ~~notifies a family or~~ emergency contact when an offender incarcerated person/resident is admitted to a hospital with a life threatening ~~life-threatening~~ illness, ~~or injury, or injury or~~ is admitted to in-patient care due to serious mental illness.
- C. A facility designee may provide medical updates to the emergency contact, in accordance with department data privacy practices, during the incarcerated person's/resident's hospitalization. ~~following department data privacy practices, to the emergency contact person during an offender's incarcerated person's/resident's hospitalization.~~
- D. If physically and mentally able, an offender incarcerated person/resident who is hospitalized for an extended period of ten days or more may be permitted one ten-minute telephone call to an immediate family member or emergency contact person. A phone call may be authorized prior to the ten days at the discretion of the warden/designee.
1. All calls are reviewed on a case-by-case basis.
 2. This review is conducted by the watch commander who consults with health care providers, the office of special investigations (OSI), and/or the sending facility captain or OD officer of the day (OD).
- E. If physically and mentally able, an incarcerated person/resident who is hospitalized for a life-threatening surgery or has a terminal prognosis may be permitted visitation from immediate family members and/or the incarcerated person's/resident's emergency contact person, if these individuals are on the approved visiting list.
1. The number of visitors is limited to two at a time and no more than five in total visitors.
 2. If an immediate family member or emergency contact is not on the visiting list, an expedited application review may be conducted through the current visiting application process, at the discretion of the appointing authority.
 3. Facility staff must contact the visiting administration unit (VAU) at Rush City during business hours to expedite the review. If the request occurs outside of business hours, the warden/designee will review.
 4. In-person hospital visits must be coordinated through the watch commander and/or Officer of the Day (OD).

5. The watch commander must notify and coordinate with hospital security.

6. All in-person visit requests must be reviewed on a case-by-case basis.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: None

INTERNAL CONTROLS:

A. Incident reports with documentation of family notification are retained at the facility.

~~ACA STANDARDS: 4-4395; 4-JCF-4C-42~~

REFERENCES:

[Minn. Stat. § 241.01](#)

[Policy 302.100, "Visiting"](#)

[Policy 203.220, "Delegations"](#)

[Policy 203.230, "Death of an Incarcerated Offender"](#)

REPLACES:

Policy 203.225, "Emergency Notification – Offender/Resident Hospitalization," ~~3/19/19~~6/2/20.

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS:

None

APPROVALS:

~~Commissioner of Corrections~~
~~Deputy Commissioner, Community Services~~

~~Deputy Commissioner, Facility Services~~

~~Assistant Commissioner, Operations Support~~

~~Assistant Commissioner, Criminal Justice Policy, Research, and Performance~~