DEPARTMENT OF CORRECTIONS

Policy Number:	**203.225**
Title:	**Emergency Notification – Offender/Resident Hospitalization**
Effective Date:	**6/2/20**

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

APPLICABILITY: All correctional facilities

DEFINITIONS:

Family/emergency contact – an individual designated by the offender/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/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/resident's injury/illness is life threatening.

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

1) An offender/resident is seriously mentally ill;
2) In-patient care is necessary; and
3) The offender/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 are made aware that an offender's/resident's medical status is life threatening or the offender/resident has become seriously mentally ill.

1. The watch commander must notify the officer of the day (OD) prior to the family/emergency notifications being made.

2. 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/resident's consent prior to notifying any designated family or emergency contact.

B. Notification

Upon approval from the OD, the watch commander notifies a family/emergency contact when an offender/resident is admitted to a hospital with a life threatening illness or injury, or is admitted to in-patient care due to serious mental illness.

C. A facility designee may provide medical updates, following department data privacy practices, to the emergency contact person during an offender's/resident's hospitalization.

D. If physically and mentally able, an offender/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.

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 officer of the day (OD).

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

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Criminal Justice Policy, Research, and Performance