INMATE INJURY/DEATH – NOTIFICATION NEXT OF KIN/GUARDIAN

STANDARD NO(S):   NYSSA# 114

DATE: July 06, 2009
                                                                 REVISED: 01/14/2011
REFER TO: Nancy Osborne, RN

I. OBJECTIVE: To establish the Seneca County Correctional Facility policy and guidelines for the notification of inmate emergency contacts.

II. POLICY:
It is the policy of the Seneca County Correctional Facility to notify the person identified by the inmate during the booking procedure as their "Emergency Contact" in all cases of serious illness, including mental illness, injury or death.

III. DETAILS:

A. Information regarding an emergency contact should be obtained from each inmate by the correctional staff during the booking procedure, should be kept current.

B. The assessment of a serious illness, injury or death will be made by the health service staff and communicated to the Chief Administrative Officer and Sheriff.

C. In cases of serious illness, including mental illness, or injury the Chief Administrative Officer, or designee, will notify or cause to be notified the "Emergency Contact" identified during the booking procedure.

D. In all cases of inmate death the Sheriff, or designee, will make or cause to be made notification to the emergency contact identified by the inmate during the booking procedure.

E. In cases of serious illness or injury, notification will be done via telephone whenever possible or by written communication when telephone contact is not possible.

F. In the event that the inmate fails to provide "emergency contact" information all attempts will be made to identify and notify the next of kin in the case of death.

G. In the event of serious illness, including mental illness, or injury and the inmate has failed to provide "Emergency Contact" information, they will be asked if there is someone that want notified and notification will proceed according to #-3 above.

H. The facility physician and nurse shall be notified of all inmate deaths immediately via telephone.