

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	4	Facility Services	4.2.6
SECTION:	2	Health Services	EFFECTIVE DATE: 4 / 8 / 2020
SUBJECT:	6	Designated Individual Notification	
STANDARDS: ACA – 4 – ALDF: 4D-12			
APPROVED:			REVIEW DATE: 4 / 8 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 24 / 20
Rescind: #4.2.6 dated 10/22/10 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to make timely notification to the person designated by the inmate in the event of serious illnesses, injury, or death.

II. RESPONSIBILITIES

All persons employed by or under contract with the Division of Corrections having daily contact with the inmate population are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

Instructions regarding the designated individual notification will be included in the Inmate Handbook and Unit Orientation.

B. Inmate Information

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1. During the admission process, the Classification staff will have the inmate to complete the Designated Individual Notification Emergency Contact Sheet identifying the name, address, telephone number, and relationship of the individual to contact in case of serious illness, injury, or death.
2. The Classification staff will enter the information into the inmate's association log in IJMS indicating the individual as emergency contact and completing all required fields. The Designated Individual Emergency Contact Sheet will be placed in the inmate's classification file.
3. The inmate may change or add information by submitting such change in writing on a Request to Social Services Form.
4. In the event the inmate does not want to designate an individual to be notified in case of an emergency the Classification staff will document such refusal on the Designated Individual Emergency Contact Sheet and in the inmate's journal log in IJMS.

C. Inmate Death, Serious Illness, or Injury

1. When an inmate is admitted to an outside hospital and upon receiving information from the treating physician or contracted medical staff that the inmate has a serious injury, or life-threatening condition the Commissioner/designee will ensure that the individual designated by the inmate is notified by telephone.
2. In the event an inmate dies in custody or at an outside hospital the Commissioner/designee will notify the individual designated by the inmate upon the official determination of death.
3. If the individual could not be reached, staff will make further attempts until positive telephone contact is made.
4. The notification will include information about the inmate's medical condition, the admitting hospital or Medical Examiner's Office, and the telephone number in which to receive further information on inmate's status.
5. All relative information, including the name of the employee making the telephone calls, the name of the person contacted, and information provided will be documented in the inmate's journal log in IJMS.