



## POLICY DIRECTIVE

Policy:	<b>DOC 4.5.33 OFFENDER MEDICAL EMERGENCY NOTIFICATIONS</b>
Effective Date:	01/01/1998 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	04/19/2021; 04/24/2026
Department Director Signature:	/s/ Eric Strauss, Director
Medical Director Signature:	/s/ Dr. Paul Rees, MD
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN

### I. POLICY

Department facilities will establish reporting processes to provide notifications of an offender's serious or critical illness, injury, or death in accordance with the provisions of this policy.

### II. APPLICABILITY

All secure facilities Department owned and contracted, as specified in contract.

### III. DEFINITIONS (see Glossary)

### IV. REQUIREMENTS

#### A. Notifications

1. QHCPs:
  - a. will encourage offenders to discuss their non-emergent medical problems, planned treatments, and surgeries with family members;
  - b. will notify the Designated Health Authority of a serious offender illness or injury requiring medical treatment; and
  - c. must notify the on-call physician if the facility has on-call physician coverage.
2. The designated health authority, or designee, will notify the facility administrator or designated custody staff when medical emergencies warrant notification to the next of kin.
3. The facility administrator, or designee, will notify the offender's next of kin by telephone or, when telephone contact is impossible, by written communication.

#### B. Special Visits

1. The facility administrator will review all requests for special family visits with a serious or critically ill or injured offender at a hospital or in the facility.
2. Approved family visits will be conducted in accordance with facility operating requirements.

**C. Offender Death**

1. The Designated Health Authority, or designee, will notify the Department Medical director of offender death and comply with procedures in accordance with *DOC 4.5.34 Offender Death*.

**D. Release of Information**

1. Facility health care staff will handle information about an offender's medical condition in accordance with *DOC 4.5.38, Offender Health Record Access, Release, and Retention* and *DOC 1.5.6 Offender Records Access and Release*.
2. Facility staff will refer all information requests to the Public Information Officer, facility administrator, or Department Communications Director.
3. In all cases, the facility administrator or designee must notify the offender's next of kin prior to the release of information to the public or media.

**V. CLOSING**

Questions about this policy should be directed to the Health Services Bureau Chief.

**VI. REFERENCES**

- A. *DOC 1.5.6 Offender Records Access and Release; DOC 4.5.34 Offender Death; DOC 4.5.38 Offender Health Record Access, Release, and Retention*
- B. *Y-1-12; National Commission on Correctional Health Services in Juveniles Detention or Confinement Facilities, 2015*