


Idaho Department of Correction 	Standard Operating Procedure	Title: Next of Kin: Emergency Notification		Page: 1 of 2
		Control Number: 401.06.03.010	Version: 4.0	Adopted: 11-09-1998

Henry Atencio, deputy director, approved this document on 00/00/2015.

Open to the public: Yes No

SCOPE

This standard operating procedure applies to all supervising staff in facilities, healthcare services staff, contract medical providers, and subcontractors.

Revision History

Revision date (06/18/2015) version 4.0: Periodic review to confirm content accuracy, updated approval level.

Previous revision date: 09/19/2015

BOARD OF CORRECTION IDAPA RULE NUMBER 401

Medical Care

POLICY CONTROL NUMBER 401

Clinical Services and Treatment

PURPOSE

The purpose of this standard operating procedure is to establish procedures for notifying an inmate's next of kin in situations involving serious injury, or hospitalization in an acute setting.

PROCEDURE

The below identified staff must notify the inmate's next of kin as identified by the inmate on his emergency contact form.

Make notification unless doing so is contrary to penological interests.

Inmate in an IDOC Facility

1. The facility health authority or designee must immediately notify the shift commander.
2. The shift commander notifies the facility head.
3. The facility head or designee notifies next of kin.

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Inmate in a Non-IDOC Facility

1. The facility health authority or designee must immediately notify the shift commander of that facility.
2. The shift commander notifies the chief of management services or designee.
3. The chief of management services or designee notifies next of kin.

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