

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.40</u>
SUBJECT: <b>NOTIFICATION TO DESIGNATED INDIVIDUALS IN CASE OF INMATE SERIOUS ILLNESS, INJURY, DEATH</b> PROPONENT: <u>Robert MacLeod, Administrative Dir.</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>01/01/06</u> REVIEW DATE <u>12/15/07</u> SUPERSEDES PPD# <u>6.40</u> DATED <u>11/15/03</u>
ISSUING OFFICER:  <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To provide guidelines governing notification to individuals designated by the inmate in case of serious illness or injury.

II. APPLICABILITY:

To all staff.

III. POLICY:

It is the policy of the Department of Corrections that in the case of serious illness or injury only those individuals designated by the inmate will be notified of the inmate's condition. Permission for notification is obtained from the inmate prior to need, if possible, and preferably upon admission.

IV. PROCEDURE:

- A. Each facility shall ensure that new inmates designate who should be contacted in case of an emergency, serious illness or injury involving the inmate.
- B. The contact person's address, telephone number and relationship to the inmate will be listed.
- C. The form will include an authorization for release of information to that person. The information to be released may be recorded as "any data pertaining to emergency medical condition", for the purpose of "notification as requested by the inmate".
- D. **DAY OF HOSPITAL ADMISSION:** On the day of admission to hospital, the Officer in Charge (OIC) involved will notify the Health Services nurse of the admission so that an entry can be made in the inmate's health record and the Chief Medical Officer (CMO) can obtain updates on the inmate's condition.
- E. **NON-LIFE THREATENING HOSPITAL ADMISSIONS:** When an inmate has been hospitalized for two days, the OIC will notify the Chaplain. The Chaplain will notify the person listed in the file for emergency notification emphasizing that the situation is not life threatening and that visits will not be allowed until after the inmate has been in the hospital

- for ten days. The Chaplain will also notify the Health Services nurse of the notification so that an entry can be made in the health record.
- F. **LIFE THREATENING SITUATION:** If an inmate has been hospitalized with, or develops while in the hospital, a life threatening condition, the hospital should notify the nurse in Health Services. The Health Services' nurse will notify security and confirm that they will be notifying the inmate's listed emergency contact person. The nurse will inform the listed person that the inmate is in the hospital with a life threatening condition and that arrangements for visiting may be made through DOC security services. Documentation of notification will be in the inmate's health record.
- G. **RELEASE OF HEALTH INFORMATION TO FAMILY MEMBERS OR SIGNIFICANT OTHERS:** Health Service nursing staff will not provide health information to family members or significant others. Release of health information by the hospital staff should be directed to the Health Service Center who, in conjunction with the OIC, will relay the information to the Chaplain for family notification. When the Chaplain has made contact with the family or significant others, they will notify the Health Service Center nurse on duty so that an entry can be made in the health record.
- H. **MEDICAL UPDATES TO DOC ADMINISTRATORS:** The CMO is the responsible person for keeping Administrators updated on the hospitalized inmate's condition. If the CMO or an on-site physician is unavailable, nursing staff will report any requested updates noted in the inmate's health record.
- I. In the event the inmate refuses to designate an individual or to sign an authorization for release of information and becomes seriously ill or injured, the director or physician may notify the contact person after consultation with the departmental Attorney.
- J. In cases where the inmate is judicially found to be personally incompetent the contact person will be the court appointed guardian.
- K. When an inmate dies within the facility or in a hospital, the following procedure is to be followed for disposition of the body:
1. Facility OIC - When the OIC has been notified that an inmate has died, the OIC will notify the Chaplain.
  2. The OIC will make all internal notifications in accordance with PPD 5.07.
  3. The OIC will contact the applicable county medical examiner (RSA 611:3) as follows:
    - a. NH State Prison for Men - Merrimack County Sheriff at 225-5583.
    - b. NH State Prison for Women - State Police Troop B/Milford 271-1154.
    - c. LRF - Belknap County Sheriff 524-3830
    - d. NCF - Coos County Sheriff 788-5598
  4. The Attorney General's Office will make all external notification in homicide related circumstances.
  5. The Chaplain will:
    - a. Notify the family/designated other, of the death.
    - b. Ascertain from the family/designated other as to their wishes for being responsible for burial unless arrangements have already been made, as in the case of a terminal illness death in Health Services.
    - c. Notify the OIC as to whether the family/designated other will be responsible for burial or the State. For family/designated, obtain name and telephone number of responsible party.
    - d. For family/designated other burial, after Warden gives approval for release, notify family/designated other as to the release and who to contact for burial arrangements.
  2. The facility OIC when notified by the Chaplain of the responsible party for burial will:
    - a. Be responsible for coordinating DOC out-processing release of the body, including completion of all internal procedures.
    - b. For State burial:
      - 1) Notify the funeral home, and if needed, where to pick up the body if it was

- a medical examiner case or hospital death.
- 2) Notify the funeral home that this is a cremation only service.
- 3) Notify the Director of Administration/Fiscal Management at 271-5610.
- c. For family/designated other burial:
  - Notify the funeral home holding the body that the responsible family/designated other will be in contact for burial arrangements.
- 3. It is the responsibility of the first shift OIC to ensure that all notifications have been made in the event that a death occurs during 2<sup>nd</sup> or 3<sup>rd</sup> shift. In those instances, the 2<sup>nd</sup> or 3<sup>rd</sup> shift OIC should pass on to the 1<sup>st</sup> shift OIC which notifications need to be made.

REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition. Standards

Standards for Adult Correctional Institutions

Fourth Edition. Standards

**4-4395**

Standards for Adult Community Residential Services

Fourth Edition. Standards

**4-ACRS-4C-21**

Standards for Adult Probation and Parole Field Services

Third Edition. Standards

Other

**PPD 6.07 Hospice Services.**

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