

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE: FAMILY NOTIFICATION OF HOSPITALIZED INCARCERATED PERSON H-250**

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<b>EFFECTIVE:</b>	<b>REVIEWED:</b>	<b>REVISED:</b>	<b>UPDATED:</b>
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**APPROVED BY:** Detentions Bureau Chief Deputy Cindy Cisneros

**REFERENCE:** DBPPM E-500; H-350, Kern Medical Correctional Medicine Policy 114.00, Kern Medical Policy PCS-PC-830, COM-IM-355

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### **POLICY**

The Kern County Sheriff's Office, based on availability of contact information, will attempt to facilitate communication between a hospitalized incarcerated person and members of their immediate family when the incarcerated person has been medically determined to be nearing the end stage of a terminal illness, is in danger of dying or is expected to be in the hospital for an extended amount of time (generally more than ten days), and their release from custody or return to a jail facility is not imminent. Any requests by family members to visit hospitalized incarcerated person will be processed in accordance with DBPPM E-500.

### **DEFINITION**

**Terminally ill:** Medically designated as being in the final stages of life.

#### **Procedure A: Notification to family**

Upon notification from medical staff that an incarcerated person:

- Has been medically determined to be nearing the end stage of a terminal illness;
- Is in danger of dying as a result of their injuries or medical condition;
- Is likely to remain hospitalized for an extended amount of time.

#### **The Deputy receiving the notification will:**

- Advise the on-duty Shift Supervisor of the facility where the incarcerated person is assigned;

**Upon receiving such notification, the on-duty Shift Supervisor will:**

- If the incarcerated person is a federal contract incarcerated person, notify the Federal Liaison Sergeant;

**Note:** The Federal Liaison Sergeant will make any required federal agency notifications in accordance with Procedure B.

- Advise the appropriate Section Manager and the Hospital Guard Shift Supervisor of the situation;
- Verify that family notification is warranted;
- If immediate family notification is warranted, attempt to locate the name and contact information of an immediate family member of the incarcerated person using:
  - The JMS 'BKDSP' function, PERSON DATA field;
  - Information obtained directly from the incarcerated person or;
  - Information obtained from any other available source;
- Notify the on-duty Chaplain of the situation and provide them with family member contact information;
- Upon receiving notification from the Chaplain that contact was made, ensure that a JMS incident report is written documenting the notification.

**The Chaplain will:**

- Attempt to contact the identified family member(s) and advise them, without disclosing any confidential medical information or the name of the hospital, about their hospitalized family member and the process for requesting visits with hospitalized incarcerated people (DBPPM E-500);
- Notify the Shift Supervisor:
  - If contact was made;
  - Who was contacted;
  - The date and time of the contact(s);

- Any other pertinent information.

In the absence of an available Chaplain, the Director of Correctional Medicine or on-duty medical supervisor may make family member contact with Section Manager approval.

**Procedure B. Federal agency notification**

Upon receiving notification that a federal contract incarcerated person:

- Has been medically determined to be nearing the end stage of a terminal illness;
- Is in danger of dying as a result of their injuries or medical condition;
- Is likely to remain hospitalized for an extended amount of time.

**The Federal Liaison Sergeant or designee will:**

- Notify the appropriate federal agency (typically US Marshall's Office or Bureau of Prisons) of the incarcerated person's status.

The federal agency will contact the incarcerated person's immediate family or authorize the Sheriff's Office to make family member contact/notification after verifying and/or providing the emergency contact information;

**Note:** Emergency contact information may or may not have been provided at the time of booking.

- Advise the appropriate Section Manager and the Hospital Guard Shift Supervisor of the situation.