

# POLICY AND PROCEDURES

NUMBER: 839

SUBJECT: Notification of Next-of-Kin for Death or  
Serious Illness/Injury

ACA STANDARDS: 4-ALDF-4D-12

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/20/94

REVISION DATE: 9/97, 10/01,  
11/13, 11/17



## I. POLICY

The St. Louis County Department of Justice Services shall ensure that notification of the parent, spouse, guardian or next-of-kin or emergency contact is made in the event of death, serious illness or injury of an employee or inmate.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Supervisory staff are responsible for the following procedures.

## III. PROCEDURES

### A. Death

#### 1. Inmate

a. In the event of an inmate's death, the highest ranking authority in charge shall make the following notifications immediately:

- (1) Corrections Medicine staff
- (2) Clayton Police Department
- (3) Director

- (4) Superintendent of Security
  - (5) Internal Affairs Officer
  - (6) Any other person(s) as directed by the Administrative staff.
- b.** The notification shall include name, race, sex, age, charges of the deceased inmate and a brief outline of the circumstances.
- [c.]** Notification of the next-of-kin or emergency contact shall be given *in person for persons who live in the local area* by the *Clayton Police Department.*]

**NOTE:** Name of inmate's next-of-kin or emergency contact will be obtained when the inmate is interviewed by the classification staff. *Classification staff will also place the next-of-kin's or emergency contact's phone number and address, if known by inmate, in IJMS.* The Watch Commander will ensure the Clayton Police Department is given *the name, phone number, and address, if known.*]

- [d.]** If the next-of-kin resides outside the St. Louis area, the *Clayton Police Department will* request that the police jurisdiction of that area make the notification to the next-of-kin or emergency contact.]
- e.** When verification is received that the next-of-kin or emergency contact has been notified, the aforementioned staff will be updated.
- [f.]** *The Director/designee will be available to answer questions from the next-of-kin following notification from the Clayton Police Department or the next-of-kin's local police department.*]

**2.** Employee

- a.** In the event of the death of an employee, while on duty, notification of the next-of-kin will be made, IN PERSON, by the Director or his/her designee.

- b.** If another employee is a close friend of the deceased employee he/she shall accompany the Director/designee to the home of the family to assist with the notification.
- c.** Requests for out-of-town personal notifications must be made to the police jurisdiction in which the person to be notified resides.
- d.** In the event of out-of-town notifications, the jurisdictions shall be requested to confirm the notification with the Administrative staff initiating the notification.

**B. Serious Illness/Injury**

**1. Inmate**

- a.** In the event of a serious illness or injury to an inmate the aforementioned notifications shall be made.
- [b.]** Family members shall be notified by the *Director or designee* via telephone, if the inmate is unable to make the call.]
- c.** Family will be notified only of the medical facility where the inmate is being cared for.
- d.** Inmates being cared for within the facility infirmary will be allowed visitation. (See Policy #2003 Visitation)
- e.** Any visitation by family members to outside medical facilities, will be non-contact and only with prior approval from the Division Superintendent.

**2. Employee**

- a.** Notification of serious illness or injury to an employee while on duty shall be conducted the same as described in notification of death of an employee.

**C. News Media/Families**

1. Inquiries from the press or interested family members shall be referred to the police department in charge of the investigation, the St. Louis County Medical Examiner's Office (522-1028) and/or the Director of Justice Services.
2. The Director of Justice Services, in consultation with the Press Aide to the County Executive and the County Counselor's Office, will direct what information is to be provided.
3. In the event a meeting between family members and the Department of Justice Services is necessary, the Director, in consultation with the County Counselor's Office, will make the arrangements as to time, location and who should be in attendance.