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Next-of-Kin Notification Revised: 10/04
Notification, Next-of-Kin Revised: 01/08
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NEXT-OF-KIN NOTIFICATION

I. POLICY

- A. In those instances where an inmate in the custody of this Corrections Division becomes ill or is injured to an extent that the condition is diagnosed as either "serious" or "critical" by competent medical authority, a notification shall be made to the next-of-kin.

II. PROCEDURE

- A. The ultimate responsibility for this notification rests with the Facility Supervisor.
- B. Next-of-kin notification shall be made in person and not by telephone. If the next-of-kin resides in an area policed by the Sheriff's Office or a local law enforcement agency, the Shift Supervisor shall be contacted to provide the necessary in-person notification.
- C. In the event the next-of-kin resides in another jurisdiction, either out-of-county or out-of-state, the appropriate law enforcement agency is to be contacted and requested to make the necessary in person notification.
- D. Upon confirmation that the appropriate notification has been made, an entry shall be in the inmate's "A" File and on the Shift Activity Report, listing the names, times, and addresses of the concerned parties.

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