

Notification & Visitation Inpatient Inmates [Back to Top 06/21/2022](#)

Revised 8/27/22

Overview:

An institution's Warden will direct facility staff to notify an inmate's emergency contact, next of kin, activated power of attorney for health care, legal guardian or close family member(s) upon inpatient hospitalization only when:

1. An inmate is considered on their death bed by a licensed physician
2. An inmate's medical circumstances are deemed unusual by the Warden of the sending facility. This could be major surgery, life threatening medical conditions, extended hospital stays, and neurosurgical procedures which shall cause a period of time of inability to give informed consent.
3. An inmate is declared incapacitated by two licensed physicians.
4. When the Warden believes it is in the best interest of the inmate patient.

In cases where an inmate has not been declared incompetent, or not able to make their medical choices known, a DOC-1163A must be obtained prior to notification.

In the event an inmate is placed in a corrections security unit or hospice facility, the designated facility staff shall inform the inmate's emergency contact/next of kin, close family member(s) to contact the security personnel at those locations to coordinate visit times. Furthermore, if an inmate is placed in a hospital without a corrections security unit, the designated facility staff shall provide the inmates close family member(s) with the necessary visiting information and coordinate this with facility security staff, as well as hospital personnel.

For inpatient inmates, the only approved visitors are close family members as designated by the inmate's visiting list or a Guardian or Health Care Agent when one is appointed. (The Warden/designee may approve visitation due to special circumstances) Visits shall be approved and possessed on a case by case basis by facility staff. The number of visitors at any visit are limited to two adults and two children under the age of 18. (It's at the Warden/designee's discretion to allow additional visitors) Visits are limited to one hour during standard visitation hours. (The Warden/designee may authorize additional visitation time.)

Social Worker/Treatment Specialist Responsibilities:

The Social Worker shall assist inmate in completing Authorization for Use and Disclosure of Protected Health Information's (PHI) DOC-1163A as needed. Also, the Social Worker may be directed to notify the inmate's emergency contact, next of kin, activated power of attorney for health care, legal guardian or close family member(s) upon inpatient hospitalization.

RESOURCES/REFERENCES:

- Wisconsin Statutes s. 302.15 – Activities off Grounds
- Wisconsin Administrative Code Ch. 306 – Security
- Wisconsin Administrative Code Ch. 309 – Resources for Inmates
- DAI Policy 309.06.01 – Visiting
- DAI Policy 500.00.01 – Advance Directives for Health Care
- DAI Policy 306.00.12 – Notification and Visitation of Inpatient Inmates
- DOC-1163A Authorization for Use and Disclosure of Protected Health Information's (PHI)
- DOC-0851 Inmate/Youth Emergency Contact Information