

UW Whitewater Police



Contacting Parents of Incapacitated Students

Number: 41.2.4	No. Pages: 2
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Special Instructions:			
Approved By: Chief Kiederlen	Effective Date: 1/20/2013	Revised Date: 8/9/2022	Revision number: 1

I. Purpose

The purpose of this policy is to give guidelines in contacting parents and/or legal guardians of people that are incapacitated.

II. Policy

It is the policy of UW-Whitewater Police Department (UWWPD) to contact the parents or legal guardians of any person during a medical call that is incapacitated by either alcohol, any type of drug or mental state. Staff will also assist, as requested, with anyone on a medical call that wishes a parent or legal guardian contacted.

III. Procedure

- A. When parents need to be contacted:
 - 1. Person is conscious and able to care for themselves: The officer will ask the person if they would like a parent or legal guardian contacted. If they request their parent or guardian not be contacted the officer will honor that request.
 - 2. If person is incapacitated from alcohol, drugs or the officer believes they are not able to make sound judgment: The officer will attempt to locate a phone number from available sources and contact the parent or legal guardian.
- B. If contact is made with the parent or legal guardian, the officer will do the following:
 - 1. Give a brief description of why the officer was called to the scene;
 - 2. What the condition of the person is;
 - 3. Where the person is being transported to;
 - 4. Answer any questions the parent or guardian may have.
- C. If the officer is not able to contact the parent or guardian, the officer will do the following:
 - 1. Leave a brief message giving the student's first name, the officer's name and a contact number for a return phone call.
 - 2. Notify Residence Hall Staff, if the call started in a Residence Hall, that they were unable to contact the parent or guardian.
 - 3. Notify the oncoming shift that a message was left in case the parent/guardian calls back during their shift.

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- D. In the event the officer must clear for an emergency call for service or cannot contact the parent or guardian they shall attempt contact with the parent or legal guardian as soon as possible after clearing from the emergency call.
- E. Documenting Contact
 - 1. If a phone number is found and contact was made with a parent or guardian the officer will document in their report what actions were completed.
 - 2. If no contact was made with a parent or guardian, the officer will also document what resources were utilized in attempting to find a contact number or which phone numbers they attempted contact at.