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| **MONTCALM CARE NETWORK**  **611 North State Street, Stanton, MI 48888** |  |
| SUBJECT: Photography, Voice Recording,  Fingerprinting, Use of One-Way Glass | Section: 8904 |
| Effective Date: July 26, 1983 | Revised Date: February 23, 2021 |

1. Photography and voice recording of Montcalm Care Network recipients involved in any program may be taken to enhance the services offered to Montcalm Care Network recipients and may only be used for purposes of treatment, staff training, community education, and/or research. Photography includes still, motion picture and videotape cameras. The use of video surveillance is prohibited.
2. Photographs and voice recordings may only be taken after receiving expressed written consent from the recipient, or if a minor, from parents with legal and physical custody, or legally appointed guardian. This consent may be withdrawn at any time. The recipient will remain anonymous on the tapes, photos or video unless disclosure is authorized by the recipient. Photographs and voice recordings will not be taken or used if the recipient has indicated objection.
3. Full disclosure will be made to the recipient, parent with legal and physical custody if a minor, or legally appointed guardian prior to the use of any special observational devices, such as one-way vision mirrors, video cameras, and the use of listening techniques.
4. Fingerprints, photographs and voice recordings, including copies, taken in order to provide services to a recipient will be kept as part of the client's record until it is no longer necessary as part of the treatment plan, or at the time of case termination. At the time photographs and voice recordings are no longer necessary, they will be destroyed or given to the recipient.
5. Fingerprinting of recipients will not be done unless extenuating circumstances dictate the need for this procedure. The reasons for the necessity of fingerprinting will be clarified and placed in the recipient record. Fingerprinting will be authorized by the Director of the Montcalm Care Network.
6. As part of the record, photographs and voice recordings will not be removed from the

Montcalm Care Network office unless specifically authorized by the Director of the Montcalm Care Network. The policy of recipient record confidentiality will be strictly observed.

1. Fingerprints, photographs, or audio tapes taken in order to determine the name of a recipient will be kept as part of the record of the recipient, except that when necessary the fingerprints, photographs, or audio tapes may be delivered to others for assistance in determining the name of the recipient. Fingerprints, photographs, or audio tapes so delivered will be returned together with copies that were made. An individual receiving fingerprints, photographs, or audio tapes will be informed of the requirements that return be made. Upon return, the fingerprints, photographs, or audio tapes, together with copies, will be kept as part of the record of the recipient.
2. In residential settings, photographs may be taken for personal, information or social purposes. A photograph of a recipient will not be taken or used, if the recipient has indicated his or her objection. All photographs taken of a recipient will remain in the residential setting.

VIII. Need for audio taping, photography/fingerprinting or use of one-way glass will be reviewed annually to determine if it remains necessary. This evaluation will be completed by the treating clinician.