

**NORTH COUNTRY COMMUNITY MENTAL HEALTH  
ADMINISTRATIVE MANUAL**

**CHAPTER:** Five – Member Rights  
**POLICY NAME:** FINGERPRINTING, PHOTOGRAPHY, AUDIO/VIDEO TAPING, USE OF ONE-WAY GLASS  
**EFFECTIVE DATE:** January 1, 2015

**PURPOSE**

To establish guidelines for the fingerprinting, photographing, taping, and observing of recipients for clinical purposes.

**APPLICATION**

The North Country Community Mental Health Services Board, its committees, and all employees, either direct or contractual.

**POLICY**

It is the policy of the Board that written informed consent be obtained from a recipient, parent of a minor, or empowered guardian prior to any photographing, recording of recipient or use of 1-way glass for education, training, or other purposes that would be accessible to the general public. Prior to photographing, recording or using 1-way glass with recipients, they will be informed of the purpose, duration of use, and agency methods of safekeeping including confidentiality considerations. When these materials are no longer needed, they will either be returned to the individual or destroyed.

**REFERENCE:** Mental Health Code 330.724  
MDHHS Administrative Rule R330.7003

**REVIEWED:** 03/24/08; 05/30/10; 06/30/16; July 5, 2019

**REVISED:** 05/31/07; 11/24/14

**APPROVED BY SIGNATURE:**

Alexis Kaczynski  
Director

12/18/2014  
Date

Edward G. Ginop  
NCCMH Board Chair

12/18/2014  
Date