

# SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

## POLICY AND PROCEDURE MANUAL

Section: Recipient Rights  
Policy Number: 10  
Subject: **Fingerprinting, Audio Taping, and  
Photographing of Recipients, or Use of  
One Way Glass**

Effective Date: 10/9/95  
Last Revision Date: 4/2/09  
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### **Policy**

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that no recipient will be fingerprinted or photographed as a precondition to obtaining or participating in a Board-sponsored program, activity or service.

It is also the policy of SCCMHA with regard to recipients that fingerprinting, photographing, audio taping, or use of one way glass may be carried out only under the standards set forth in this policy.

### **Purpose**

To ensure the protection of rights of recipients of SCCMHA.

To ensure compliance with the Michigan Mental Health Code and the Michigan Department of Community Health Administrative Rules.

### **Application**

This policy applies to all employees, independent contractors, and contract agencies of SCCMHA.

### **Standards**

1. For the purposes of this policy, "photograph" includes the use of still, motion picture, audio and video tape cameras.
2. Fingerprints or photographs may be taken and used in order to determine the identity of a recipient if he/she is unable to provide information as to identification. This procedure will be performed only when written consent is obtained from the recipient, the recipient's guardian or a parent of a recipient who is a minor and when identification is necessary to provide services to the recipient.
3. Recipients will not be required to participate in the development of press releases or publications about a Board-sponsored program, activity or service. Voluntary

