

Sixth District Department of Correctional Services POLICY	Issue Date 03/02/12	Effective Date 09/09/22	Policy Number 168-22
Subject <b>MULTI-MEDIA CONSENT</b>		Review Month December	Author 0590 (MLA)
Rescinds 168-17	References Secs. Ch. 22, Sec. 804.29; Ch. 692; Ch. 228 42 CFR; Ch. 1 Sec.2.35, Sec. 228.3, 907.9, 904.602		

**POLICY:**

The Sixth Judicial District Department Correctional Services provides general expectations for staff regarding the audio or visual documentation of individuals under correctional supervision. These expectations are intended to provide staff with the appropriate means for notifying and ensuring informed consent of those individuals when they are being asked to participate in audio or visual recording for the purposes of training, education and/or skill building.

**DEFINITION:**

1. Multi-media: any video, still picture (camera), audio or recording device that is utilized to record, document, capture or reproduce audio or visual images.

**PROCEDURE:**

1. When staff members of the Sixth Judicial District Department of Correctional Services are interested in utilizing multi-media recording devices with individuals under correctional supervision the individual under supervision is always given a detailed verbal or written description of why they are being asked to participate in the use of an activity with multi-media device(s) and an opportunity to ask questions.
2. After the description is offered and an opportunity to ask questions is presented, the individual under correctional supervision is asked to sign the multi-media consent form (168A). The form is reviewed with them to ensure they understand what they are being asked to sign. This consent is voluntary and is not a condition of supervision.
3. If an individual signs the multi-media consent form, they can be included in video, still picture (camera), audio or recorded documentation for the purposes of training, education and/or skill building.
4. If an individual refuses to sign the multi-media consent form, they cannot be included in video, still picture (camera), audio or recorded documentation.

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**PROCEDURE:** (continued)

5. Individuals under correctional supervision who are in interventions, court-mandated or as a requirement of supervision, may be recorded for Continuous Quality Improvement purposes. These recordings will not be used externally. Consent for this is obtained in their intake forms for their respective intervention. Accommodations will be made for clients not wishing to be included in such recordings

BY ORDER OF:

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Bruce Vander Sanden, District Director