

VIDEO SURVEILLANCE RECORDING
Licensed Psychiatric Inpatient Unit

DISCUSSION DRAFT GUIDELINE
August 2010

A. For purposes of patient and staff safety, it is permissible to record (to a digital recorder, DVO, VHS tape, or other recording device) video surveillance images in a licensed psychiatric inpatient unit limited to the following areas:

1. Entry/hallway leading to psychiatric unit entrance
2. Hallways within the psychiatric unit
3. Nursing station area
4. Noisy and quiet social activity areas [otherwise known as day rooms] within the psychiatric unit.
5. Occupational/activity therapy and group therapy rooms during non-therapy hours
6. Seclusion/Restraint room

B. Video monitoring screens used to view surveillance images must be located in a place and manner that will ensure that a patient or other unauthorized person can not view an image on the video monitoring screen.

C. If recording of surveillance video images will be made, signage must be posted at the entry way to the psychiatric unit and on the psychiatric unit advising patients and visitors of the recording of surveillance videos. Notice of the recording of surveillance videos should also be included in the patient handbook/unit information sheet provided to newly admitted patients and family/visitors.

D. Recording of surveillance videos may only be conducted if the hospital has promulgated safety features to ensure that video images are not accessed, viewed, or copied without the consent and approval of a responsible administrator designated by the hospital's CEO.

E. Prior to the implementation of the recording of surveillance video images, a hospital policy/procedure must be promulgated and approved by the recipient rights advisor that at minimum, addresses the following issues:

1. Identify the locations where video surveillance images will be recorded and saved.
2. Describe the mechanism by which patients and visitors will be advised of the hospital's recording of surveillance videos.
3. Describe promulgated security provisions that will ensure that only authorized personnel have access to view recorded surveillance videos. At a minimum, the policy/procedure should identify
 - a. Who may authorize viewing of recorded surveillance videos.
 - b. Under what circumstances may recorded surveillance videos be reviewed.
 - c. Who with proper authorization may view recorded surveillance videos
 - d. Safeguards to prevent and detect unauthorized viewing of recorded surveillance videos.
 - e. Under what circumstances may recorded surveillance video images be copied to a DVD and what steps will be taken to prevent any distribution of the DVD.
 - f. Documentation that will be maintained of each instance of authorized access, viewing, duplication, or distribution of any recorded surveillance videos.
 - g. Specify when a subpoena or court order is necessary prior to providing to a third party a copy of a recorded surveillance video.
 - h. Steps to be taken to retrieve any distributed recorded surveillance video when the purpose for which the video was distributed no longer exists.