

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

<u>NUMBER</u>	<u>REVISED</u>	<u>REVIEWED</u>
682	06/17/2021	06/17/2021
<u>FORMERLY</u>	<u>EFFECTIVE</u>	<u>PAGES</u>
	06/30/04	3

SUBJECT: VIDEOING OR PHOTOGRAPHING JUVENILES

**CATEGORY: FACILITY SAFETY AND
SECURITY**

Policy

It is the policy of the Idaho Department of Juvenile Corrections (IDJC) to protect the privacy rights of juveniles that have been committed to their care, and the confidential nature of their placement with the IDJC. The IDJC restricts the use of video equipment, cameras or any other photographic or imaging equipment. Any photographs used externally, still or video, are composed or altered in a manner to ensure that no juvenile can be identified.

Operating Procedures

I. Media

All representatives of the news media, print or television, are required to respect juveniles right to privacy and abide by the rules provided in the Community/Public Relations (630) policy/procedure.

II. Staff

Staff are prohibited from taking, or otherwise being in possession of photos, or any other imaging, of juveniles for personal use. Staff may take photographs of juveniles with facility-provided camera, when required as part of their official duties. Photographs of juveniles may be used to illustrate brochures, training packets, and PowerPoint presentations, etc. for use within the IDJC. Final approval of the Superintendent, or designee, must be received prior to usage of the photographs or images. Refer to Ethics and Standards of Conduct (324) policy/ procedure.

Video or digital photo files of juveniles are not removed from the facility without the express written permission of the Superintendent, and then only for IDJC sanctioned purposes.

III. Juveniles

Juveniles in custody of IDJC do not have access to cameras except as part of an approved activity for an academic class, and under the direct supervision of staff.

IV. Juvenile Identification

- A. All juveniles are photographed during intake for identification purposes. These photographs are entered into the IJOS system.
- B. Juvenile photos are updated in IJOS at least every six months, when there is a significant change of appearance, or when they are going into the community for reintegration placement.

V. Visitors

The Receptionist or security inform all visitors of the rules regarding photographing juveniles. Visitors are reminded of these rules by the staff supervising the group they are visiting.

VI. Special Requests

- A. There are limited occasions when a parent or guardian may request an individual or family photograph of the juvenile. With Superintendent approval, the Unit Manager may make arrangements for a photograph to be produced and provided to the parent/guardian. Other occasions may include photographs at graduation or special events.
- B. All photos are composed in such a manner that nothing is included that would identify where the photo was taken.
- C. Photos may not include other IDJC juveniles.

VII. Medical

Photographs of juvenile's injuries, illness, or wounds, may be taken for documentation purposes or for medical providers to review.

- 1. Photographs will be taken with facility provided cameras, unless otherwise directed by the Facility Health Authority, or designee.
- 2. Photographs that are requested by the provider to be reviewed remotely will be emailed to the provider and never sent in a text message.
- 3. Photographs will be uploaded into the juvenile's electronic medical record for documentation.
- 4. Photographs are only shared with licensed medical staff per the Health Insurance Portability and Accountability Act (HIPAA) guidelines.

VIII. Emergency Circumstances

There may be emergency circumstances where photographs may be taken in a manner that deviates from the established procedures. The Superintendent, or

designee, must grant prior approval which includes the manner in which the photographs or other media is taken, distributed and disposed.

Local Operating Procedures

JCC–Lewiston

None

JCC–Nampa

None

JCC–St. Anthony

Photos may be taken of individual juveniles by their parent or legal guardian.

Photos will only be taken with a disposable camera, in the presence of and under the supervision of staff in accordance with this policy.

Reference: [Glossary of Acronyms and Terms](#)
IDAPA 05.01.01 Administrative Rules

Desk Manual: *N/A*

Related Policies: [Abuse, Neglect, and/or Exploitation of Juveniles](#) (606)
[Confidentiality/Privacy](#) (328)
[Documentation of Incidents](#) (600)
[Ethics and Standards of Conduct](#) (324)
[Community Public Relations](#) (630)
[Digital Video Recording](#) (687)

Related Forms: *None*