



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION
1115 Washington St. SE OB2 • PO Box 45040 • Olympia WA 98504-5040

February 9, 2017

To:

Children's Administration All Staff

From:

Jennifer A. Strus, Assistant Secretary
Children's Administration

Subject:

Audio Recording and Photograph Policy Update

Audio recorded interviews and photographs taken for evidentiary and case management purposes must be retained in accordance with the [Department of Social and Health Service Records Retention Schedule](#) and [Administrative Policy No. 05.04 Records Retention](#). As an example, if you take fifteen pictures to document the condition of a child's surroundings, then all fifteen pictures must be uploaded into FamLink. This includes photographs that are blurred or otherwise not identifiable.

Remember to ask permission from the:

- Parent or provider when photographing the condition of a home. If he or she does not consent, then document your observations in a case note.
- Child who has the capacity to understand what giving permission means when taking a photograph or audio recording the interview.
 - If the child does not consent to the photograph, document your observations in a case note or use the physical description form DSHS 15-359 and upload into FamLink documents.
 - If the child does not consent to the audio recording, document the interview near verbatim for disclosures of serious physical abuse or sex abuse.

Be sensitive when asking children to show alleged injuries. Removing outerwear, rolling up sleeves or pant legs, asking to see a child's back is all that should be asked. Never remove a child's clothing without his or her permission.

Arrange for a medical examination and consult with [Child Protection Medical Consultants](#) for cases involving serious physical abuse or sex abuse.

Audio recording and photograph policies will be included in the March 2017 policy roll-out.