

**SECTION - SECURITY
ADMINISTRATIVE DIRECTIVE NO. 834
(Replaces AD 834 dated 12/15/05)**

Effective Date: November 9, 2006

SUBJECT: PHOTOGRAPHS AND SPECIAL EXAMINATIONS OF PATIENT INJURY

I. PURPOSE

To provide guidelines as to when photographs and special examinations of patient injuries are prudent and under what circumstances these photographs and special medical examinations are required.

II. AUTHORITY

Department of Mental Health Special Order 227.07

III. POLICY

Coalinga State Hospital shall provide photographs and special examinations of Individual injuries whenever they may have been sustained as part of a suspected or known criminal act, allegation of abuse, or where the cause of the injury has not been determined.

IV. METHOD

- A. The Department of Mental Health requires that Individuals who meet any of the following conditions shall receive an examination by a physician who shall record the results of the examination:
1. The Individual displays significant injuries.
 - a. Any injury, which would usually require hospitalization or an emergency visit to a hospital or doctor's office.
 - b. Any injury, which might result in disability.
 - c. Any injury, which might result in cosmetic disfigurement.
 2. The Individual displays no apparent injuries, but claims to have been injured.
 3. When any other person alleges that the patient was injured or abused.
- B. The Senior Special Investigator or Police Watch Commander shall be notified and an investigation shall be initiated if needed.

V. ADMISSION

- A. Any Individual who complains of a recent injury or residuals of injury shall be seen by the admitting physician, interviewed and examined as indicated, with the results documented in the Physician's Progress Notes.
- B. Color photos are to be taken of any external evidence of recent injury, whether or not the Individual complains of it.
- C. A Senior Special Investigator shall be notified and will investigate as needed.

VI. DISCHARGE

- A. If the Individual claims residuals of injury, the Senior Special Investigator will be notified and a physician will see the Individual.
- B. If records do not adequately cover the Individual's complaint of injury, the doctor will take further relevant history, do any examination indicated and document such in the Physicians Progress Notes in the patient's record.
- C. Color photographs shall be taken of any external evidence of injury, whether or not the Individual complains of it.

VII. COMPLAINTS FROM OTHER SOURCES

The Senior Special Investigator shall be notified and the attending physician will review the records, interview and examine the Individual (as necessary) to clarify the situation with an appropriate note in the Physician's Progress Notes.

VIII. PHOTOGRAPHS

- A. Photographs shall be required if there is external evidence of significant injury that can be illustrated on color photographs.
- B. Only a trained Department of Police Services officer who has knowledge of crime scene investigations and investigative photography shall take photographs.
- C. All such photographs of Individual injuries will be kept in confidential files; and any viewing of these photographs shall be only on a "need to view" basis.
- D. Photo Techniques:
 - 1. Close-up photo of the involved area.
 - 2. Mid-range view to orient injured area to a part of the body, if necessary.

3. Distant view to identify the Individual along with the injured area, as needed.
4. Each view will include a photographic evidence card on the Individual, to include his name, number, current date, and the photographer's name and employee identification number.

E. Filing:

1. Photos are to be filed in the Individual's clinical record in a sealed envelope.
2. The front of the envelope will have the date of the photos, the Individual's name and the name of the officer who took the photographs.
3. Any reports going to the District Attorney's Office will have color photographs attached as required.

IX. FAMILY NOTIFICATION

Any injury classified as "significant" shall be brought to the special attention of the Medical Director who will make a decision as to the need and/or method of notifying the family of the injury.

X. EXEMPTION

The above listed guidelines establish the minimum instances in which photographs are required or expected. Additional photographs may be taken at any time as ordered by the attending physician, Special Investigator, Watch Commander or upon orders of the Hospital Administrator or the Clinical Director.



W. T. VOSS
Executive Director