

## CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION I:</b>	<b>PATIENT FOCUSED FUNCTIONS</b>
<b>CHAPTER 1:</b>	<b>Ethics, Rights and Responsibilities</b>
<b>PROCEDURE 1.21:</b>	<b>Videotaping of Public Hearings Held on CVH Campus</b>
<b>REVISED:</b>	08/22/11; 04/27/15; Reviewed 02/18
<b>Governing Body Approval:</b>	09/22/11; 05/14/15; 04/18

**PURPOSE:** To clarify the circumstances and rules governing videotaping of a public meeting as defined in CGS 1-225 and 1-226.

**SCOPE:** *All CVH staff, all contracted staff, any attendees at public meetings as defined in CGS 1-225 and 1-226*

### **POLICY:**

The hospital is committed to adhering to the Freedom of Information Act (FOIA) while protecting the privacy of patients afforded to them through statutory state and federal confidentiality laws. The hospital will work with TV-media personnel and other individuals to ensure mutual cooperation

### ***Definitions:***

*Patient Care Areas* – are defined as any area where patients reside or receive treatment.

### **PROCEDURE:**

Generally public meetings as defined in CGS 1-225 and 1-226 will not be held on the campus of CVH.

Public meetings as defined in CGS 1-225 and 1-226 that take place on the CVH campus will be held in non patient care areas of the CVH Campus.

When patients residing on the CVH campus, including patients under the jurisdiction of the Psychiatric Security Review Board (PSRB) attend public meetings as defined in CGS 1-225 and 1-226, and it has been determined that the meeting will be videotaped, the patient will be informed of their right to refuse to attend the meeting.

TV-Media outlets and other individuals who wish to videotape a public meeting as defined in CGS 1-225 and 1-226 are encouraged to adhere to the following guidelines to balance statutory state and federal confidentiality protections for the individuals served by the hospital with the Connecticut FOIA.

TV-Media outlets and other individuals who wish to videotape a public meeting as defined in CGS 1-225 and 1-226 may contact the CEO of CVH seventy-two (72) hours prior to the scheduled meeting to inform him/her of the intent to film the public meeting. This will allow time for the hospital to give adequate notice to patients so that they can decide on whether they wish to waive their right to attend the meeting.

Although failure to give notice does not forfeit TV-Media's or any other individuals right to tape a public meeting as defined in CGS 1-225 and 1-226, the hospital is committed to meeting state and federal confidentiality mandates and will work with TV-Media outlets and other individuals in an effort to gain their cooperation.

TV-Media outlets and other individuals who wish to videotape a public meeting as defined in CGS 1-225 and 1-226 shall report to Shew Hall on the hospital campus on the day of the scheduled meeting and make contact with the DMHAS Police-CVH Unit. Videotaping shall be restricted solely to the permissible portions of the public meeting.

TV-Media outlets and other individuals who wish to videotape a public meeting as defined in CGS 1-225 and 1-226 shall not turn on any camera or other recording equipment until they are within the assigned meeting room and the public meeting has been called to order.

TV-Media outlets and other individuals who wish to videotape public meetings as defined in CGS 1-225 and 1-226 shall not be permitted to film the interior or exterior of the building in which the meeting is being held.

The DMHAS Police Officers shall monitor all TV-Media outlets and other individuals who wish to videotape public meetings as to the use of their cameras so that the confidentiality of DMHAS patients and patient care areas are protected in accordance with state and federal law.