

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 17, 2010

## M E M O R A N D U M

**What's Inside:**  
 Appropriate Use of  
 Photography in the  
 Collection of Evidence.

**TO:** REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
 CHILDREN'S DIVISION STAFF

**FROM:** PAULA NEESE, DIRECTOR

**SUBJECT:** APPROPRIATE USE OF PHOTOGRAPHY IN THE COLLECTION  
 OF EVIDENCE

**DISCUSSION:**

The purpose of this memorandum is to inform staff that an update has been made to the Child Welfare Manual to clarify the appropriate use of photography in a Child Abuse/Neglect (CA/N) Investigation or Family Assessment. Children's Service Workers have the authority to use photography as a means of recording evidence in response to a CA/N Investigation or Family Assessment. However, the general use of cameras is dependent upon the approval of the local office administrator. Whenever possible, staff are encouraged to have a law enforcement officer, juvenile officer or medical practitioner take the photographs.

**Children's Service Workers shall not take photographs of children.** Staff may want to take photographs of serious/severe neglect situations where a co-investigator is not present during the investigation. However, photographs taken should serve primarily as a means to record the conditions of the environment. The use of photography requires the investigator to use his/her prudent professional judgment and follow guidelines as outlined in policy.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT**

Scott B. Montgomery, PDS  
 573-526-5408  
[Scott.B.Montgomery@dss.mo.gov](mailto:Scott.B.Montgomery@dss.mo.gov)

**PROGRAM MANAGER**

Dena Driver  
 573-751-3171  
[Dena.D.Driver@dss.mo.gov](mailto:Dena.D.Driver@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS**

[Section 2 Chapter 4 Attachment G Collection of Evidence](#)

**FORMS AND INSTRUCTIONS**

N/A

**REFERENCE DOCUMENTS AND RESOURCES**

N/A

**RELATED STATUTE**

N/A

**ADMINISTRATIVE RULE**

N/A

**COUNCIL ON ACCREDITATION (COA) STANDARDS****CHILD AND FAMILY SERVICES REVIEW (CFSR)**

N/A

**PROTECTIVE FACTORS**

Parental Resilience - N/A

Social Connections - N/A

Knowledge of Parenting and Child Development - N/A

Concrete Support in Times of Need - N/A

Social and Emotional Competence of Children - N/A

**FACES REQUIREMENTS**

N/A