



Youth Detention Facility OPERATIONS ORDER

Body Scanner

Purpose and Scope

The purpose of this order is to establish guidelines and procedures for the use of the Intercept Body Scanner at the Youth Detention Facility to detect the presence of weapons, drugs, and other contraband concealed on a person or within their property, and to prevent those items from entering the facility.

Affected Personnel

All Sworn Officers - YDF

Authority

Title XV- Section 1360
California Penal Code 4030

Effective Date

November 18, 2022

Definitions

Body Scanner: X-ray scanning system that detects various types of hidden objects such as dangerous or illegal substances, including but not limited to liquid explosives, drugs, wires, plastics, weapons, etc. The body scanner does not reveal skin surface or fine anatomical detail. It will provide radiographic images of items concealed under the clothes, swallowed, or hidden in anatomical cavities of the human body without causing harm to the scanned person.

Pat-down Search: The search of a person while the individual remains clothed. The search requires the movement of the searcher's hands over the entire body, pressing the clothing in an attempt to detect any concealed weapons or contraband. A pat-down search may also include the use of a handheld metal detector (wand).

Contraband: Refers to any item in possession by a person within or found within the Youth Detention Facility that is illegal by law or expressly prohibited by a Youth Detention Facility policy.

Transgender: A youth whose gender identity differs from the youth's assigned sex at birth.

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Intersex: A person who's sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female.

X-Ray: A form of electromagnetic radiation that passes through the body in order to develop an image.

Radiation Survey: Provides a direct measure of area radiation levels present and detects the level of radioactive material.

Viewing Monitor: Displays the system status, startup information and body scan results.

Youth: A resident or a detained person under 25 years of age entering and/or being housed in the Youth Detention Facility.

I. General

- A. The body scanner is an X-ray imaging system used to detect contraband and other security threats hidden under the clothing, inside the body or personal property of a person.
- B. The body scanner acquires images by using X-rays to safely scan people and objects to evaluate whether contraband may be present.
- C. A scan will be required for all youth entering the facility at booking, returning to the housing unit after a visit, after transports outside the facility, and/or when deemed necessary by a Supervisor.
- D. Only officers who have completed training on the body scanner shall operate the body scanner equipment.
- E. Two officers are required for the scanning process, one to complete the scan and one to observe the youth during the scan process.
- F. When possible, officers conducting the body scan or within sight of the visual display of the body scan (e.g., monitor, image) should be of the same sex as the youth being scanned, or the youth's stated preference.
- G. The viewing monitors shall not be in direct view of any youth.
- H. Under no circumstance shall a youth be subject to a body scan as a form of discipline or for harassment.

II. Safety Responsibilities

- A. An Assistant Chief Deputy shall complete the following;
 1. Keep a log of all evaluations, calibrations, and or inspections conducted on equipment by either an approved contractor or the company.

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2. Keep up to date records on annual fees for inspection, certification and/or repairs to the company.
3. Schedule all training and keep records of all Department personnel who are authorized to operate the scanner.
4. Ensure only authorized personnel operate the scanner.
5. Ensure all equipment is kept in working order.
6. Contact contractor to set up appointments and/or report any issues.
7. Maintain the scanner manual in a Supervisor's office.

III. Operation Requirements

- A. A trained officer shall conduct an inspection of the scanner equipment daily to include the following:
 1. Ensure all external cables are secure, plugged in and are not frayed.
 2. Ensure all lights, monitors, warning indicators and visual aides are secured and operational.
 3. Ensure the scanner is on and ready to scan.
 4. Notate in the Booking Red Book the scanner is operational with date, time and initials of operator.
 5. Notate all issues and maintenance requests in the Booking Red Book and notify the on-duty Supervisor.
- B. If an officer finds significant damage, an error message, leakage, or safety measures fail or don't work correctly, the officer shall turn off equipment, unplug it immediately, and notify an on-duty Supervisor.
 1. The scanner shall be deemed non-operational until deemed safe to use by an approved contractor or company.
- C. The on duty Supervisor or Watch Commander shall notify the Assistant Chief Deputy.
- D. An Incident Report and Worker's Compensation paperwork shall be completed should an officer seek medical attention.
- E. Employees shall not attempt to repair, disassemble, or open any panels on the scanner.

IV. Radiation Surveys

- A. Only an approved contractor shall conduct radiation surveys:
 1. During installation and annually thereafter.
 2. After maintenance is completed to repair any issues by an approved contractor.
 3. When the scanner is moved or relocated within the YDF.

V. Body Scan Guidelines

- A. The scanner will keep track of each scan performed on an individual.

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- B. Any individuals who have a safety concern regarding being exposed to radiation or who should not be exposed to radiation (i.e. pregnant persons) should notify the on-duty Supervisor, and not use or be within 5 feet of the scanner while it is in use.
 - 1. Pregnant officers will not operate the scanner.
- C. YDF officers will inform youth they will be required to body scan.
- D. Before a body scan is conducted, the officer will inform the youth if they are in possession of contraband and/or weapons that they may face additional charges and request the youth turn over any contraband immediately.
- E. Prior to any body scan, officers shall ask all females if they are pregnant or believe they may be pregnant.
 - 1. If a female youth answers yes or is unsure, they will not be scanned.
 - 2. If medical personnel determine a female to be pregnant after already being scanned a Supervising Probation Officer shall be notified immediately and an Institution Incident Report (IIR) shall be completed.
- F. Prior to any body scan, officers shall ask the youth if they have a Pacemaker, other medical devices, or receiving radiation treatment for an illness that would prevent them from safely submitting to a scan.
 - 1. A person who claims to have a medical device should be examined by medical officers before being subjected to a scan.
 - a. YDF medical officers will determine if the individual is cleared to be scanned and will notify the Supervising Probation Officer of the result.
 - 2. If the youth is in a wheelchair, youth may be scanned while sitting in their wheelchair by completing 2 (two) separate body scans:
 - a. Youth may remain seated in their wheelchair and be rolled into the body scanner entrance, feet first, and scanned.
 - b. Youth must then be backed into the body scanner and scanned to allow for a complete image. (Note: this does not allow for a forward facing scan.)
- G. Body Scans shall be required after the following events:
 - 1. Youth returning from outside transport.
 - 2. Youth returning from social or professional visits.
 - 3. Youth suspected of possession of weapons, drugs or other contraband or is showing signs or symptoms of intoxication.
 - 4. At any time a Supervisor designates as necessary.
- H. Male officers should view scans of males, and female officers should view scans of females, unless another preference has been stated by the youth or noted on the Search Preference Sheet.

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- I. At no time shall the body scanner be used to determine anatomical sex.

VI. Body Scan Procedure for New Intakes (Body Scanner located at Pre-Booking)

- A. Central Control will notify Booking that they will be receiving a new intake.
- B. Booking officers will respond to the pre-booking area where the youth will be pre-screened for intake and patted down by the arresting officer.
- C. Booking officers direct the youth to step into the scanner.
 1. If a youth demonstrates objective symptoms of intoxication to the extent their safety may be compromised by placing them in the scanner, the scan should be delayed until medical officers can determine if the youth is fit for incarceration.
- D. Booking officers will initiate the body scan.
 1. The youth will be instructed to stand on the platform of the body scanner with their face pointed toward the dot on the platform in order for their photo to be taken.
 2. Booking officers will enter the youth's X-Ref number and/or other identifying information.
 - a. If the X-ref or identifying information is not entered at the time of the scan, Booking officers must go back and enter the information as soon as practicable after the youth is accepted into custody.
 3. Each scan generates a unique code and Booking officers will give the code to the arresting officer to add to their report.
 4. Booking officers will input the reason for the scan.
- E. Once the scan is complete, the Booking officers will evaluate the scan for anomalies.
- F. If the Booking officers sees an anomaly, the scan will be marked SUSPECT.
 1. The arresting officer will be notified of the anomaly and/or the contraband.
 2. Another trained officer will review the scan further, if needed.
 3. If the other trained officer agrees that the scan is suspect, they will notify the supervisor.
 4. Booking officers will direct the arresting officer to pat down the youth and take possession of the contraband.
 5. If the arresting officer is able to retrieve the contraband from the youth, the youth will be scanned a second time in order to ensure there is no additional contraband.
 6. If contraband is not found, the Booking officers will notify the supervisor.

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- G. If the youth is unable or unwilling to remove the contraband, the Supervising Probation Officer will be notified immediately.
 - 1. If a strip search 1-8 is deemed appropriate, the Booking officer shall submit a Strip Search Authorization form to the Supervising Probation Officer on duty.
 - a. A strip search shall not be conducted until written authorization from the Supervising Probation Officer has been received.
 - 2. If it is determined the contraband is located within the youth's body and the youth is unable or unwilling to retrieve it safely, the Supervising Probation Officer and YDF medical officers will be notified and provide further direction.

VII. Body Scan Procedure for Visitors Center

- A. A Visitors Center officer will complete a pat search on youth after any visit.
- B. If a youth demonstrates objective symptoms of intoxication to the extent their safety may be compromised by placing them in the scanner, the scan should be delayed and the Supervising Probation Officer notified immediately for further directive.
- C. The youth will be instructed to stand on the platform of the body scanner with their face pointed toward the dot on the platform in order for their photo to be taken.
- D. The officer will enter the youth's X-Ref number and/or other identifying information.
- E. The officer will input the reason for the scan.
- F. Once the scan is complete, the officer will evaluate the scan for anomalies.
- G. If the officer sees an anomaly, the scan will be marked SUSPECT.
 - 1. The officer will place the youth in handcuffs.
 - 2. Another trained officer will review the scan further, if needed.
 - 3. If the other trained officer agrees that the scan is suspect, they will notify the supervisor.
 - 4. The officer will pat down the youth and take possession of the contraband.
 - 5. If the officer is able to retrieve the contraband from the youth, the youth will be scanned a second time in order to ensure there is no additional contraband.
 - 6. If contraband is not found, the officers will notify the supervisor.

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- H. If during the scan a weapon is found, the officer will immediately activate their belt alarm to summon additional officers. The youth will be placed in handcuffs and escorted by officers to YDF Booking.

VIII. Refusal or Combative Youth

- A. If a youth refuses to cooperate with the scanning process, the Supervising Probation Officer shall be notified immediately.
 - 1. Officer will scan the youth with the handheld metal detector to ensure there is no metal on the person.
 - 2. Youth will be placed in a holding cell under direct supervision until they agree to be scanned or a strip search is authorized in writing by a Supervisor.

IX. Documentation

- A. When contraband is found at any time during the body scan process, an officer shall complete an incident report.
- B. A copy of the youth's body scan will be electronically attached to the incident report.
- C. Contraband located during the scanning process at the Visitors Center will be booked as evidence.
 - 1. Arresting/Transporting officer will be responsible for documenting the chain of custody of the contraband.

X. Training Requirements

- A. All users must complete a training program, demonstrate proficiency and attend annual training on the following topics by a certified trainer:
 - 1. Radiation Safety
 - 2. Types of Radiation
 - 3. Sources and magnitudes of common exposures
 - 4. Units of Measurement
 - 5. Time, Distance and Shielding
 - 6. Using ALARA guidelines- As Low as Reasonably Achievable
 - 7. Biological effects of radiation and radiation risks
 - 8. Product Operation
 - 9. Transmission imaging concept
 - 10. Location and use of controls and indicators
 - 11. Starting and shutting down the system
 - 12. Positioning subjects
 - 13. Awareness and control of inspection zones
 - 14. Interpreting images
 - 15. Emergency and safety procedures
 - 16. Physical security to prevent unauthorized use

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17. Dangers of disassembling or editing the scanner
18. Procedures of product malfunctions
19. Dealing with subjects
20. Information provided to each subject
21. Locally determined protocols for examining subjects
22. Supervised practical operations

Attachments

Body Scanner Operation and Safety Procedures General
TEK 84 Operations Manual
ANSI/HPS N43.17 Code

Amends/Replaces

N/A - New

Authorized By  **Date** 11/4/2022
Maria Gonzalez, Chief Deputy Probation Officer