

# MONTGOMERY COUNTY SHERIFF'S OFFICE

## POLICY AND PROCEDURES

### GENERAL ORDER

**SUBJECT:** Body Scanner (Tek84)

**NUMBER:** 814

**DATE EFFECTIVE:** November 27, 2023

**APPROVED:** Peter Herron  
Sheriff

**REVIEW DATE:** Annually

**Policy Statement:** Montgomery County Detentions Officers shall be trained in the use of this equipment before attempting to operate. Scans shall be performed in a professional manner and at no time shall an officer make any comment regarding any image produced while scanning. No image shall be downloaded, photographed, or transmitted by any means, except if it is in the lawful performance of their job duties and approved by the Jail Administrator of Designee. The Tek84 Body Scan machine will NOT be used to scan any person at the request of any law enforcement agency for the sole purpose of determining if that person is concealing any contraband on or in his/her person. It is incumbent upon female staff to notify their immediate supervisor in writing that they are pregnant or suspect that they are pregnant or any staff that may have a medical condition that would prohibit them from operating or be near the Tek84 Body Scan machine while it is in operation.

#### 1. Definitions

- A. **“Body Scan”:** X-ray technology used to produce an image revealing the presence of contraband concealed on or inside of a subject.
- B. **“Body Scan Device”:** a stationary system for obtaining full height radiographic images of a person to detect any kind of weapons, explosives, drugs, precious stones, and metals either concealed under the clothes, swallowed, or hidden in anatomical cavities of the human body with causing harm to the scanned person.
- C. **“Dose”:** The quantity of radiation or energy absorbed.
- D. **“Exposure”:** A term defining the amount of ionizing radiation that strikes living or inanimate material. The Federal Drug Administration (FDA) definition is found at 21CFR 1020.40(b)(5).
- E. **“Radiation”:** Radiation is the process in which energetic particles or waves travel through a medium or space. There are two distinct types of radiation: ionizing and non-ionizing. X Radiation (X-Ray) is an ionizing radiation.
- F. **“Radiation Safety Officer”:** Designated individual who will maintain and supervise the Radiation Safety Program and will coordinate the safe operation of the Tek84 Body Scan machine in compliance with Local, State, and Federal regulations.

- G. **“Radiation Survey”**: Measurement of the X-radiation equivalent dose rate at the external surfaces of the Tek84 Body Scan machine, the personnel workstations, the boundaries of the working zone and in adjacent rooms if applicable.
- H. **“X-ray”**: Also referred to as x-radiation, is a form of electromagnetic radiation like light but of shorter wavelength and capable of penetrating solids and of ionizing gasses.

## **2. Specific Procedures:**

- A. Each officer shall become familiar with the Tek84 Body Scan machine operations. Each officer that operates the Tek84 Body Scan machine will have a dosimetry badge that is assigned to them that they must wear while operating the Tek84 Body Scan.
- B. Each officer will be assigned a user login and password which is required for operation of the Tek84 Body Scan machine or will use a generic login as determined by Sheriff or Jail Administrator.
- C. As soon as an arrestee is brought into the facility, the following will occur:
  - 1. Remove all items from the arrestee’s pockets to include personal items.
  - 2. Conduct a strip search of the individual.
  - 3. Change the individual into jail uniform.
  - 4. Then conduct the Tek84 Body Scan.
- D. All arrestees will be processed on the LEO side of the Magistrate’s office. (No arrestee will be taken in front of the Magistrate in the public lobby).
- E. All persons being received into custody shall be scanned upon entry into the Detention Center. This includes inmates brought in from other Detention Facilities.
- F. **Guidelines Pacemakers and other Medical Devices:**
  - 1. There is no FDA published material indicating that the use of the body scanner will adversely affect implanted medical devices, such as a pacemaker. A person who claims to have such a device must first be examined by medical staff prior to a scan. However, the presence of such a device should not preclude the use of the scanner, unless other circumstances known to medical staff or jail staff indicate otherwise.
- G. **Scanner System Safety and Operating Procedures:**
  - 1. Any safety issues related to the Tek84 Body Scan machine will be immediately reported to the Shift Supervisor and the Radiation Safety Officer.
  - 2. Operators shall use the device in a responsible manner, in accordance with policy and manufacturer’s operating instructions.
  - 3. The operator’s manual will be kept near the operator’s workstation.
  - 4. Unauthorized persons (other than service personnel are not allowed within the working zone while a scan is being conducted).
  - 5. The Tek84 Body Scan machine may be utilized on all arrestees, unsentenced inmates, sentenced inmates, other jurisdictional transfers entering the jail, any state inmate that arrives to the facility for court or on new criminal charges, any inmate that has a contact visit with

- someone not of the Law Enforcement Profession, and any inmate being held for another agency even if they have no local charges.
6. Female inmates claiming to be pregnant will not be scanned but will be placed in a holding cell until such time it is determined by medical staff that they are pregnant. If they are not pregnant, the female will be scanned prior to being placed in a housing unit. If they are pregnant, alternate search methods will be conducted.
  7. Juveniles under the age of 18 will not be scanned.
  8. Individuals who are unable to stand on the equipment properly due to being under the influence of alcohol or drugs, will not be scanned. They will be placed in a holding cell until such a time they are able to be scanned. They will be scanned prior to being classified to a housing unit.
  9. Inmates who are combative or physically resisting will not be placed in the Tek84 Body Scan machine. They will be placed on special watch until they are cleared to be scanned.
  10. Inmates who have a medical condition that prevents them from being scanned (i.e., using a wheelchair) will have alternate search methods conducted.
  11. Inmates who have a diabetic insulin pump shall remove the pump (the same way as if they are taking a shower) and give it to the officer for further inspection before they are scanned. Insulin pumps shall not be scanned.

#### **H. Tek84 Body Scanning:**

1. Arrestees/Inmates are instructed by the detention staff on the proper way to enter the Tek84 Body Scan machine for scanning. No property other than held shoes will be allowed in the scanner.
2. Each Arrestee/Inmate shall be instructed to stand on the Tek84 Body Scan platform and place each foot on the footprints and remain still until the scan is complete.
3. If the inmate's shoes are to be scanned, the inmate will hold their shoes in their hands with the soles facing backward while being scanned.
4. The operator will enter all information into the machine and begin the scan.
5. Any scanning dosage greater than .75uSv will require a supervisor's approval. Each time an inmate is scanned, the scanner will record the scan in its database and will keep a record of how many times that inmate is scanned over a period of time and at what dosage.
6. All scans will be conducted in a professional and courteous manner. At no time will any derogatory comments or jokes be made concerning any scan. No officer will make any suggestive statements regarding medical conditions/issues or regarding physical stature. The image shall only be viewed by authorized staff and the results are to be discussed with authorized personnel only.

7. Images will not be stored on any device or copied in any manner, except for the Tek84 image drive, unless authorized by the Jail Administrator or Designee.

**I. Detection of Contraband:**

1. If the scanning process reveals an object that is clearly identifiable as a weapon, drugs, or other contraband the following procedures will be followed:
  1. Instruct the inmate to step off the Tek84 Body Scan platform and immediately secure the inmate.
  2. Immediately notify the Shift Supervisor and Medical Staff.
  3. If a weapon(s) has been detected, the inmate will remain secure until the weapon is removed.
  4. If contraband such as suspected narcotics are detected, medical staff and the supervisor shall decide as to whether to have the inmate transported to an approved medical facility.
  5. If the medical staff determines that the contraband does not pose a life-threatening concern for the inmate, the inmate will be asked to remove the contraband in the medical exam room. Officers of the same sex shall be present.
  6. If the inmate cannot remove the contraband, then a search warrant will be applied for to search the body cavity of the inmate. This search will only be conducted at a medical facility in accordance with Body Cavity Searches Policy 801.
  7. If the inmate refuses the body cavity search and medical staff determine that it is not a life-threatening situation for the inmate, the inmate will be placed in a padded cell and the drain will be inspected before it is flushed. After 48 hours, if no contraband is in the drain, the inmate will be rescanned.
  8. Any contraband that is found will be placed into evidence and appropriate charges shall be obtained for violations of General Statutes. An incident report shall be written.
  9. Images showing no contraband shall be deleted from the computer after one year by an Administrator.

**J. Housed Inmates:**

1. To prevent the introduction, transfer, or concealment of weapons, drugs, and contraband inside the facility, any inmate may be scanned at any time. No specific articulable facts are required beyond the routine security precautions necessary to safeguard the safety and security of the facility and the health and welfare of staff, visitors, the community, and the inmate population. The following are included:
  1. Inmates returning from courts, outside medical appointments, or inmate transfers from other institutions.

2. Any inmate that enters the facility from outside detail.

**K. Refusal of Scans:**

1. Any inmate – new admission or existing inmate – that is eligible to be scanned and refuses a scan will be subject to disciplinary action for their refusal to obey an order and will be subject to being frisk-searched and/or strip searched per the directives outlined in Policy 801.

**L. Radiation Safety Officer (RSO):**

An Officer that has been designated a RSO should formulate, implement, and exercise staff supervision over the radiation safety program. Below are a few responsibilities.

1. Advise and assist agency command staff and affected personnel in all matters regarding radiation safety.
2. Ensure Radiation safety considerations are incorporated into system operating procedures.
3. Ensure that dosimeters are worn in areas where scanning devices are present and collected and processed properly.
4. Maintain radiation safety records in accordance with applicable standards, regulations, and agency policies.
5. Consult with Training Officers to ensure radiation safety training provided to operators is documented and delivered as required under applicable standards, regulations, and/or agency policies.
6. Ensure that all signs concerning radiation are conspicuously posted as per manufacturer and agency directives.
7. Serve as a point of contact for all matters relating to radiation safety.
8. Ensure that the Radiation Safety Program is reviewed at least annually and is documented.
9. The review will ensure that the program is adequate to ensure the safety of personnel, bystanders, and inmates and that the program is being followed.

**M. Emergency Procedures:**

1. If an emergency occurs, i.e., severe weather, damage to the Tek84 Body Scan machine, etc., the Tek84 Body Scan machine will be powered off and unplugged. The appropriate personnel will be notified in accordance with system check requirements.