DEPARTMENT OF CORRECTIONS

Policy Number:	**301.012**
Title:	**Body Scanner**
Effective Date:	**10/09/26**

PURPOSE: To provide written guidelines for the use and application of the body scanner security screening system. This policy outlines responsibilities and describes the requirements and implementation of the radiation safety program for the use of a body scanner.

APPLICABILITY: All Minnesota Department of Corrections (DOC) facilities possessing body scanner security screening systems.

DEFINITIONS:

As Low as Reasonably Achievable (ALARA) – the acronym represents the use, to the extent practical, of procedures and engineering controls based upon sound radiation protection principles to achieve occupational doses and doses to the public that are as low as is reasonably achievable and do not exceed regulatory dose limits.

Body Scanner – a low-dose X-ray scanning system designed to detect contraband and weapons concealed on or inside a person.

Inspection Zone – a well-defined area around the body scanner where only the individual being scanned is authorized during the operation of the device to control radiation exposure.

Juvenile – an incarcerated person/resident who is under the age of 18, including a juvenile certified as an adult. ALARA dose settings cannot exceed 0.25 uSv exposure for juveniles.

Operative Maintenance Check – it is the responsibility of the operator to complete and document an operative maintenance check before beginning each new day of scanning. If any issues are identified, the system must be shut down and reported immediately to the radiation safety officer (RSO) or watch commander.

Operator – any employee associated with the operation of the system whose responsibilities include at least one of the following: initiating or stopping the scan, verifying the system is operating correctly, providing information and instruction to the screened individuals, and controlling access to the inspection zone. This does not include other employees, such as individuals who may be viewing the image results but are not directly responsible for other functions. Operators who are pregnant or suspect they may be pregnant must not operate the machine.

Pre-Scan Notification and Procedures – incarcerated people/residents are provided information regarding the radiation dosage of the scanner, and conditions under which incarcerated persons/residents should not receive a body scan. If an incarcerated person/resident answers yes to any condition, they are not scanned, and the watch commander must be contacted immediately.

Radiation Safety Officer (RSO) – a trained staff member who is responsible for ensuring the safe use of ionizing radiation-producing equipment at the facility.

Scan – the operation necessary to produce one image from one radiation source. In some cases, several may be required for a single screening of the subject.

Service Provider – a person or company who is engaged in the business of assembling, installing, repairing, or replacing one or more components in a radiation-producing equipment system or conducting equipment performance evaluations on diagnostic or industrial radiation-producing equipment. These individuals/companies must be registered with the Minnesota Department of Health to act as a service provider in the State of Minnesota.

PROCEDURES:

A. Use and Operation of Body Scanner

1. The body scanner is used to control the entry of contraband into the facility. All incarcerated people/residents, except those prohibited, entering the facility may be scanned for contraband. The body scanner may also be used, at the direction of the watch commander, any time an incarcerated person/resident is believed to be concealing contraband, and at the conclusion of visiting or any other time incarcerated people/residents have contact with non-Minnesota Department of Corrections (DOC) people.

2. For scans completed on juvenile incarcerated people/residents, operators must have received training in trauma-based searches.

3. Only trained operators are allowed to use the body scanner. Operators who are pregnant or suspect they may be pregnant must not use the scanner.

4. Operators must not use the body scanner to scan anyone other than incarcerated people/residents and must only use the scanner for facility security.

5. No one is allowed to use the scanner for medical examinations or to diagnose an illness or injury.

6. Operators must only operate the body scanner for authorized purposes that are defined by this policy.

7. Unauthorized use is strictly prohibited and includes:
   a) Scanning individuals for demonstration or training purposes.

   b) Displaying images to unauthorized persons without approval from the radiation safety officer (RSO), or the watch commander on duty in the absence of the RSO.

   c) Unauthorized display of images violates Minnesota Department of Health (MDH) rules that govern ionizing radiation, Minnesota Rules Chapter 4732.

8. Access to the body scanner is restricted. Only operators may be issued the key.

B. Emergency Actions

1. In cases of emergency (malfunctioning equipment, short circuit, electrical circuit fault, mechanical break of any parts), the operator must press the emergency stop button on the control panel or inside the machine above the platform; switch off the scanner and the computer; and contact the watch commander.

2. The operator must remove all individuals from the area.

3. The watch commander must notify the RSO, and the machine must not be used.

4. A lockout tag must be placed on the equipment and not removed until authorized by the RSO.

5. The key required to operate the machine must also be removed from service.

C. Radiation Safety

1. The captain and the safety administrator determine the responsibility and authority for the overall quality assurance and radiation safety program. The captain designates an individual to serve as the primary RSO. The captain may also select others to be trained as RSOs to ensure availability and oversight.

2. The individuals selected to serve as RSOs must qualify by successfully completing training and being knowledgeable concerning radiation hazards and precautions involved in the operation of ionizing radiation-producing equipment. The RSO must have successfully completed training in the following areas:
   a) Fundamentals of radiation safety;
   b) Familiarization with ionizing radiation-producing equipment;
   c) Quality assurance programs, including audits;
   d) Emergency procedures for radiation-producing equipment failures;
   e) Requirements of pertinent state rules;
   f) The DOC's written operating and emergency procedures; and
   g) Oversight of body scanner service providers.

3. All body scanner operators must also be trained in radiation safety and the proper operation of the body scanner.

4. All RSO, operator, and body scanner training must be documented in the DOC's approved electronic training management system.

5. The DOC operates body scanners in accordance with state laws, rules, and under the oversight of the MDH, which performs licensing, rulemaking, inspection, and enforcement activities for certain radioactive materials. Body scanner service providers must be registered with the MDH.

D. General Guidelines

1. All incarcerated people/residents entering the facility, except those prohibited, may be scanned for contraband.

2. Incarcerated people who are prohibited from being scanned are:
   a) Individuals who use a wheelchair, walker, or other mobility device (those who cannot stand alone, unsupported, during the scan).

   b) Individuals who are pregnant or claim to be pregnant. For those who claim to be pregnant without confirmation, the operator must contact nursing services to confirm pregnancy through a urine pregnancy test.
      (1) If nursing services confirm pregnancy, the individual will have an unclothed body search instead.

      (2) If nursing services determines the individual is not pregnant, they may be scanned.

   c) Individuals with a pacemaker or other implanted medical device, unless they have received a medical evaluation before the body scan, which may be completed via phone, and the examination determined that scanning the individual does not pose any known health risks.

3. Information regarding the radiation dosage of the scanner, and conditions under which incarcerated people/residents should not receive a body scan must be posted at each scanner where people to be scanned can read it, so that they can tell the scanner operator if they meet any of these conditions.

4. Incarcerated people/residents who are considered juveniles must be scanned at a radiation dosage of no more than 0.25uSv exposure.

5. Incarcerated people/residents who are prohibited from being scanned must submit to an unclothed body search/trauma-based search for juveniles. (See Policy 301.010, “Searches.”)

6. Before conducting any scan, staff must provide incarcerated people/residents with information regarding the process, including radiation exposure, and the conditions under which incarcerated people/residents should not receive a body scan. If the incarcerated person/resident answers yes to any condition, they must not be scanned, and the watch commander must be contacted immediately.

7. The operator must complete an operative maintenance check once per day, before the first scan of the day. Before using the machine for each scan, the operator must also walk around the machine to perform a visual inspection. The operator must ensure there are no obstacles around the platform, that the cables on the unit are not bent or broken, and that the emergency button (E-Stop) on the X-ray unit and console are released.

8. Only trained operators must conduct body scans. Operators who are pregnant or suspect they may be pregnant must not operate the machine.

9. The operator must ensure that the inspection zone is clear of any other person standing in this zone/area during the exposure.

10. All body scans must be conducted by an officer of the same sex as the incarcerated person/resident being scanned. Incarcerated people/residents who are transgender may request that they be scanned by security staff of a specific gender. Such requests must be pre-authorized by the transgender committee, and the incarcerated person/resident must have a personal identifier that indicates the exception. If an officer of the specific gender requested by the incarcerated person/resident is not a trained operator, an unclothed body search/trauma based search is done, and a scan is conducted at a later date and time (See Policy 301.010, "Searches," and Policy 202.045, "Management and Placement of Incarcerated People Who Are Transgender, Gender Diverse, Intersex, or Nonbinary"). At the Minnesota Correctional Facility-Red Wing, no other staff must be within sight of the visual display of the body scan while a scan is conducted on a juvenile (for example, monitor, image).

11. Incarcerated people/residents who are combative, physically resistive, or uncooperative must be secured in a dry holding cell and directly observed until a scan can safely be completed. Any incarcerated person/resident who refuses to be scanned will be suspected of concealing contraband and subject to pre-hearing detention on dry cell status and formal discipline (See Policy 301.083, "Restrictive Housing Management").

12. If the initial image taken is not clear, additional scans may be completed. In accordance with as low as reasonably achievable regulations, under normal circumstances, no more than three scans of an incarcerated person/resident are to be attempted in a 24-hour period. Additional scans may be completed when contraband is difficult to identify.

13. If needed, operators may compare the current image of an incarcerated person/resident against a previously stored image for reference.

14. The body scanner has built-in dose measurement software that records the personal data of all individuals scanned. It calculates the total number of scans, including dosage, to ensure that no individual receives more than the maximum allowed number of scans in a 12-month period.

15. An incarcerated person/resident may request from the RSO their entire record of scans.

E. A foreign or suspicious object is detected

1. Outside the Body, Underneath the Clothing
   The operator must direct the incarcerated person/resident to remove the item and scan them again after removal. The operator must also notify the watch commander. Appropriate security staff must process all contraband according to policy 301.035, "Evidence Management."

2. Inside the Body

The operator must notify the watch commander. The operator must give the incarcerated person/resident the opportunity to voluntarily remove the contraband if it is safe to do so.

a) If the incarcerated person/resident agrees to remove the item, they are escorted to a holding cell, where removal will be observed by staff. Appropriate security staff must process all contraband in accordance with policy 301.035, "Evidence Management." The operator must perform another scan after removal of the contraband.

b) If the incarcerated person/resident does not agree to remove the item or is unable to remove it, the operator or the watch commander must notify health services.
Nursing services staff must:
(1) Assess the incarcerated person/resident for potential risk of harm and refer them to the emergency room when indicated.

(2) Determine if there are any outward signs of distress, including sweating, abdominal pain, and/or signs or symptoms of possible overdose. If there are any clinical indications of possible risk or harm to the incarcerated person/resident, advise the watch commander that the incarcerated person/resident needs to be sent off grounds for further evaluation at a hospital.
(a) If the incarcerated person/resident is sent off grounds, a copy of the scan should be provided to the hospital.
(b) If the incarcerated person/resident is not sent off grounds, staff must secure them in segregation on dry cell status in a room equipped with a camera.

c) The watch commander must notify the office of special investigations and the officer of the day.

F. Documentation

1. All images are permanently stored on the scanner's computer since there is no way to delete scans from the body scanner.

2. Utilization logs are permanently stored on the computer, and they include the subject's name, offender identification number (OID), the operator's name, and any other optional site-specific information.

3. The operator must properly document any incarcerated people/residents found concealing contraband. The operator must log the date, scan number, incarcerated person's/resident's name, OID, description/location of the contraband, and the operator's name in the computer. The scan number must also be included in the incident report.

4. Records are permanently stored and maintained, and they include:
a) Initial and radiation safety surveys;

b) Results of quality assurance tests;

c) Documented corrective action on all adverse findings;

d) Engineering change orders by the manufacturer and the company performing the modifications; and

e) All repair service records. Repair service records must include the work performed, parts replaced, recommendations, company performing the service, the person's name performing the repairs or maintenance, the service report number, and dates of service.

INTERNAL CONTROLS:

A. Records are maintained in accordance with law and include: initial and radiation safety surveys; results of quality assurance tests; documented corrective action on all adverse findings; engineering change orders by the manufacturer and the company performing the modifications; and all repair service records. Repair service records must include the work performed, parts replaced, recommendations, company performing the service, the person's name performing the repairs or maintenance, the service report number, and dates of service.

B. All RSOs, operators, and body scanner training must be documented in the DOC's approved electronic training management system.

C. All images, a utilization log, and the documentation of any incarcerated people/residents found concealing contraband are retained in the scanner's computer.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: None

REFERENCES: Minn. Stat. § 144.121
Minnesota Rules Chapter 4732
Minnesota Department of Health X-Ray Laws and Rules webpage
Policy 301.010, "Searches"
Policy 202.045, "Management and Placement of Incarcerated People Who Are Transgender, Gender Diverse, Intersex, or Nonbinary"
Policy 301.035, "Evidence Management"
Minnesota Department of Health, Health Regulation Division, Portable X-Ray Services Certification

REPLACES: Policy 301.012, "Body Scanner," 1/30/25.
All facility policies, memos, or other communications, whether verbal, written, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: None

APPROVALS:
Commissioner of Corrections