DEPARTMENT OF CORRECTIONS

Policy Number: 301.012
Title: Body Scanner
Effective Date: 10/12/21

PURPOSE: To provide written guidelines in 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 Department of Corrections facilities possessing body scanner security screening systems

DEFINITIONS:
ALARA (As Low As Reasonably Achievable) – 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 no one but the individual being scanned is authorized during the operation of the device in order to control radiation exposure.

Operative Maintenance Check – it is the responsibility of the operator to complete and document an operative maintenance check prior to beginning each new day of scanning. If any issues are identified, the system must be shut down and reported to the RSO or Watch Commander immediately.

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 persons are provided information regarding the process, asked to answer several questions, and sign the pre-screening form. If an incarcerated person answers yes to any question, 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 (MDH) to act as a service provider in the State of Minnesota.

PROCEDURES:

A, Use and Operation of Body Scanner

The body scanner is used to control the entry of contraband into the facility. All incarcerated persons, 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 is believed to be concealing contraband; as well as at the conclusion of visiting or any other time incarcerated persons have contact with non-DOC persons.

1. Only trained operators are allowed to use the body scanner. Operators who are pregnant may not use the scanner.

2. Operators must not use the body scanner to scan anyone other than incarcerated persons and may only use the scanner for the purpose of facility security.

3. No one may use the scanner for medical examinations or to diagnose an illness or injury.

4. Operators may only operate the body scanner for official purposes that are defined by this policy.

5. Unauthorized uses include:
   a) Operators are strictly prohibited from scanning individuals for demonstration or training purposes.

   b) Staff are also strictly prohibited from displaying images to unauthorized persons without approval from the radiation safety officer, or the watch commander on duty in the absence of the radiation safety officer.

   c) Unauthorized display of images violates rules of the Minnesota Department of Health.

6. Access to the body scanner is restricted. The control center may only issue the key to operate the unit to authorized operators.

B. Emergency Actions

In cases of emergency (malfunctioning equipment, short circuit, electric 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.

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

2. The watch commander must notify the radiation safety officer (RSO) and the machine must not be used.

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

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

C. Radiation Safety:

1. The captain determines the responsibility and authority for the overall quality assurance and radiation safety program. The captain designates an individual to serve in the role of primary radiation safety officer (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 agency's written operating and emergency procedures; and
   g) Oversight of 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 agency's approved electronic training management system.

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

D. General Guidelines:

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

2. Incarcerated persons who are prohibited from being scanned are:
   a) Individuals confined to a wheelchair (those who are not able to 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 confirms 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.

   d) Individuals deemed by nursing services to have recently undergone chemotherapy/radiation therapy.

   e) Minors

3. Incarcerated persons who are prohibited from being scanned must submit to an unclothed body search. (See Policy 301.010, "Searches.")

4. Prior to conducting any scan, staff must provide incarcerated persons information regarding the process, including radiation exposure, and ask the incarcerated persons to answer several pre-screening questions. Incarcerated persons must sign the pre-screening form. Those who answer yes to any question must not be scanned. The watch commander and nursing services staff must be contacted immediately. Nursing services staff must follow up to verify an incarcerated person's affirmative response.

5. The operator must complete an operative maintenance check once per day, prior to 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; the cables on the unit are not bent or broken; and the emergency button (E-Stop) on the X-ray unit and console are released.

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

7. The operator must ensure that the inspection zone is clear. Only the person being scanned, and the operator, are allowed in the room while the scan is performed, to control radiation exposure.

8. All body scans must be conducted by an officer of the same sex as the incarcerated person being scanned. Incarcerated persons 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 must have a personal identifier that indicates the exception. If an officer of the specific gender is not a trained operator, an unclothed body search is done, and a scan is conducted at a later date and time. (See Policy 301.010, "Searches," and Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Offenders/Residents.")

9. Incarcerated persons who are combative, physically resistive, or uncooperative are secured in a dry holding cell and directly observed until a scan can safely be completed. Any incarcerated person who refuses to be scanned will be suspected of concealing contraband, charged as such, and placed in restrictive housing. The incarcerated person is placed on dry cell status until the scan is completed. (See Policy301.083, "Restrictive Housing Management.")

10. If the initial image taken is not clear, additional scans may be completed. No more than three scans of an incarcerated person are to be attempted in a 24-hour period, in accordance with as low as reasonably achievable (ALARA) regulations.

11. Operators may compare the current image of an incarcerated person against a previously stored image for reference if needed.

12. The body scanner has built-in dose measurement software that records the personal data of all individuals scanned. It calculates the total amount of scans, including dosage, to ensure that no one receives more than the maximum allowed in a 12-month period. The number of prior scans automatically falls off after a 12-month period of time (not by calendar year).

E. Foreign or suspicious object is detected:

1. Outside the Body, Underneath the Clothing

The operator must direct the incarcerated person 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 DOC Policy 301.035, "Evidence Management."

2. Inside the Body

The operator must notify the watch commander. The operator must give the incarcerated person the opportunity to voluntarily remove the contraband if it is not considered to be dangerous.

a) If the incarcerated person 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 according to DOC Policy 301.035, "Evidence Handling." The operator must perform another scan after removal of the contraband.

b) If the incarcerated person does not agree to remove the item or is unable to remove it, the operator or the watch commander must notify nursing services.
Nursing services staff must:

(1) Examine the scan and question the incarcerated person regarding the object.

(2) Determine if the object seen in the scan could affect the health or well-being of the offender and determine, in consultation with the watch commander, if the incarcerated person needs to be sent off grounds for further evaluation at a hospital.

(a) If the incarcerated person is sent off grounds, a copy of the scan should be provided to the hospital.

(b) If the incarcerated person is not sent off grounds, staff must secure them in segregation on Dry Cell Status in a room equipped with a camera. The toilet security device must be placed over the toilet and secured with a padlock.

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

F. Documentation:

1. All images are stored on the scanner's computer.

2. The computer maintains a utilization log that includes the subject's name, OID, the operator's name, and any other optional site-specific information.

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

4. Records are maintained in accordance with law and 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 replacement, 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: 1. Initial and radiation safety surveys; 2. Results of quality assurance tests; 3. Documented corrective action on all adverse findings; 4. Engineering change orders by the manufacturer and the company performing the modifications; and 5. All repair service records. Repair service records must include the work performed, parts replacement, recommendations, company performing the service, the person's name performing the repairs or maintenance, the service report number, and dates of service.

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

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

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 144.121
Minn. Rules Chapter 4732
Policy 301.010, "Searches"
Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Offenders/Residents"
Policy 301.035, "Evidence Management"
Minnesota Department of Health, Health Regulation Division, Portable X-Ray Services Certification

REPLACES: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Reintegration and Restorative Services
Deputy Commissioner, Facility Safety and Security
Assistant Commissioner, Organizational and Regulatory Services
Assistant Commissioner, Research, Policy, and Organizational Performance
Assistant Commissioner, Health, Recovery, and Programming
Assistant Commissioner, Orientation, Assessment, and Program Planning