

# JEFFERSON PARISH CORRECTIONAL CENTER



JPCC – 3.17

**SUBJECT:**  
**Body Scanner / X-ray Procedures**

**CREATED: 2/2/2023**

## **Purpose:**

The Intercept Tek84 body scanners will be used in an effort to deter and prevent the introduction of contraband into the Jefferson Parish Correctional Center, to establish guidelines for the safe operation of the Intercept Tek84 Body Scanner in the detection of metallic and non-metallic contraband hidden both on a person and/or inside the body of a person entering the Jefferson Parish Correctional Center. The Tek84 Body Scanner is another tool to facilitate searches. It is not intended to eliminate or replace current search procedures.

## **Policy:**

It is the policy of the Jefferson Parish Correctional Center to operate Body Scanners in a safe and lawful manner to detect the presence of dangerous contraband and weapons in the possession of anyone entering the facility. Persons claiming to be pregnant or are under the age of 18 shall not be subject to body scanning under any circumstances.

## **Definitions:**

*BODY SCAN*- X-ray technology used to produce an image revealing the presence of contraband concealed on or inside of a subject.

*BODY SCAN DEVICE* – A stationary system for obtaining full height, radiographic images of a person to detect weapons, explosives, drugs, and contraband concealed under the clothes, swallowed, or hidden in anatomical cavities of the human body without causing harm to the scanned person.

*CORRECTIONAL STAFF* – Any person assigned to work within the Correctional Center. (JPSO employees, Medical staff contracted by Jefferson Parish Office of Community Justice, Kitchen staff contracted by Jefferson Parish Sheriff's Office, Jefferson Parish employees assigned to any work within the Correctional Center.

*INSPECTION ZONE* – The area immediately around the security screening system where no unauthorized individuals are granted access during the operation of the device. The purpose of the inspection zone is to control unnecessary exposure to radiation.

*AUTHORIZED OPERATOR* – Any certified 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 instructions to the screened individuals, and controlling access to the inspection zone. This does not include other employees, such as individuals who may be remotely viewing the image results but are not directly responsible for the other functions.

*RADIATION*- the emission of energy as electromagnetic waves or as moving subatomic particles, especially high-energy particles which cause ionization.

*SECURITY SCREENING SYSTEM* - for purposes of this policy is a device or combination of devices designed for the detection of contraband and weapons concealed on or inside a person.

*SUBJECT* – A person that is in the custody of a law enforcement agency/court and is being presented by a representative of that law enforcement agency/court for admission to the Guilford County Jail for incarceration in lieu of bond and/or committal.

*RSO* - Radiation Safety Officer. As of the authoring of this policy, the RSO will be the Special Investigations Unit (S.I.U.) Commander

All Louisiana guidelines for x-ray devices can be found in the [Louisiana Administrative Code Title 33 Environmental Quality Part XV Radiation Protection](#).

## **Procedure:**

### **A. Requirements**

The following are required to use the Tek84 Intercept body scanner:

1. Only authorized personnel may view the body scan monitors or images produced by the body scanner. Arresting officers may view the scan if the arrestee is suspected of concealing contraband and is medically refused.
2. Authorized personnel utilizing the body scanner shall display the utmost professionalism.
  - a. Refrain from comments, conversations about images, except for training others.
  - b. Remain confidential about all personal aspects of scans.
3. Body scans shall never be used as a punitive measure.

### **B. Pacemakers and Medical Devices**

There is no FDA published material indicating the use of a body scanner will adversely affect implanted medical devices, such as a pacemaker. A person who claims to have such a device should 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 circumstances known to medical staff or correctional staff indicate otherwise.

### **C. Prohibited or restricted use**

The following people should not be scanned without Watch Commander or medical staff approval:

1. Cancer patients – Inmates who are being treated for cancer with radiation therapy will not be scanned.
2. Disabled inmates – Persons who have a disability that prevents the use of the scanner shall be afforded reasonable accommodation. Searches shall be thorough and professional, with safety and security being the paramount concern.
3. Pregnant – The body scan device shall not be used to scan anyone who is known or

alleged to be pregnant per Louisiana State Law.

- a. Arrested Subjects/Inmates: A statement by the arrestee or inmate that she is pregnant is sufficient for deputies to assume the subject is exempt from the body scan. Prior to scanning a female arrestee or inmate, the deputy performing the scan shall ask the arrestee/inmate if they are pregnant. If pregnancy is not obvious and there is a suspicion the inmate is alleging pregnancy to avoid being scanned, the pregnancy can be verified by medical personnel. Pregnancy tests will be completed by medical staff. If medical staff advises the female is not pregnant, the arrestee may be scanned with the body scanner. This will only occur if the negative test result are revealed before the female is housed.
  - b. Pregnant Correctional Staff
    - i. JPSO Employees - will be required to submit verification from a physician to the JPSO Insurance Division within 5 days.
    - ii. Contractors (Medical, Kitchen, Etc) - The Assistant Deputy Administrator will notify the appropriate Supervisors that the employee has claimed that she is pregnant. The contractor will then be required to supply confirmation that their employee is pregnant.
  - c. Visitors (attorneys, social workers, law enforcement officers, etc.) - Any person reporting to the Jefferson Parish Correctional Center claiming that they are pregnant shall be afforded reasonable accommodation. Searches shall be thorough and professional, with safety and security being the paramount concern.
4. Juvenile inmates – Juveniles will not be subjected to the body scan device. A pat search shall be completed.
  5. All alternative searches must be documented in the appropriate log book.

#### **D. Use of Body Scanner**

JPCC has three Tek-84 Body scanners within the facility. Each of which has an intended purpose:

- a. Intake Booking - scan arrested subjects and inmates who are entering JPCC.
  - b. North Wing Visitation Lobby - scan Correctional Staff and visitors entering the facility.
  - c. Court Bridge - scan inmates/arrested subjects returning from court proceedings within the 24<sup>th</sup> Judicial District Court.
1. Inmates who have been housed in the facility may be scanned any time there is a reasonable suspicion they may have concealed weapons, drugs, or contraband on or in their body, as long as they do not meet one of the above listed exceptions.
  2. The body scanner may be used to scan any items belonging to an arrestee or inmate who is booked in to or housed within the Jefferson Parish Correctional Center. Scanning an arrestee's property may be conducted when articulable facts exist to believe the contents of the property may pose a risk to the safety and security of the facility. Use of the scanner to inspect the contents of packages or articles not belonging to an arrestee or items that will not be stored inside the jail property room will not be conducted absent clear legal authority to do so.
  3. The purpose of the body scanner is to prevent contraband from entering the facility and

to detect weapons, drugs, and contraband possessed by anyone entering the facility or hidden within their property. The body scanner does not take the place of a pat search or strip search when facts exist to warrant a strip search.

4. A report is required anytime that a scan is initiated as a result of reasonable suspicion.
  - a. Reports must include the scan number from the Tek-84 system.

### **E. Intoxicated Arrestees**

Care should be exercised when scanning persons who demonstrate an acute level of intoxication to such an extent that standing or remaining still for the duration of the scan might not be possible. If the person demonstrates objective symptoms of intoxication to an extent that their safety may be compromised by standing, the scan should be delayed to a later time or deferred completely if the person will be released when no longer under the influence.

### **F. Detection of Contraband**

If a scan reveals an object that is clearly identifiable or suspected to be a weapon, drugs, or contraband, the following procedures shall be followed:

1. The Watch Commander, Intake Booking Supervisor or Court Transportation Commander shall be notified, depending upon the location of the scan.
2. The arrestee/inmate will be pat searched again with special attention placed on searching the clothing around the detected item.
3. If the clothing search of arrestees/inmates is unsuccessful, a strip search may be authorized by the Intake Booking Supervisor, based on the totality of the facts known (refer to JPCC SOP 3.16.1 Strip Searches).
4. If the object appears to be in a body cavity, the arrestee will be asked to remove the object. If the arrestee agrees to remove the item, a private room or area will be utilized. Any evidence removed will be provided to the arresting officer.
5. If the arrestee refuses to remove the object, or the object appears to be in a location where an intrusive medical procedure would be required, medical staff will be notified to evaluate the body scan image.
6. If determined by medical staff that the object presents a medical threat to the health or welfare of the inmate or cannot be removed without intrusive medical procedures, the arrestee will not be accepted for booking. The arrestee will be released back to the arresting officer for medical clearance.
  - a. If an arrestee is refused admittance, the arresting officer shall document the refusal in his/her crime report relative to the arrested subject.
  - b. If an arrestee is refused admittance, the arresting officer shall document the refusal in his/her crime report relative to the arrested subject.
  - c. The arresting officer should provide the item number of the report to the scanning officer, which is to be logged into the scanner log book.
  - d. The scanning officer shall ensure that he/she provides a scan number for the arresting officer to reference in his/her report.
  - e. The following should be in the arresting officer's report:

- i. The reason for the refusal.
  - ii. The description of the suspected contraband.
  - iii. An approximate area where the suspected item appeared to be located.
  - iv. The scan number associated to the scan.
7. Nothing in this policy prevents staff from conducting more than one scan of an inmate or arrestee to ensure all possible contraband has been detected.

## **G. Inmates**

1. Unless prohibited or restricted as noted in section C of this policy, all inmates may be scanned any time there is reasonable suspicion they may have concealed weapons, drugs, or contraband on or in their body. Considerations that may warrant use of the scanner for housed inmates:
  - a. Inmates returning from court, outside medical appointments, third party contacts, inmates moving housing units, inmates requesting transfer to other housing units, inmate transfers to other institutions where inmates may have had access to weapons, drugs, or contraband.
  - b. Inmates within housing units that demonstrate signs, symptoms, or use of drug intoxication.
  - c. Housed inmates who are the subject of a criminal investigation involving weapons, drugs, or contraband.
  - d. Confidential informant information that indicates a specific inmate is concealing weapons, drugs, or contraband.
  - e. Other information known to any staff member that would indicate an inmate, or group of inmates, may be in possession of weapons, drugs, or contraband.
  - f. To maintain the integrity of the Jefferson Parish Correctional Center and to control the spread of contraband, inmates may be randomly scanned for contraband.

## **H. Combative arrestees or inmates**

1. Arrestees or inmates who refuse to cooperate with the scanning process will be, at a minimum, placed into an observation cell where their activities can be monitored. If the arrestee's -charges, history or behavior would otherwise qualify him/her for a strip search, a strip search may be performed.
2. If the arrestee does not otherwise qualify for a strip search, their refusal to submit to a scan may be considered with other factors such as charges, behavior, symptoms of drug use or observations that would seem to indicate an attempt to conceal contraband. The Intake Booking Supervisor will make this determination based on the totality of circumstances.
3. At the Intake Booking Supervisors discretion, the arrestee may be accepted into custody and booked but will remain in the observation cell until they have been scanned or a strip search conducted for weapons, drugs, or contraband.

## **I. Correctional Staff**

1. Correctional Staff without medical justification, who refuse to be scanned will initially be denied entrance into the facility.

2. The Watch Commander is to be notified and should interview the employee to determine the reason for the refusal.
3. Should the employee still refuse, entry shall be denied.

#### **J. Preservation of Images**

1. In the event weapons, drugs, or contraband items are detected, the image will be flagged as “suspect” and noted in the logbook maintained at the operator station.
2. To obtain a digital or print of the image for evidence, the arresting officer will have to email the JPCC SIU Commander, who will process the request.
  - a. Requests must include the scan number and the item number.
3. When contraband is recovered as a result of the scanner, a report will be generated and the scan number shall be notated in the incident report.

#### **K. Inmate Property**

If applicable and notwithstanding language regarding the property of new arrestees or persons not housed in the detention center, any property located in inmate housing may be scanned at any time, and for any reason. Inmate property located in a property bag may be scanned when staff has information to believe articles within the property bag may contain contraband that would pose a risk to this facility if not recovered, a risk to another institution if the inmate is transferred, or a risk to the general safety of the public if the inmate is released.

#### **L. Tek84 Intercept Body Scanner System Safety and Operating**

The following provisions shall be adhered to by all staff:

1. Only trained operators shall use the scanner.
2. No staff member should remove any access panel or cover during operation or when the system is powered. The radiation levels produced by the Tek84 Intercept are extremely small. However, higher levels of radiation and other hazards are present inside of the equipment. Under no circumstances should untrained persons remove access panels on the system.
3. All panels and covers must be in place before the system is connected to power.
4. Tek84 approved personnel are the only persons that may remove any access panels or covers.
5. If liquids are spilled on the unit, the machine should be powered off, the spill should be cleaned, and staff should call for assistance from Tek84 approved personnel.

#### **M. Failure of safety features**

The safety features referenced section M are required to operate the system. Should any of these features become inoperable, the operator of the body scan device shall:

1. Shut down the body scan device and unplug the machine.
2. Immediately notify his/her supervisor.
3. The Intake Booking Supervisor or Watch Commander will notify the Radiation Safety Officer (RSO).

4. The Radiation Safety Officer will contact a contracted vendor to make any repairs as necessary.

#### **N. Annual Servicing and survey of body scan device**

The calibration and annual maintenance of the body scanner and radiation survey will be performed only by persons and contractors authorized to perform such services. Refer to the Tek84 Interceptor Operations Manual maintained by the RSO for detailed service tasks.

1. The Tek84 Interceptor Operations Manual will be available digitally on the JPSO network.
2. The device shall be serviced at least once every year, which shall include radiation survey. The Radiation Safety Officer shall maintain records of these inspections.

#### **O. Radiation Survey**

1. A radiation survey shall be performed on the Tek84 Intercept:
  - a. Upon installation of a new body scanner
  - b. At intervals not exceeding one year
  - c. Upon relocation of an existing unit
  - d. Immediately following any service that could potentially increase the system output.
2. The survey shall only be performed by persons or contractors authorized to perform this service.

#### **P. Safety of the persons scanned**

The inspected person dose rate per inspection should not exceed the contracted value of 0.1-3.0  $\mu\text{Sv}$ . Staff who may be pregnant or have confirmation of pregnancy shall not operate or be in the proximity of the Tek84 Intercept body scanner during use.

#### **Q. Safety of bystanders**

Bystanders who may be pregnant or have confirmation of pregnancy shall not be within four feet of the Tek84 Intercept body scanner during its use, per the operations manual.

#### **R. Staff training**

Body scan device operator training shall minimally consist of

1. Radiation safety – Types of radiation; sources and magnitudes of common exposure; units of measurement; time, distance and shielding; concept of “As Low as Reasonably Achievable (ALARA)” ; and biological effects of radiation and radiation risks.
2. Product Operation – Transmission imaging concept; location and use of control and indicators; starting and shutting down the system; positioning subjects; awareness and control of inspection zones; and interpreting images.
3. Emergency and safety procedures – Physical security to prevent unauthorized use; the danger of disassembling or modifying the apparatus and procedures if the product malfunctions.
4. Dealing with subjects – Information to be provided to each subject; locally determined

protocols for examining subjects.

5. Supervised practical operation – Proficiency shall be demonstrated at the conclusion of the training. Refresher training shall be provided annually.
6. No employee shall operate a body scan device without first successfully completing proper training.
7. Initial and refresher training will be conducted by the JPCC Training Division.

#### **S. Duties of the Radiation Safety Officer**

The (*Inmate Security Day Watch Lieutenant < Maintenance Sergeant*), chosen by the Jail Administrator, shall serve as the Radiation Safety Officer (RSO) for the Jefferson Parish Correctional Center. The Radiation Safety Officer will:

1. Maintain and coordinate the safe operation of the x-ray based body scan device in compliance with applicable state and federal regulations.
2. Ensure all new or relocated body scan equipment operated by the Jefferson Parish Correctional Center is registered with the Louisiana Department of Environmental Quality Radiation Section.
3. Ensure all radiation sourcing equipment operated by the Jefferson Parish Correctional Center is maintained and serviced in compliance with applicable state and federal requirements.
4. Arrange and schedule any needed repair or service for the body scan device upon being advised of any damage or malfunction.
5. Retain any survey, service, inspection, and instrument calibration records for the lifetime of the body scan device.

#### **T. Duties of the Intake Booking Supervisor/Watch Commander/Court Transportation Commander**

The Intake Booking Supervisor/Watch Commander/Court Transportation Commander, with the assistance and coordination of the Radiation Safety Officer, will:

1. Receive authorization from the RSO prior to allowing staff to operate the Tek84 body scanner in the event of any maintenance or safety related issues.
2. Notify the RSO of any maintenance issue related to a Tek84 body scanner.
3. Notify the RSO immediately of any safety issue related to a Tek84 body scanner.

#### **U. System check**

1. A weekly equipment and safety check of the body scanner shall be performed by the RSO and documented on the appropriate form. The equipment and safety check will:
  - a. Inspect the device for obvious damage.
  - b. Ensure all access panels are securely in place.
  - c. Ensure all accessible (external) cable connections are secure.
  - d. If the system is not already on, turn it on using the key switch (clockwise); if any damage or malfunction is found during a system check, the RSO will:



- Power the unit off.
  - Ensure the scanner is not operated until appropriate service or repairs have been completed or it has been deemed safe to operate.
  - If it is believed that the damage or malfunction may compromise the safety of any persons in the immediate vicinity of the device, the emergency procedures outlined within section X will be followed.
2. Upon completion of the check, the forms shall be submitted to the JPCC Administration for permanent filing.

## **V. Emergency Procedures**

1. If an emergency occurs, the body scan device shall be powered off and the Intake Booking Supervisor or Watch Commander shall be notified in accordance with the system check requirements:

**NOTE: If the control panel is not accessible or functioning, the main power breaker for the system must be shut off and/or the unit should be unplugged immediately.**

2. The Intake Booking Supervisor or Watch Commander will notify the RSO.
3. If a situation occurs in which staff suspect possible exposure to excessive or dangerous levels of radiation while operating the body scan device, the operator will immediately notify the Intake Booking Supervisor or Watch Commander. The Intake Booking Supervisor or Watch Commander will assess the situation and circumstances. If a risk exists, the Intake Booking Supervisor or Watch Commander will see that the scanner is shut down appropriately and will notify the RSO. If it is suspected that there was a potential exposure to excessive or dangerous levels of radiation, the Intake Booking Supervisor or Watch Commander will ensure that the use of the body scan device is immediately discontinued and notify the RSO and JPCC Administrators. The RSO will:
- a. Schedule any needed service and radiation survey on the body scan device.
  - b. If it is deemed safe to do so, ensure that the body scan device is surveyed in the condition it was when it became suspect.
  - c. Only clear the body scan device to return to normal operations if it is determined to be safe to do so by a Tek 84 Intercept service engineer or other qualified service contractor.
  - d. If it is believed a radiation leak has occurred, the RSO will ensure that a service engineer from Tek 84 or other qualified service contractor will calculate the approximate exposure (radiation intensity) of the person(s) possibly exposed.