

07-105/01 Safety Screening Program (B-SCAN)

CUSTODY SERVICES DIVISION	Unit Order: #07-105/01
GENERAL POPULATION	Effective Date: 11-28-2018
NORTH COUNTY CORRECTIONAL FACILITY	Revision Date: 03-19-2019
	Review Date: 03-19-2021
Subject: Safety Screening Program (B-SCAN)	
Reference: CDM 5-01/030.00, 5-08/010.00-020.00, 5-09/030.00, 7-03/010.00; CDD 16-001 and 19-002	
Unit Commander Signature: ORIGINAL SIGNED	Date: 11/28/2018

PURPOSE OF ORDER: The purpose of this order is to establish procedures for the body scanning of inmates at the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

The purpose of the "Smith Detection B-SCAN 16HR-LD 250" B-SCAN/X-ray screening system (B-SCAN) is to curtail contraband entering NCCF and to minimize the need for more intrusive methods of searching inmates during the intake process and routine searches.

The B-SCAN will be used in the Inmate Processing Area (IPA) and in the vocational shop entrance corridor (VOC shop) to screen new inmates, court returnees, inmate workers, and any inmates currently housed at NCCF.

The use of the B-SCAN will help reduce the amount of contraband that goes undetected when only visual searching methods are used, since it more effectively detects contraband secreted in an inmate's clothing as well as body cavities.

B-SCAN SAFETY SCREENING PROGRAM

All NCCF personnel shall follow the procedures noted in Custody Division Manual (CDM) section 5-08/020.00, "Custody Safety Screening Program (B-SCAN)," which establishes Division policy regarding the operation of the B-SCAN.

RADIATION DETECTION BADGES (DOSIMETERS)

The AM shift IPA sergeant shall be the “radiation safety officer” (RSO) for NCCF and shall ensure all NCCF personnel remain compliant with the handling, use, storage, and monitoring requirements of dosimeters, as stated in CDM section 5-08/020.00.

The RSO shall submit an email to the “PDC NCCF OPERATIONS” email group during the first week of each calendar quarter (i.e., the first week of January, April, July, and October) reporting the status of NCCF’s compliance with these requirements. Any deficiencies and corrective action shall be included in these quarterly emails.

The operations staff shall archive these emails should they be needed when verifying NCCF’s compliance with CDM section 5-08/020.00.

The RSO shall coordinate with the NCCF training staff to ensure dosimeter issuance requirements are being met.

B-SCAN SCREENING PROCEDURES

The “Body Scanner Use Report” shall be completed by NCCF personnel each time the B-SCAN is used. It is linked on the IPA’s intranet page of the NCCF intranet site and is used to track the use of B-SCAN equipment at NCCF.

Inmates who are to be screened shall be escorted into the B-SCAN area in the IPA or VOC shop. The inmates will stand quietly and face the wall as custody personnel provide the following instructions in preparation to move one (1) inmate at a time through the B-SCAN:

- Place property on the table for searching
- Present wristband for scanning
- Step up onto the conveyor belt with the toes on the edge of the belt facing away from the operator
- Stand with hands to sides, fingers spread apart and feet shoulder width apart
- Turn head toward the exit area of the B-SCAN machine
- Prepare for the screening system’s conveyor belt to move through the screening system and ensure inmate does not move during the scanning process to prevent a miss scan

When the B-SCAN operator is ready, custody personnel shall direct the inmates, one at a time, through the B-SCAN. At the completion of each scan process, the inmate will be instructed to safely step off the system’s conveyor belt, face the exit door, place their hands behind their back, and refrain from talking.

During this time, the B-SCAN operator shall evaluate the inmate’s scan. If the B-SCAN operator determines the inmate is clear of any contraband, the inmate shall be directed to recover their property and follow the directions of deputy personnel.

If the B-SCAN operator observes something suspicious or foreign in the inmate’s scan, the operator shall notify the assisting deputies and the sergeant. The inmate shall then be handcuffed and segregated. Once the inmate is segregated, he shall be supervised by deputy personnel at all times to prevent the inmate from disposing of any evidence of contraband.

The inmate shall be visually searched and given the opportunity to voluntarily remove the contraband. If the inmate refuses to voluntarily remove the contraband, contraband watch procedures shall be initiated and conducted in accordance with Custody Services Division Directive (CDD) 16-001, "Contraband Watch Procedures."

CONTRABAND DISCOVERED THROUGH THE USE OF THE B-SCAN

IPA or VOC shop personnel shall submit information related to the discovery and recovery of contraband on the "Body Scanner Refusal & Contraband Recovery Notification Form" that is linked on the IPA's intranet page of the NCCF intranet site. Where possible, include photographs of the inmate's scanned image as well as the recovered contraband item(s).

This form is sent directly to the NCCF administrative staff who will document the discovery and recovery of contraband in the "Body Scanner Contraband Recovery Tracker."

The RSO shall document any contraband discovered through the use of the B-SCAN in a memorandum to the respective division chief, and make an entry into the electronic Line Operations Tracking System (e-LOTS) in accordance with Custody Operations Directive 19-002.

REFUSAL PROCEDURES

Procedures noted in CDM section 5-08/020.00 shall be followed when an inmate refuses to be screened. All inmates who refuse the B-SCAN screening process shall be documented on the "Body Scanner Refusal & Contraband Recovery Notification Form" that is linked on the IPA's intranet page of the NCCF intranet site.
