



STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE

Policy:	DOC 3.1.35 BODY SCANNERS
Chapter 1:	FACILITY/PROGRAM OPERATIONS
Section 1:	Security Operations
Effective Date:	May 24, 2021 Page 1 of 4
Revised:	
Signature:	/s/ Brian Gootkin

I. POLICY

Department secure facilities with the capability will utilize electronic body scanners to provide a safer and more secure environment by detecting contraband in the possession of those in custody and by preventing the introduction of contraband into secure facilities.

II. APPLICABILITY

All Department secure facilities

III. DEFINITIONS

American National Standards Institute/Health Physics Society (ANSI/HPS) – An accredited standards developer that provides guidelines to manufacturers and system users on nonmedical radiation.

Body Scan – A whole-body security screening device which utilizes low dose x-ray scanning in order to detect contraband, weapons and similar items, hidden on and inside person’s body.

Clothed Body Search – The manual body search of an individual that requires the removal of outer clothing, e.g., coats, hats, gloves; emptying of pockets; and inspection of papers, bags, books or other carried items (also referred to as a pat search)

Contraband – Any item possessed by an offender or found within the facility that is illegal by law, prohibited by policy or procedure, or unauthorized by those legally charged with the administration and operation of the facility.

Cross-Gender – Supervision circumstance involving a staff member and an inmate who are not the same gender.

Disability – A physical or mental impairment that substantially limits one or more of a person’s major life activities, a person who has a history of such an impairment, or a person who is perceived by others as having such an impairment.

Exigent Circumstances – Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to security or institutional order.

Inspection Zone – A well-defined (demonstrated by tape, paint, rope barrier, etc.,) area around the full-body scanner where no unauthorized individuals are granted access during the operation of the device. The purpose of the demarcation of the inspection zone is to control unnecessary exposure to radiation.

Operator – Any staff member associated with the operation of the full-body scanner whose

Subject: BODY SCANNERS

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 other functions.

Service Providers – This term includes contracted persons or other vendors providing service whose assignment is primarily on Department premises, e.g. facility or program office.

Reasonable Suspicion – A conclusion drawn from specific, objective facts which would permit a reasonable and experienced correctional staff person to suspect that an individual or set of circumstances poses a threat to security, or to the health, safety, and security of offenders, staff, visitors, contractors, or community members, including, but not limited to, committing, or conspiring or attempting to commit a crime or rule infraction.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. Inmates, visitors, volunteers, and service providers may be required to go through a body scanner at facilities with the capability in place.
2. Facilities will establish written procedures on body scanner's usage, training requirements, and restrictions in compliance with this policy directive.
3. Body scanners will only be used for legitimate purposes pertaining to the safety and security of the institution and will not be used as a form of harassment, embarrassment, or punishment.
4. Full-body scans may be utilized in addition to, or instead of, a clothed or unclothed body search.
5. Saved images will be utilized solely for investigative or training purposes, confirmation of contraband, etc., and should be preserved as necessary.
6. Cross-gender body scans of inmates are prohibited, except in exigent circumstances. When the full-body scanner used in exigent circumstances, staff will document the reason for the cross-gender body scan.
7. Facilities will first ensure that only a same gender staff member views any saved images when possible. Cross-gender viewing of saved images of inmates is prohibited except during exigent circumstances for investigative purposes, confirmation of contraband, etc. Cross-gender viewing of saved images will be documented.
8. For service providers, volunteers, and visitors, same-gender body scans will be utilized, except in exigent circumstances. Facility administrators, or designee must approve cross-gender body scans.
9. Any inmate, visitor, service provider, or volunteer, where full-body scanner technology is available, may be scanned if physically able to stand or independently transfer onto the scanner. Those persons unable to be scanned due to physical limitations will be searched by other means to ensure contraband does not enter the facility.

Subject: BODY SCANNERS

10. Inmates, service providers, or volunteers may be scanned anytime if there is a reasonable suspicion contraband is being introduced into the facility.
11. If a technical error occurs during the scanning process, inmates, service providers or volunteers may be required to be rescanned until a proper image is captured.
12. The Department will ensure body scanner exposure and limitations comply with The American National Standards Institute/Health Physics Society standards.
13. Facility administrators will ensure the location/relocation of full-body scanners are in compliance with the manufacture's recommendations and safety specifications.
14. Facility administrators will ensure:
 - a. only qualified personnel perform maintenance on body scanners;
 - b. all maintenance will be in accordance with manufacture's specified instructions; and
 - c. maintenance records will be properly and accurately maintained.

B. Training

1. Each operator will be provided training on the operation and use of the full-body scanner in accordance with manufacture's recommendations. The training will be the responsibility of facility trainers. All training records will be maintained by the Department's Training Records Management Specialist.
2. Individuals associated with the operation of a full-body scanners will be provided radiation safety training prior to performing screenings annually.
3. Other individuals who work near the full-body scanner, but are not directly associated with its operation, will be provided with basic radiation awareness training annually.

C. Scanning of Inmates

1. Any inmate with physical limitations that do not enable the inmate to stand independently without an assistive device or is otherwise unable to independently transfer into the body scanner will not be scanned in accordance with *DOC 3.3.15 Americans with Disabilities Act Offender Accommodations*. Those inmates unable to be scanned due to physical limitations will be searched by other means to ensure contraband does not enter the facility.
2. Staff will ensure the necessary identifying information for inmates scanned is entered into the scanner console.
3. Each inmate will be instructed on the proper manner in which to enter the body scanner for scanning. No property shall be allowed in the scanner at the time of the scanning.
4. The operator will ensure that any bystander is outside of the inspection zone.
5. Facility procedures must address contraband detection and disposition.

D. Scanning of Visitors, Service Providers and Volunteers

1. Visitors, service providers, and volunteers may be denied entry for refusing a full-body scan at the discretion of the facility administrator or designee.

Subject: **BODY SCANNERS**

2. In the event contraband is detected during the scanning process (an object is clearly identifiable as a weapon, drugs or other contraband) the contraband will be confiscated and the visit terminated.
3. Visiting terminations, suspensions, or revocations will be handled in accordance with *DOC 3.3.8 Offender Visiting*.

V. CLOSING

Questions concerning this policy should be directed to the appropriate facility administrator

VI. REFERENCES

- A. *The American National Standards Institute/Health Physics Society (ANSI/HPS) standard N43.17*
- B. *DOC Policies 3.3.8 Offender Visiting; and 3.3.15 Americans with Disabilities Act Offender Accommodations*

VII. ATTACHMENTS

None