



POLICY DIRECTIVE

Policy:	DOC 3.1.35 BODY SCANNERS	
Effective Date:	05/24/2021	Page 1 of 2
Revision Date(s):	07/19/2023; 07/01/2025	
Signature/Title:	/s/ Brian Gootkin, Director	

I. PURPOSE

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. DEPARTMENT DIRECTIVES

A. General Requirements

1. Inmates, employees, visitors, volunteers, and service providers may be required to go through a body scanner at facilities with the capability in place.
2. 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.
3. The use of body scanners may be utilized in addition to, or instead of, a clothed or unclothed body search.
4. Saved images will be utilized solely for investigative or training purposes, confirmation of contraband, etc., and should be preserved as necessary.
5. Cross-gender body scans of inmates, employees, visitors, volunteers, and service providers are prohibited, except in exigent circumstances. When the full-body scanner is used in exigent circumstances, staff will document the reason for the cross-gender body scan.
6. Cross-gender viewing of saved images is prohibited except during exigent circumstances for investigative purposes, confirmation of contraband, etc. Cross-gender viewing of saved images will be documented.
7. Those persons unable to be scanned due to physical limitations will be searched by other means to ensure contraband does not enter the facility.
8. If a technical error occurs during the scanning process, a person may be required to be rescanned until a proper image is captured.
9. The Department will ensure body scanner exposure and limitations comply with the American National Standards Institute/Health Physics Society standards.
10. Wardens will ensure the location/relocation and operation of body scanners are in compliance with the manufacturer's recommendations and safety specifications.
11. Wardens will ensure:
 - a. only qualified personnel perform maintenance on body scanners;

- b. all maintenance is in accordance with manufacturer's specifications; and
- c. maintenance records are properly maintained.

B. Training

1. Each operator will be provided training on the operation and use of the body scanner in accordance with the manufacturer's specifications. All training records will be maintained by the Department's Training Unit.
2. Operators will be provided annual radiation safety training.
3. All employees will be provided with an annual basic radiation awareness training.

C. Scanning of Inmates

1. Staff will ensure the necessary identifying information for inmates scanned is entered into the scanner console.
2. 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.
3. The operator will ensure that any bystander is outside of the inspection zone.

D. Scanning of Employees

1. In accordance with *DOC 1.3.15 Americans with Disabilities Act*, any employee with physical limitations that do not enable the employee to stand independently without an assistive device, or any employee who is otherwise unable to independently transfer into the body scanner, will not be scanned. Employees unable to be scanned due to physical limitations may be searched by other means to ensure contraband does not enter the facility.
2. No forcible body scans of employees will be conducted. Any employee who refuses to submit to a body scan may be subject to disciplinary action, to include termination.
3. If an employee refuses to submit to a body scan, and there is reasonable suspicion to believe the employee may be concealing contraband, see *DOC 3.1.5*.

E. Scanning of Visitors, Service Providers, and Volunteers

1. At the discretion of the Warden or designee, visitors, service providers, and volunteers may be denied entry for refusing a body scan.
2. If 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*.

IV. CLOSING

Questions about this policy should be directed to the Warden.

V. REFERENCES

- A. *The American National Standards Institute/Health Physics Society (ANSI/HPS)*
- B. *DOC 1.3.15; DOC 3.1.5; DOC 3.3.8; DOC 3.3.15*