

Electronic Scanning Devices

1717.1 OVERVIEW

Electronic searches can play an important role in the interdiction of weapons and other potentially dangerous contraband into correctional facilities. These searches are conducted to ensure the safety and security of staff, visitors, inmates, and the facility. Correctional facility personnel shall follow the guidelines established for these searches.

- (a) Electronic scanning devices are non-intrusive scanning systems, which utilize low intensity magnetic fields. They are designed to detect small weapons or contraband metal objects concealed in oral, anal or vaginal body cavities. These electronic scanning devices do not detect non-metallic objects such as plastics, chemicals and organic substances and should not be used as a substitute for inmate strip searches.
- (b) The magnetic fields produced by these electronic scanning devices pose no danger to people with heart pacemakers or women who are pregnant.

1717.2 USE OF AN ELECTRONIC SCANNING DEVICE

- (a) Use of an electronic scanning device should be used by staff members who have been trained in their operation.
- (b) All newly booked inmate searches will be conducted using a minimum of a grasping hand search. Additionally, newly booked, returning, or inmates leaving housing areas are also subject to a non-intrusive sensor and scanning device search.

1717.3 THE GARRET WALK-THROUGH METAL DETECTOR

- (a) Walk-through metal detector screening procedure:
 - 1. Each walk-through metal detector is 80 inches tall and 30 inches wide and will register a false alarm if an inmate, Deputy, or any other staff member touches the unit. The Deputy needs to make sure inmates or other staff members do not touch or stand close to the sides of the unit, as it will register a false reading.
 - 2. The Deputy should stand no closer than 5 feet in front of the unit and the inmates should stand no closer than 3 feet behind the unit. If a Deputy is to stand adjacent to the unit, they should stand no closer than 3 feet to the unit. These distances are approximate and need to be adhered to so as not cause interference to the units.
 - 3. The LED indicator lights are located on the top center of each unit and the control keypad is located on the opposite side. These small green bars have a rating of 0 to 8. If the bars indicate 0 through 3 the unit has minimal interference, which is OK to send an inmate through. Anything above 3 is considered maximum interference, which is NOT OK to send an inmate through, as a false reading will be obtained.
 - 4. The Deputy should look at the small green bars before allowing an inmate to walk through the unit. If the minimal interference is not obtained after several minutes,

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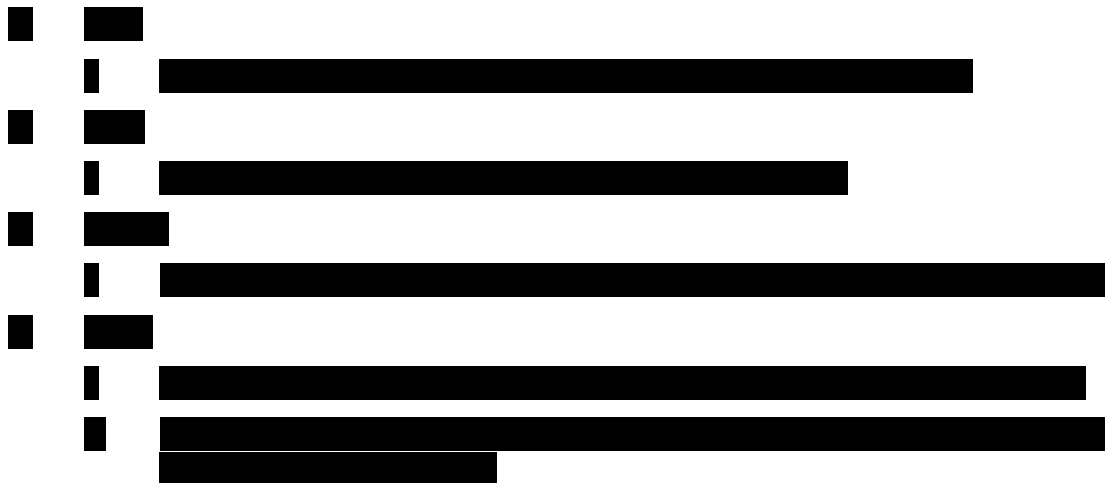
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the scanning Deputy should make sure there are no objects or personnel close to the unit causing the interference. If minimal interference is still not obtained the scanning Deputy should contact jail staff responsible for recalibrating the unit.

5. NOTE: The metal detectors have been calibrated to register on a handcuff key.

1717.4 ALARM ACTIVATION

- (a) If an inmate registers an alarm or the LED reaches the red zone bar, have the inmate walk through the unit again. If an alarm registers, the Deputy should investigate further and consider a grasping hand search or strip search. Refer to [CCOM Section 1710.4.3\(d\) - Strip Search Procedures](#).
- (b) Inmates with waist restraints, leg restraints, and/or handcuffs should not be put through a walk-through metal detector. Walk-through metal detectors are to find small pieces of metal throughout the body.
- (c) The handheld metal detector should be used on all combative, waist restraints, leg restraints, and/or handcuffed inmates to prevent damage and false reading to the walk-through metal detectors. The handheld metal detectors can be located at:



1717.5 JEWELRY OR OTHER METALLIC ITEMS

- (a) Metallic restraints must be removed prior to use of the chair sensor.
- (b) Inmates should be questioned by staff as to the presence of metallic objects in the inmate's body. This can include surgically or otherwise implanted metallic prosthetics or plates.

1717.6 DOCUMENTATION

- (a) Staff members initiating the scan of an inmate shall document all events, which detect concealed items, by written annotations in the log and pass on all the information to Main Control. Main Control will log all the appropriate information into the 24-Hour Jail Operations Log. Supervisors will check to ensure all incidents have been properly documented. The annotations on the log will include the following information:

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1. The time and date of the scan.
2. Name and booking number of the inmate scanned.
3. The results of the scan or comments.
4. The name and ID# of the user/staff member.

1717.7 TEK 84 BODY SCANNER

(a) Policy

1. The Tek 84 Body Scanner shall only be used by staff members who have been trained in its operation.
2. Body scan searches may be conducted on all new bookings, court returns, hospital returns, inmates returning from contact visits, inmates on a work crew, or any other inmate entering or housed in an Orange County Jail facility equipped with body scanners.
3. Inmates who cannot be safely scanned or are physically incapable of passing through the scanner will not be required to be scanned.
4. Inmates known or suspected to be pregnant will not be scanned.
5. CHS shall be consulted if there is any medically related question as to whether an inmate can be scanned.
6. Body scan searches will not replace or prevent Deputies from conducting inmate body searches as described in [CCOM Section 1710.4 - Body Searches of Inmates](#).
7. All persons within sight of the visual display of the body scan and staff conducting the scan shall be of the same gender as the inmate being scanned, except for licensed medical personnel. Refer to [CCOM Section 1710.4\(b\) - Gender Restrictions](#).
8. Body scan viewing monitors or generated images shall only be viewed by authorized personnel.
9. All staff and inmates waiting to be scanned will be kept outside the area outlined on the floor while a scan is in progress.
10. If the body scanning device is not functioning properly, the Watch Commander will be notified as soon as possible.
11. All inmate scans will be tracked, including the number of times each inmate is scanned. An inmate shall not be scanned more than 250 times in one year.

(b) Procedure

1. New bookings
 - i. All new bookings, such as arrestees, court-ordered bookings, weekenders, and pre-bookers, shall be body scanned prior to the

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Receiving Deputy booking the arrestee into custody. All exceptions require supervisor approval from a Sergeant or above.

- ii. Deputies will complete the body scan and search all arrestees as part of the uncuff process. Deputies will have the discretion in which order to accomplish this based on the safety and security of arrestees and Deputies. Deputies will have the discretion to complete the intake search and uncuff process using one of the following methods:
 - A. The arrestee remains handcuffed while a body scan is performed. After the completion of the body scan, the Deputy completes the intake search and uncuff process.
 - B. The Deputy completes the intake search and uncuff process. The arrestee is directed to stand on the body scanner platform with their arms to their side and a scan is performed.
- iii. As the scan is completed, a staff member of the same gender as the arrestee will monitor the display for any signs of contraband. Refer to [CCOM 1710.4\(b\) – Body Searches of Inmates – Gender Restrictions](#).
- iv. When the intake search and scan is completed, the arrestee will be placed in a holding cell and continue with the booking process.
- v. If contraband is detected and is easily removed from pockets or clothing, Deputies will remove the items and hand them over to the arresting/transporting Deputy or officer who will be responsible for retaining the contraband. The arrestee will be rescanned to ensure no additional contraband is detected prior to being accepted into custody.
- vi. If contraband is detected in or near a body cavity, staff shall have the discretion to reject the booking and the arresting agency shall have the responsibility of removal/retrieval of contraband at an off-compound hospital. If staff decides to accept the booking, the arrestee will be returned to medical triage. Medical personnel will be notified of the findings to ensure an accurate medical evaluation. For procedures on retrieval of suspected contraband on arrestees, refer to [CCOM Section 1710.4.3\(d\) – Strip Search Procedures](#).

2. Inter-Facility Transfers and Returns

- i. All jail facilities shall utilize the TEK 84 Body Scanner to conduct daily random body scans of inmates transferring into, or returning to, their facility. This includes, but is not limited to, court returns, off-compound medical appointments, and transfers between facilities.
- ii. Inmates will be directed to remove their shoes, socks, and anything in their pockets.
- iii. Inmates will be directed to stand on the body scanner platform with their arms to their side and hold their shoes and socks in their hands.
- iv. All staff and inmates waiting to be scanned will be kept outside the area outlined on the floor while a scan is in progress.

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- v. A staff member of the same gender as the inmate will monitor the display for any signs of contraband.
 - vi. If contraband is detected and is easily removed from pockets or clothing, the contraband will be removed and retained. The inmate will be rescanned to ensure no additional
 - vii. contraband is detected.
 - viii. If contraband is detected in or near a body cavity, medical personnel will be notified of the findings. The inmate will be placed in a secure location and a strip search may be conducted in accordance with [CCOM Section 1710.4.3 – Strip and Visual Body Cavity Search](#).
- 3. Refusal/Unable to be Scanned - In the event that an inmate refuses to be scanned or does not complete the body scan process:
 - i. The area Sergeant will be notified.
 - ii. The inmate will be separated from inmates who have completed the body scan process.
 - iii. Any inmate who refuses or is unable to be scanned will be documented on the area log.
 - iv. Inmates who refuse or are unable to be scanned shall be strip searched prior to being housed.
 - v. The Watch Commander may approve an inmate to bypass the body scan or strip search procedure on a case-by-case basis.
 - vi. Strip searches will be conducted in accordance with the requirements and procedures in [CCOM Section 1710.4.3 – Strip and Visual Body Cavity Searches](#).
 - vii. The following options can be considered, depending on the facts of the situation:
 - A. Physical Body Cavity Search, refer to [CCOM Section 1710.4.4 - Physical Body Cavity Search](#)
 - B. Hospital Monitoring, refer to [CCOM Section 1710.4.5 - Hospital Monitoring](#)
- (c) Image Storage
 - 1. Images generated from the Tek 84 Body Scanners will be stored and retained, subject to the department retention schedule, on the body scanner computer.
 - 2. No scan images will be provided except through official requests submitted through the Support Services Division.
- (d) ADA Inmates
 - 1. Inmates with a physical disability (ADA) are permitted to use assistive devices, such as crutches, a cane or walker on the body scanner platform until the scanning process is complete.

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2. Any questions regarding an inmate's physical disability should be directed towards medical staff. Each ADA inmate will undergo an individualized assessment. Therefore, the standard operating procedure for scanning ADA inmates is as follows:
 - i. Limited Mobility
 - A. Inmates with limited mobility shall receive assistance to get on and off the platform from a Deputy. Deputies shall use reasonable assistance when assisting inmates to and from the platform. Deputies are prohibited from assisting inmates to stand in the booth during the scanning process.
 - B. Assistive devices such as canes, crutches, and walkers may be used in the booth if it does not interfere with the scanned images. Wheelchairs and other large assistive devices cannot be used due to the limited space in the body scanner machine.
 - ii. No Mobility
 - A. The area Sergeant shall be notified when an inmate cannot be body scanned.
 - B. If there is reasonable suspicion to believe an inmate may have narcotics, weapons, or paraphernalia in their body cavity or the inmate is going into housing, a strip search may be permitted. Refer to [CCOM Section 1710.4.3 – Strip and Visual Body Cavity Searches](#).
3. Refusal/Unable to be Scanned
 - i. In the event that an ADA inmate refuses to be scanned or does not complete the body scan process, notify the area Sergeant.
 - ii. If any other issues arise (e.g., inmate falls), Deputies shall have the inmate examined by medical staff, have the incident documented, and notify both the area Sergeant and the ADA Team.