

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 308.12**

**DATE: 01 February 2020**

**SUBJECT: X-RAY SCANNING MACHINES**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To implement and maintain guidelines for the operation of X-ray scanning machines to prevent the introduction of contraband into facilities.

**REFERENCE:**

None.

**RESPONSIBILITY:**

Superintendents shall be responsible for enacting Operational Procedures and Post Orders to ensure compliance with this Policy Directive.

**CANCELLATION:**

None.

**APPLICABILITY:**

All facilities within the Division of Corrections and Rehabilitation. This Policy is for general distribution.

**DEFINITIONS:**

None.

**POLICY:**

- I. The WV Division of Corrections and Rehabilitation utilizes X-ray scanning machines to inspect items for security purposes by generating 3D perspective images with a focus on clarity and quality. Their utilization provides a high level of threat detection by alerting

the operator of potential threats. Scanned images are enhanced by using zoom, pan, flip, and contrast.

**A. The DCR Directors of Security and Safety will ensure the following:**

1. Proper positioning of the machines.
2. Implementing a maintenance program appropriate to the age and frequency of use of the devices.
3. Providing, and ensuring the proper use of, the appropriate equipment during maintenance operations and safety checks.
4. Investigating and taking proper positive corrective action in the event of any radiation exposure.
5. Coordination with the Bureau of Training and Staff Development in the development of a training program covering scanner operation, maintenance, basic radiation protection, and safety procedures.
6. Coordination with the WV Department of Health and Human Services, Bureau for Public Health, Office of Environmental Health Services for inspection by a state-certified physicist prior to operation and when required.

**B. Facility Superintendents will ensure the following:**

1. The Chief Correctional Officer/Superintendent will designate a system Administrator. Administrator permission allows the user to add, edit, and delete accounts of Operators and Supervisors, set access rights, track operator access, manage archived data and schedule backups of the system and software updates.
2. Users are provided security access to the system based on their roles set by an Administrator or Supervisor.
  - a. Operator permission allows user to conduct scans and access scanned image archives of their shift only.
  - b. Supervisor permission allows user Operator permissions and the ability to create usernames and access to archived data.
3. Ensure operators receive appropriate training, demonstrate competence in the operation of the device, and demonstrate an understanding of the applicable rules and safety guidelines.
4. Ensure radiation dosimeters are utilized as required.

5. Development of a backup policy to manage archived images.

II. X-ray machines utilize a variety of safety measures including:

- A. Key-operated, with warning lights to clearly indicate when the power is on and when X-rays are being produced.
- B. X-ray warning signs, which should be replaced if worn or damaged.
- C. Emergency Stop buttons which remove power to the conveyor belt and the X-ray generator.
- D. General safety measures include:
  - 1. Never reach inside the tunnel past the protective drapes while the system is in operation.
  - 2. If items being passed through the X-ray machine become jammed or otherwise will not pass through the machine properly, ensure the machine is completely turned off prior to placing any portion of the body between the protection screens covering the entrance/exit points of the scanning area.

III. In accordance with DCR Policy Directive 311.00 Entrance Security Contraband Interdiction, X-ray machines, where available, will be part of the security checkpoint.

- A. Individuals will be instructed to empty his/her pockets and place all loose items into the provided plastic container. If applicable, the individual will also be instructed to remove jackets and/or outer gear as well as any hand-carried items and place them in the trays on the X-ray machine conveyor belt to be scanned.
- B. Once the items are scanned or searched and determined by the X-ray operator to be clear of contraband, they will be returned to the individual. If contraband is detected by the X-ray machine operator, the Shift Commander shall be immediately notified. An Incident Report shall be completed by the X-ray machine operator. Any person refusing to submit to placing items through the X-ray scanning will be denied access into the secure area of the facility.
- C. When it is unsure as to what is being viewed, or it has been determined that a closer examination is in order, the items being scanned may be moved to the end of the conveyor belt and subjected to a visual inspection.
- D. If there is still doubt as to whether item(s) being scanned are authorized, or otherwise in doubt, notify the Shift Commander. On such occurrences, do not return the questionable items to the individual until instructed to do so by the Shift Commander.

- IV. X-ray scanning machines will also be used to scan allowable packages received by inmates and residents to prevent the introduction of contraband.

**ATTACHMENT(S):**

None.

APPROVED SIGNATURE: \_\_\_\_\_

  
Betsy C. Jividen, Commissioner

1-17-20  
Date