

SDSD Detention Services Bureau—San Diego Central Jail Green Sheet

DATE:	February 21, 2023
NUMBER:	I.50.C.1
SUBJECT:	BODY SCANNER AND X-RAY

PROCEDURE

BODY SCAN

- A. Upon determination that the arrestee is "fit for jail" by medical staff, the arrestee will enter the body scanning area and receive a pat down search conducted by a body scanner deputy.
- B. During the pat down search, the body scanner deputy will remove any items that can be used as a weapon, for self-harm or are otherwise determined to be contraband. Examples include belts, rubber bands, hair-ties, shoe laces (not found on shoes), etc. These items will be given to the arresting officer (AO) to be placed into their property bag or disposed of properly.
- C. The AO will provide the deputy with the J-15 Form and the Probable Cause Declaration (PCD). The JIMS number (not the booking number) will be entered into the SECURPASS system.
- D. When the body scan is complete and the scan is negative for contraband, the body scanner deputy will stamp the J-15 Form as "SCANNED".
- E. In the event the body scanner is not operational, the body scanner deputy will attach a green "Needs Pelvic X-ray" tag to the J-15 Form. The arrestee will be kept separate from the rest of those that have been body scanned. An intake deputy will escort the arrestee to the second floor for a pelvic X-ray. If the X-ray technician is unavailable, the arrestee will remain on the second floor until the arrestee is body scanned or his pelvic area is X-rayed. Once the arrestee has been cleared, the arrestee will continue the booking process and the green "Needs Pelvic X-ray" tag will be discarded.
- F. If contraband is found during the scan, it will be given to the AO for disposition. Once the scan is completed, the arrestee will be released to the AO. The arrestee will be escorted to the Intake Sallyport and the AO will remove all restraints (e.g., handcuffs, waist and leg chains). The AO will not be required to conduct another pat down search unless directed by the intake control deputy.
- G. Absent exigent circumstances, the Intake / Scanner Deputies shall not leave their assigned post without proper relief. Furthermore, anytime an incarcerated person is in the process of being patted down and/or scanned, both deputies must be present.

- H. All attempts should be made to scan an arrestee or incarcerated person with the handcuffs removed. In the event it becomes unsafe to remove the handcuffs, the Intake Body Scanner deputies shall be responsible for writing an Incarcerated Person Status Report (ISR) documenting the reason(s) the handcuffs were not removed i.e. incarcerated person was combative. If the deputy operating the body scanner is not satisfied with the obtained body scan image (i.e. handcuffs are blocking the pelvic area), an intake deputy will escort the arrestee to the Second Floor for a pelvic x-ray.
- I. If an incarcerated person is unable to be body scanned due to mobility limitations and/or the inability to stand for the scan, the Intake Body Scanner deputies shall be responsible for documenting this in an ISR.

A thumb drive will be left in the body scanner computer for deputies to transfer images of contraband. Once the images are transferred, the thumb drive will be returned to the body scanner computer.