



Department Justice and Public Safety
Adult Custody Services

Policy: **Whole Body Transmission X-Ray Scanning System (Body Scanner) D51**
Effective: May 2021
Revised: December 2022

MISSION STATEMENT

Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

PURPOSE

The Whole Body Transmission X-Ray Scanning System (Body Scanner) is a device that utilizes low doses of x-rays to scan through the body and produce a visual image (skeletal) on a monitor that can reveal items that are contained in clothing and within the body of the individual being scanned.

The body scanner is used in conjunction with other search procedures, and is an integral component of:

- Contraband elimination
- Security screening in Adult Custody facilities
- Improved staff and offender safety

LEGISLATIVE AUTHORITY

[Chapter – 26 Corrections Act of New Brunswick](#); [General Regulations 84-257 Sections 5-10 N.B.](#)

SCOPE

This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

POLICY GUIDELINES

This policy and procedure have been classified as Protected A. It may be shared with the approval of the Executive Director to non-employees and other Adult Custody Services jurisdictions for reference purposes.

The Whole-Body Transmission X-Ray Scanning System (Body Scanner) will be used to scan individuals at the Adult Custody facility including upon:

- Admission
- Transfer from another Adult Custody facility
- Return from off-site court appearances
- Return from conditional release
- Intake of intermittent sentences

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The body scanner may be used when:

- Required for safety and security purposes
- There is reasonable cause to believe that a client is in possession of contraband

Roles and Responsibilities

The superintendent or delegate has administrator access to the body scanner and is responsible for:

- Monitoring the use and maintenance of the device
- Ensuring compliance with the requirements specified by the manufacturer
- Copying images or reports to a memory stick when a diagnostic review or investigation is required. All positive scans will be saved on CIS under each person's profile features, using the body scan photo button

Training

Only trained designated Adult custody staff members will be permitted to conduct body scans, training will include:

- Safe use and maintenance of the system
- Safety codes and regulations associated with the use of radiation emitting equipment in Canada
- Compliance with data protection including password usage and integrity

PROCEDURE

The body scanner will be used:

- To search individuals in custody during the admission process after the individual has surrendered their personal effects to admitting staff and is wearing facility issued clothing, in accordance with Policy and Procedures.
- When there is a suspicion that an individual has contraband on their person
- Where it is suspected that contraband may be contained within an object such as a mattress or large parcel

Two Adult custody staff will be responsible to conduct the body scan as follows:

- One staff member will operate the body scan
- A second staff member will observe the individual being body scanned during the process
- One body scan image will be uploaded on CIS for each individual as a reference x-ray image for comparison purposes
- All positive scans will be saved on CIS under each person's profile features, using the body scan photo button.

Staff are to conduct scans using the whole-body x-ray security scanning system professionally and exercise sensitivity to preserve inmate dignity when performing them.

Negative Scan

When the Adult Custody staff responsible for operating the body, scanner determines a negative scan, in which no contraband is present, the admission process will be completed, and the client will be placed on unit.

Positive Scan



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When Adult Custody staff responsible for operating the body scanner determine a positive scan, in which contraband is present or suspected, the client is placed into a designated cell and provided with an opportunity to surrender the contraband:

- Upon contraband being surrendered, a second body scan will be completed and reviewed by a staff responsible for operating the body scanner in consultation with a designated manager. Once a negative body scan is obtained and a manager has determined that there is no longer a risk of contraband, the admission process is completed.
- Individuals refusing to surrender the contraband are placed in separate confinement, under dry cell protocol, until they scan negative or the superintendent or designate is satisfied the placement is no longer required, in accordance with Policy and Procedures,
- When there is a previous body scan image for the same individual it will be used as reference for comparison purposes.

The discovery and seizure of contraband will be processed in accordance with Policy and Procedures, Subject No.:

- Contraband
- Continuity of Evidence
- Client Disciplinary System
- Documentation

Refusal to Submit to a Body Scan

When an individual in custody refuses to submit to a body scan, they will be placed in separate confinement, under dry cell protocol, until they scan negative or the superintendent or designate is satisfied the placement is no longer required, in accordance with:

- [General Regulations 84-257 Sections 5-10 N.B.](#)
- Local Standard Operating Procedures (SOP)

Gender Standard

The body scan will be conducted by a staff member of the same gender as the individual unless the superintendent or designate believes, on reasonable grounds, that a delay in an authorized person of the same gender being available would result in danger to human life or safety, security, or good order of the facility.

Transgender individuals are given the opportunity to choose to be body scanned by a male or female staff member, in accordance with Policy, Section D-33, Trans and Gender Variant clients.

Any variations or authorities to 11.1 or 11.2 as issued by the superintendent or delegate will be recorded on writing.

Women in Custody

The body scan process is safe for pregnant women. If a woman in custody indicates they are pregnant or possibly pregnant, the body scan will be conducted at the lowest level. If an effective image cannot be achieved, a scanning at a higher level may be required.

When evaluating a body scan image, if there is reasonable cause to believe that contraband is concealed near or within a tampon or sanitary pad, an offender will be instructed to remove their tampon or sanitary pad and another scan will be conducted. Adult Custody staff responsible for operating the body scan will immediately provide the client with a new tampon or sanitary pad and a wrapper or paper bag for disposal of the used one.



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Mobility Restrictions

Individuals in custody unable to stand on the body scanner platform unassisted will not be scanned. They will be searched utilizing other approved contraband detection tools, in accordance with Policy and Procedures,

Maximum Exposure Limit

When the maximum exposure limit is reached (cumulative annual dose), the unit will complete a pass without exposing the individual to any additional radiation.

Client Information System

A contraband alert will be created in the CIS Alerts screen for individuals who have attempted to bring contraband into the Adult Custody facility, in accordance with Policy and Procedures,

Image Retention

Images are saved on the body scanner device for 30-days.

When a scan is positive or suspicious, the superintendent or delegate with administrator access will save the image on a memory stick for investigative or legal proceedings as follows:

- CIS person number-name (i.e. 654321-JoeSmith)
- These records are retained as per established guidelines
- Create an incident package if applicable
- Upload the images on CIS

Upon request by the vendor, for diagnostics purposes, the deputy superintendent with administrator access will:

- Save the image on a memory stick with the generic file name generated by the body scanner device
- Ensure the file name does not identify the individual
- Email the image to the vendor

Standard Operating Procedures (SOP)

The Superintendent will develop local SOP in accordance with this policy.

RELATED POLICY

- D13 Transgender and Gender Variant Clients
- D14 Contraband
- D15 Searches
- D17 Seizures
- D16 Request for Canine Services request
- D33 Video Recording
- D49 Ion Mobility Spectrometry Device
- Adult Institutional Policy NB