

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: JULY 01, 2010	POLICY NO.: COR.08.06
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.08.06 & 11/27/2001	
	SUBJECT: USE OF ION SCANNERS		Page 1 of 7

1.0 PURPOSE

To establish statewide program standards and guidelines governing the use of Ion type scanners to detect, control, and deter the unauthorized introduction of explosives and/or drugs into Correctional facilities. The Department of Public Safety (PSD) has a zero tolerance for the use or possession of illegal drugs/explosives by any individual entering any of its security perimeters or facilities.

2.0 REFERENCES

- .1 Hawaii Revised Statutes (HRS), Section 26.14-6, PSD.
- .2 HRS, Chapter 353C-2, Director of PSD, Powers & Duties.
- .3 Javar vs. Saito, et. al., Civil No. 94-00349 HMF/FIY.
- .4 Departmental Policies and Procedures (P&P), COR.08.02 Search of Visitors and Staff, COR.08.14 Restricted Access to Correctional Facilities, COR.08.31 Search of Inmates, COR.08.32 Area Searches, Shakedown

3.0 DEFINITIONS

- .1 Ion Scan: A controlled substance detection and identification system that screens and searches for trace quantities of explosives and/or illegal drugs. Any surface where drugs or explosives have been present including tangible objects, people, and clothing, can be tested. Sample collection is accomplished by wiping a surface with a paper filter (sample trap) or airflow technology.
- .2 Ion Trap Mobility Spectrometer (ITMS) Scanner: A controlled substance detection and identification system that uses a heat transfer process that warms the air that comes in contact with the body and creates a convection flow around the body in an upward direction. Vapors and particulate traces from the subject's clothing are stimulated by short air pulses directed at the person's head and torso. The sample collection is completely non-intrusive, never coming into contact with the individual.
- .3 Inmate: An individual legally committed by the court to the custody of the PSD, State of Hawaii.
- .4 Wipe: Method of collection using cloth swab rubbed against hands, outer

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clothing, possessions, and other surfaces analyzed by the Ion Scanner for narcotic traces. (Not required for the ITMS scanner)

- .5 Threshold Level: Quantitative amount to detect and identify explosives and/or illegal drugs that is present on a person and their possessions that has been in direct contact with the illegal substance.
- .6 Visitor: Any person at a facility who is requesting to visit with an inmate and who is not departmental staff.
- .7 Vendor: Any person contracted by the State of Hawaii to perform work, deliver goods, or consult-contracted services on facility grounds or within the secured perimeter.
- .8 Official-Visitor: Any person entering a facility on legitimate approved official business.
- .9 Certified Law Enforcement Officer: Individuals with the power of police officers, who can affect an arrest of any person for offenses classified as a violation under the penal code, (example HPD, FBI, Sheriffs, NED etc.).

4.0 POLICY

The presence of narcotics or explosives within correctional facilities endangers the safety of the facility, its employees, visitors, inmates and the surrounding community. The Ion Scanner and the ITMS scanner shall be used as screening tools in the search for drugs and/or explosives and to stop the introduction of such items from entering into the correctional facilities. This policy regulates the use of the Ion Scanner/Ion Trap Mobility Spectrometer to conduct inspections and searches of inmates, visitors, and staff. Inspections and drug detection shall be conducted in a professional, orderly, and careful fashion. All visitors and staff wishing to enter correctional facilities should submit to an electronic search for drugs by means of the Ion Scanner or some other comparable means when directed to do so.

5.0 PROCEDURES

- .1 All persons requesting to enter correctional facility property may be subject to an Ion Scan/ITMS search for contraband.
- .2 Designated Adult Corrections Officers (ACO) and Supervisors on each watch in addition to the Chief of Security (COS) shall be trained in the operation of the Ion Scanner/ITMS. Before using the Ion Scanner/ITMS, the officer

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assigned shall calibrate the scanner being used in accordance to manufacturer's standards every time the machine is turned on and when it is moved from one location to another.

- .3 The COS or his/her designee shall ensure trained personnel are available to conduct the scans when required.
- .4 Ion Scanner:
 - a. The officer using the Ion Scanner shall wipe the hands and the exterior of the pockets and shoelaces of all persons undergoing contraband check with approved technology. This process shall be conducted by an ACO wearing latex gloves, trained in the current approved technology.
 - b. After collecting the sample, the Officer shall place the sample in the Ion Scanner sample inlet where appropriate. The Ion Scanner will scan for any one of forty or more different controlled substances that are at the threshold levels.
 - c. When contraband is detected; the Ion Scanner will emit a visual and an audible signal (an alarm) identifying the substance and the intensity level of the sample. The area Supervisor is to be notified at once.
 - d. If the machine alarms, the visitor shall be informed, in accordance with COR.08.02 Search of Visitor and Staff, and COR.08.14 Restricted Access to Correctional Facilities, and may be denied access to the facility by the Watch Commander.
 - e. When the Watch Commander denies a person entry to the facility, a detailed Incident Report shall be submitted along with a copy of the record identifying the controlled substance and the narcotic intensity.
 - f. The COS or his designee shall document the name, date, and time of all positive tests with the Ion Scanner/ITMS.
- .5 ITMS
 - a. The Watch Commander or designee shall place the ITMS scanner into the operations mode and calibrate the scanner at the beginning of the watch. The Watch Commander or designee shall place the ITMS scanner in the stand-by mode at the close of each business day and

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on weekends and holidays.

- b. The Warden's designee shall be responsible for maintaining the ITMS scanner and may calibrate the scanner when it is placed into operations.
- c. When contraband is detected, the ITMS scanner will emit an audible signal (alarm) identifying the substance and intensity level of the sample and take a photograph of the subject. The ACO shall notify their immediate supervisor when the alarm is activated.

.6 Sampling Sequence for the ITMS Scanner

- a. When the person approaches, proximity sensors detect the presence of the person and an audible instruction will prompt the person to enter. (No jackets, sweaters, bags or other personal items allowed in the portal during the scanning process)
- b. The person to be tested enters the portal and stands in the area indicated on the floor of the portal. The internal traffic control light then turns red, signaling the person inside to stop. If a person attempts to enter or exit the system before the system is ready, an audible alarm (exit alarm) will sound.
- c. As the system starts its analysis, puffs of air from the jets on the inside of the portal walls dislodge particles, which are carried up into the detection system.
- d. Once the analysis is complete, if there is no alarm, the operator touch screen indicates a No Alarm-Ready message in the status bar, the traffic control light turns green, an audible exit is sounded and the person being tested exits the portal. If the person does not exit the portal, the ITMS scanner continues to prompt exit and the No Alarm-Wait screen is displayed.
- e. After the person exits the portal and breaks the exit sensors, the outside traffic control light turns green to signal the next person it is okay to enter the portal and the operator touch screen displays No Alarm-Ready.
- f. If there is a person already waiting at the entrance, the proximity sensor detects the person and the walk/don't walk light will prompt

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that person when it is time to enter.

- g. The operator can observe the analysis results on the operator indicator light on the exit side of the portal. There are five (5) possible lighting sequences.

Green - Analysis complete (No Alarm-Ready)

Yellow – Analysis/sampling in progress

Flashing Yellow – Warning

Red – Substance from library detected

Red Flashing – Early exit alarm

- h. If a substance from the library is detected, a picture of the subject appears on the touch screen, the operator indicator light remains red and an audible alarm is sounded.

.7 Alarm Resolution

- a. Touch the subject's picture on the touch screen to reveal the top menu screen with the Drugs detected in the status bar. The substance name(s) or code(s) detected are displayed on the screen with a red bar in *Selectscan* (bar graph) view.
- b. If more than one substance is detected, all substances that alarm will be displayed on the bar graph and plasma gram. If a positive response is noted on the bar graph, notify your supervisor immediately.

- .8 Anyone triggering the audible alarm will not be allowed to enter the ITMS for rescanning.

- .9 When a visitor is denied entry into a correctional facility, the Watch Commander and/or Lieutenant shall be notified immediately. A detailed incident report shall be submitted by the Officer(s) involved through the chain of command for the reason(s) of the refused entry.

- .10 The COS or designee shall document the name, date, and time of all persons screening positive during the calendar year.

6.0 ACTION FOLLOWING A POSITIVE SCREENING

- .1 **INMATES:**

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- a. Any inmate screening positive for illegal drugs shall be searched, including strip-searched.
- b. The property and the living unit of the inmate shall also be searched.
- c. Any drugs found shall be handled in accordance with departmental P&P, COR.08.31 and COR .08.32, NED shall be notified to pursue criminal charges.
- d. The inmate shall be ordered to submit to a drug test in accordance with policy COR.08.10.

.2 VISITORS:

- a. Any visitor screening positive will be refused entry into the correctional facility for that day. The visitor will be informed of the reason why he/she is being refused entry and be allowed to return on another day. There will be no strip searches conducted on adults or minors that have screened positive triggering the audible alarm.
- b. Visitors entering a correctional facility that have screened positive three (3) times within a calendar year shall be barred from the facilities property for a period not to exceed one (1) year. When a decision is made to bar a person from the facility, it shall be done with the approval of the Warden. Each facility shall develop procedures to ensure the process is fair and equitable.
- c. A barred visitor may reapply to the Warden for permission to have their visit privileges reinstated. The Warden shall weigh the risk, and determine under what conditions, if any, the visitor will be allowed to enter.
- d. If the barred visitor is a vendor, or is involved in delivery, maintenance, or repair, the facility shall notify his or her employer. If a supervisor from the vending company inquires about the reason an employee has been barred, the supervisor may be advised only that the employee refused or failed to clear search procedures or was arrested with illegal drugs in his/her position. Further questions should be referred to the Attorney General's office.

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7.0 **SCOPE**

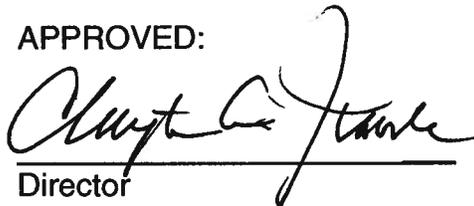
This policy applies to all correctional facilities and supercedes all policies that are in conflict with it. Each facility is to formulate procedures to ensure compliance with this policy.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections

JUL 01 2010
 Date

APPROVED:


 Director

7/1/10
 Date