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			POST TITLE: <i>SCANNER OFFICER</i>
			SITE LOCATION: <i>SMCI-3</i>
EFFECTIVE DATE: 04-01-2014 REVISION DATE: 06-01-2014 REVIEW DATE: 06-01-2017		RELATED SOPs: 03.01.01; 03.28.01 Chapter 16 – Security and Control Chapter 17 – Safety and Emergency Procedures	

GENERAL INSTRUCTIONS:

These Post Orders cite specific and general instructions for the operation of this post assignment; however, every incident or event cannot be covered. You are expected to use good judgement, tact and pay careful attention to details in discharging your duties, whether referenced in the Post Order or not. All personnel shall become familiar with all Post Orders associated with the posts they are assigned to. The Shift Commander or Supervisor shall be responsible for any problems or questions which may arise while performing the duties assigned to this post.

Correctional staff assigned to the Scanner shall comply with Mississippi Department of Corrections (MDOC) policies relating to Standards and General Standard of Professional Conduct and Control of Contraband/Body Searches-Staff.

POST ASSUMPTION AND LOGGING PROCEDURES:

The Screening Officer Post is staffed seven (7) days a week, twenty-four (24) hours a day. You shall report for duty at least fifteen (15) minutes before the hour, report directly to your post.

The Screening Officer will be properly trained on the operation of scanning equipment (body scanner and bag scanner).

Receive a briefing from the officer that you are relieving.


The Screening Officer shall shakedown the immediate area and restrooms prior to shift change and after shift change.

Prior to assuming your post both the on-coming and the off-going officer being relieved departs all equipment shall be tested to ensure that it is operational.

All equipment malfunctions will be immediately reported to the Shift Commander or Shift Supervisor, Deputy Warden and Warden. Also, an incident report is to be submitted detailing the problem(s) with the piece of malfunctioning equipment.

AREA OF RESPONSIBILITY/PROCEDURES SPECIFIC TO POST:

The Screening Officer shall be responsible for ensuring that all staff and approved visitors entering the Administration Areas have their person and property searched via the body scanner and bag scanner for contraband.

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During the scanning process the Scanning Officer's authority will supersede all authority and rank until the scanning process is complete.

First Watch Staff will search Second Watch Staff, Second Watch Staff will search Third Watch Staff and Third Watch Staff will search First Watch Staff at shift change.

Staff or approved visitors being searched will be directed to step into the body scanner and stand with their legs approximately 50 cm (shoulder width apart) with their hands raised above their head and to remain in that position for approximately two (2) seconds while the scanner analyzes the data. The Screening Officer will then direct the staff or approved visitor to exit the body scanner.

The body scanner will be monitored by the same gender officer as the staff or approved visitor being scanned.

If the body scanner identifies an item on the staff or approved visitor that requires further assessment the Screening Officer may perform a frisk or pat search. If after the body scan, frisk or pat search and bag search the Scanning Officer detects that the person has an item(s) on their person, the Scanning Officer will direct that person to have a seat and wait for further evaluation.

The body scanner is safe for all persons regardless of age, sex, or medical conditions; including children, pregnant women, medical radiation therapy patients and pacemaker wearers (see **SOP 16.18.01 Line #259**).

The Scanner Officer Post will be covered by two (2) staff members; one (1) male and one (1) female during all three (3) shifts.


CONTROL OF ENTRANCE AND EXIT POINTS:

A body scanner and/or bag scanner is located immediately inside the Lobby entrance of most Administration Buildings and operated by a trained staff member.

The bag scanner will be used first to scan any item(s) that is removable, such as but not limited to clear bags with contents, shoes, jackets, food items. The individual being searched will be directed to empty their pockets and place those contents into a bin along with all other items to be scanned.

Staff or approved visitors will then be directed to step into the body scanner, proceed with the scanning process, exit the scanner upon completion and pick up items scanned through the bag scanner.

KEY CONTROL AND EQUIPMENT ACCOUNTABILITY:

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All keys assigned to scanner will remain in the machines and in the on position at all times. At the beginning and end of each shift, both the on-coming and off-going Scanning Officer(s) assigned to the post will inventory all equipment assigned to the post and any discrepancies will be reported to Shift Commander or Shift Supervisor.

COMMUNICATION PROCEDURES:

The telephone is your primary means of communication. It is provided to aid you in the performance of the duties and shall be restricted to institutional business only.

PROCEDURES FOR REPORTING DIFFICULTIES:

The Scanner Officer Post requires sound professional judgement in dealing with emergency situations. You shall be responsible for the day-to-day operations of the post.

HOUSEKEEPING AND SANITATION PROCEDURES:

The sanitation of this post is the responsibility of the Scanner Officer. You shall ensure that this post is maintained in a continuously clean, sanitary condition by sweeping, mopping, bagging, and disposing of all trash, and keeping your area free of dust and debris at all times.

TEMPORARY ABSENCES:

Temporary absences are only authorized with proper approval from the Shift Commander or Shift Supervisor, shall provide a relief as required.

When deemed necessary by the Shift Commander or Shift Supervisor, Temporary absences shall be authorized to satisfy the requirements of the Post.

THIS POST ORDER SHALL BE REVIEWED ANNUALLY AND REVISED AS NECESSARY.

REVIEWED & ISSUANCE APPROVED	<hr/>	
	NAME	DATE
	<hr/>	
TITLE		