

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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SUPERSEDES: 08/28/15

SUBJECT: CONTRABAND DETECTION EQUIPMENT

AUTHORITY: N/A

PURPOSE: To establish policy and procedures for parole officer use of handheld metal detector wands for office safety purposes with the client population.

PROCEDURE:

- I. Division-issued handheld metal detector wands shall be utilized by parole officers while on duty, only after they have received training on the equipment.

- II. The handheld metal detector wand shall be maintained in a secure location and accounted for at all times. Staff will utilize the Handheld Metal Detector Assignment Log (PSV-1) to ensure accountability of equipment and to document the name of the client being scanned.

- III. SELECTION PROCESS
 - A. Random Selection
 1. All clients and visitors are subject to scanning for the presence of weapons or items that may pose a safety threat to the office.
 2. The parole supervisor shall establish a monthly, non-public random list that will include a minimum of 10% of reporting clients for any given day.
 3. Personnel shall staff cases with the unit supervisor prior to scanning clients and visitors who they believe may pose a safety threat to the office.
 4. Clients and visitors refusing to be scanned will be denied access to the building and action will be taken as per PD/POP-4.1.1, *Processing Violations of the Rules and Conditions of Release*. The office contact shall be rescheduled.

B. Safety Threat Selection

1. Clients or visitors exhibiting questionable behavior when reporting to the office or clients who have been non-compliant with parole rules/conditions may be subject to scanning. Two trained officers shall be utilized during scanning. Examples of persons with questionable behavior include, but are not limited to:
 - a. Those who appear agitated or hostile.
 - b. Those who appear confrontational or display a confrontational attitude.
 - c. Those who appear under the influence of drugs or alcohol.
 - d. Those who display threatening physical gestures.
 - e. Those who make direct comments or threats to cause harm.
 - f. Those with a prior conviction that includes possession of a weapon.
2. Information has been received that suggests a client may be carrying a weapon.
 - a. Local law enforcement shall be called if the officer feels credible information exists with this possible threat for further investigative assistance.
 - b. If a client has a history of carrying weapons and no current threat is received, then scanning may occur as deemed appropriate.

C. Minimizing Risk

In the event that a client or visitor appears agitated, aggressive or verbally abusive when reporting to the office, consideration shall always be given by the parole officer to reschedule that contact prior to initiating a scan of the individual. This may minimize the escalation of aggression that may not necessarily be associated with a security risk.

IV. LOCKERS

- A. Clients or visitors shall be required to place all purses, packages, diaper bags, brief cases, boxes, backpacks, etc., in an available locker. If locker space is unavailable, the parole officer shall request the individual return the item to his vehicle or wait until locker space is available.
- B. Items left in lockers
 1. If a client is being arrested during an office visit, the parole officer shall request another parole officer to assist in retrieving the items from the locker. They shall both remove the items from the locker only after the client has been securely detained by law enforcement. All items will be given to law enforcement.

2. At the beginning and at the end of each business day, the assigned duty supervisor shall visually inspect the lockers to determine if any items have been left behind. The duty supervisor will report his findings on the Locker Assignment Log (PSV-2) to include an inventory of any items left in the locker. Property left in the lockers at the close of business shall be handled by the assigned duty supervisor. The supervisor shall review the PSV-2 to determine client assignment and investigate the locker contents. The client will be contacted immediately and instructed to obtain property.

V. HANDHELD METAL DETECTOR WANDS

Equipment testing and storage

- A. Prior to use, handheld metal detector wands shall be tested and calibrated by the parole supervisor, in accordance with the manufacturer's guidelines.
 1. If there is any indication of malfunction, the handheld metal detector wand shall not be used.
 2. All malfunctioning equipment shall be submitted for repair, in accordance with the manufacturer's guidelines or governing policy.
- B. All handheld metal detector wands shall be stored in a secured location when not in use.

VI. SCANNING

Scanning will be completed as per the manufacturer's instructions.

- A. Scanning process
 1. All parole officers, unit supervisors, and parole supervisors will be trained to use the handheld metal detector wand.
 2. Scanning should take place in a designated marked area
 3. The scanning officer or supervisor shall be of the same gender as the client or visitor being scanned when at all possible. If this is not possible, two staff, trained to use the handheld metal detectors, shall observe the scanning of a client or visitor of the opposite gender.
 4. Staff shall use disposable gloves while scanning.
 5. Clients or visitors shall be instructed to place all personal items in a basket prior to scanning.
 6. Clients or visitors shall be instructed to remove caps, coats, hats, jackets, smocks, sunglasses, and other types of outer apparel.

7. After the individual has been cleared, the personal items will be scanned and returned in the presence of the client or visitor.
8. A monthly report will be submitted to the Region Director by the fifth (5th) business day, indicating the number of individuals scanned during the previous month who were found with any illegal items.

B. Medical Waivers

1. If any client or visitor has a medical implant, such as a pacemaker, in which screening may cause the medical implant to malfunction, the individual may be required to present written documentation from a physician or medical implant manufacturer indicating such.
2. Clients or visitors with metal plates or implants shall provide documentation upon request, if a questionable alert from the scanning equipment is received.

Once documentation is presented to the scanning officer, the officer will copy documentation, inform the unit supervisor, and provide the supervising officer a copy of the paperwork for imaging within three (3) business days into the client's record. The supervising officer shall update the Medical screen if the client has a condition which impedes scanning.

3. Clients or visitors without proper documentation may not be allowed to enter the office, unless authorized by the office manager, parole supervisor, or designee.

VII. FAILING METAL DETECTOR CLEARANCE

- A. If a handheld metal detector wand activates while scanning a client or visitor, and the source of the activation is not apparent (e.g., jewelry), the individual shall be instructed to remove any remaining items before performing a second scan or allow for visible view of the alerting area, as is appropriate.
- B. If the handheld metal detector wand activates again, the scanning officer shall contact a parole supervisor, office manager, or designee.
- C. Under no circumstances shall a client or visitor be allowed to pass into a secure area without the source of the activation being resolved or without receiving approval from the office manager, parole supervisor, or designee.
- D. Local law enforcement will be contacted should any illegal items be detected. Parole officers will need to contact their supervisor immediately upon detection of an illegal item and complete an incident report.

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