



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 04/09/2021

Amended* Post Date:

**The following documents are included in the packet for the
Judicial Law Committee on April 14, 2021:**

- 1) Agenda
- 2) Minutes from March 10, 2021
- 3) Department Related Reports (3)
- 4) Monthly Sheriff Reports
- 5) Lexipol Policies (2)



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: April 14, 2021 Time: 10:30 AM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

AGENDA

Committee Members

Joe Gonyo, Chair
Sue Wendt
Gene Thom
Don Lenz
Ken Bates

Lori Evans, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 03/10/21
5. Correspondence
6. Department Related Reports
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
7. Monthly Sheriff Reports
8. Expense & Revenue Monthly Reports
9. Budget Adjustment
10. Line Item Transfers
11. Lexipol Policies and Procedures
 - Control Device & Technique/Policy 308
 - X-Ray Scanner Equipment/Policy 814
12. Officer Drug Exposure Video
13. Future Meeting Dates:
 - Regular Meeting May 12, 2021, at 10:30AM
14. Future Agenda items for action & discussion:
15. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Judicial Law Meeting
Time: Apr 14, 2021 10:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99606346235?pwd=cTVTZlZKY1hKY3ptYm81TVk5QWhYZz09>

Meeting ID: 996 0634 6235

Passcode: 480925

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Washington DC)

Kindly arrange to be present, if unable to do so or if there are any changes, please notify Samantha at 4005.

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

MARCH 10, 2021

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Joe Gonyo at 10:30 a.m. on March 10, 2021 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Joe Gonyo – Chairman
Sue Wendt – Vice-Chair
Don Lenz
Gene Thom

Via Zoom Ken Bates

Others present in person:
Sheriff Mark Podoll – Left at 10:39
Chief Deputy Matt Vande Kolk
Harley Reabe, Co. Board Chairman
Amy Thoma – Clerk of Courts
Judge Mark Slate – Circuit Court
Sara Radloff, SO Records Clerk

Others present via Zoom:
Cathy Schmit – County Administrator
Dawn Klockow, Corp. Counsel
Gary Podoll – Emergency Management
Casie Ewerdt – Circuit Court
Toney Daley – Berlin Journal Newspaper

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Motion/Second (Wendt/Lenz) to approve the minutes of the February 10, 2021 regular meeting presented. No negative votes. Motion carried.

CORRESPONDENCE

No Correspondence

RESOLUTION

Sheriff Podoll explained the resolution to the committee and how it would impact the Department.

Motion/Second (Thom/Wendt) to approve the Resolution that eliminates the Administrative Assistant to the Sheriff position and creating a Third Front Office Clerk Position and eliminating a Detective Position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office. No negative votes. Motion carried. This will be forwarded to the Personnel and Finance Committees.

JOB DESCRIPTIONS

Corrections Clerk, Patrol Sergeant and Chief Deputy Job descriptions were explained and reviewed with the new additions. The Committee did not have any questions or concerns.

Motion/Second (Lenz/Thom) to approve the Corrections Clerk, Patrol Sergeant and Chief Deputy Job descriptions and forwarded to the Personnel Committee. No negative votes. Motion carried.

DEPARTMENT RELATED REPORTS

Written reports were included in the packet from Emergency Management and the Sheriff's Office. They were reviewed and filed.

MONTHLY SHERIFF REPORTS

Sheriff's Office reports for February 2021 were included in the packet. There were no questions from the Committee on any of the reports.

ANNUAL REPORTS

Annual reports were included in the packet from Clerk of Courts, District Attorney's Office, Coroner and Sheriff's Office. The Committee reviewed the reports. The reports will be forwarded to the County Board for review.

EXPENSE AND REVENUE MONTHLY REPORTS

The February 2021 monthly expense and revenue reports were discussed and filed.

FUTURE MEETING DATE AND AGENDA ITEMS

The next regular meeting is set for April 14, 2021 at 10:30 a.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

ADJOURN

Meeting adjourned at 10:49 a.m.

Respectfully submitted, Sara Radloff, Sheriff's Clerk, Green Lake County Sheriff's Office.

DRAFT



Green Lake County Clerk of Circuit Court

571 County Road A, Green Lake, WI 54941 920-294-4142

AMY S. THOMA
Clerk of Circuit Court

April 6, 2021

Judicial/Law Enforcement Committee
571 County Road A
Green Lake, WI 54941

RE: Department Update

Dear Committee Members:

NUMBER OF NEW CASES FILED IN FEBRUARY AND MARCH 2021

Case Type	
Criminal Felony	24
Criminal Misdemeanor	36
Criminal Traffic	12
Traffic	105
Forfeiture	22
Juvenile Ordinance	0
Civil	18
Complex Forfeiture	0
Small Claims	55
Family	16
Paternity	3

Other than the day-to-day activities of the office, there is nothing further to report at this time.

If you should have any questions, please do not hesitate to contact me.

Very truly yours,

Amy S. Thoma

Amy S. Thoma
Clerk of Circuit Court



GREEN LAKE COUNTY
OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll
Director

Office: 920-361-5416
FAX: 920-361-5405

DATE: April 1, 2021

TO: Green Lake County Judicial/Law Enforcement and Emergency Management Committee

FROM: Gary V. Podoll, Emergency Management Director

SUBJECT: Monthly Report

1. I am working on updating the Green Lake County Emergency Response Plan.
2. I continue to assist Public Health at the Mass Vaccination Clinics that are held at the Berlin National Guard Armory. I am doing ongoing work on Personal Protective Equipment PPE distribution to all emergency services, long term care facilities, hospital and other qualified facilities.
3. I updated the Green Lake County Wide Strategic Plan.

If you have any questions, you can contact me at 920-290-2275.

Sincerely,

Gary V. Podoll
Emergency Management Director
Green Lake County



Green Lake County
Sheriff
571 County Road A · Green Lake, WI 54941-8630
Ph. 920-294-4000 · Fax. 920-294-3850

April 8, 2021

To Judicial and Law Enforcement Committee Members,
Re: Green Lake County Sheriff's Office events since the March meeting:

- Body Cams and new Squad cams and video storage is in the middle of implementation. This is a big change that will require continued collaboration with the District Attorney's office.
- The new phone recording system was installed on April 6th as part of a Department of Military Affairs Grant. This was a severely needed upgrade as the old system was well past its end of service life.
- Body Scanner training was completed this week in the jail and the body scanner will be fully implemented this month in conjunction with the CESF grant.
- TRACS (accident, citation, warning software) has shifted to a web based system and that change occurred in late March.
- Security systems upgrade is nearly 100% complete, system training will be occurring later this month.
- Thank you to the IT department for all their hard work and patience as we work through so many of these systems with them. Without their assistance and expertise much of this would not be possible.

See you at the meeting,

Mark A. Podoll, Sheriff

Sheriff Mark A. Podoll

Accidents and Complaints for Patrol

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	22	28	28	0	21	7	24	8	24	25	15	19		221	17
Feb	15	23	23	7	16	7	13	25	19	18	15	24		205	16
March	29	14	19	15	13	15	21	20	20	20	20	11		217	17
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	66	65	70	22	50	29	58	53	63	63	50	54		643	49
Avg/Month	22	22	23	7	17	10	19	18	21	21	17	18		214	16

Paper Service for Patrol

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	18	1	10	0	19	8	2	16	21	10	7	10		122	9
Feb	0	1	2	0	4	0	3	2	1	2	3	6		24	2
March	7	0	4	2	3	0	0	0	3	6	2	1		28	2
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	25	2	16	2	26	8	5	18	25	18	12	17		174	13
Avg/Month	8	1	5	1	9	3	2	6	8	6	4	6		58	4

Citations for Patrol

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	5	0	10	0	3	5	9	5	8	13	2	3		63	5
Feb	4	2	8	1	11	0	2	10	2	18	6	0		64	5
March	6	1	9	9	15	10	13	9	3	16	9	7		107	8
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	15	3	27	10	29	15	24	24	13	47	17	10		234	18
Avg/Month	5	1	9	3	10	5	8	8	4	16	6	3		78	6

Warnings for Patrol

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	5	0	5	0	2	2	22	3	4	45	1	0		89	7
Feb	0	1	8	6	7	4	15	6	7	23	3	0		80	6
March	9	7	10	13	11	16	13	21	10	46	0	0		156	14
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	14	8	23	19	20	22	50	30	21	114	4	0		325	27
Avg/Month	5	3	8	6	7	7	17	10	7	38	1	0		108	9

Year to Date Totals - Accidents, Complaints, Paper Service, Citations and Warnings for Patrol

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Total Annual Contacts	120	78	136	53	125	74	137	125	122	242	83	81	0	1376	108
Avg. per Month	40	26	45	18	42	25	46	42	41	81	28	27	0	459	36

BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan														0	0
Feb														0	0
March														0	0
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Avg/Month	0	0	0	0	0	0	0	0	0	0	0	0		0	0

Accidents and Complaints for Detectives

2021	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	6	0	2	6	7	0
Feb	2	0	2	6	1	0
March	1	0	7	7	5	2
April						
May						
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						
Total	9	0	11	19	13	2
Average	3	0	4	6	4	1

Arrests for Detectives

2021	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	1	0	0	3	2	0
Feb	0	0	0	2	0	0
March	0	0	0	1	3	0
April						
May						
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						
Total	1	0	0	6	5	0
Average	0	0	0	2	2	0



Green Lake County
 571 County Road A · Green Lake, WI 54941-8630
 Ph. 920-294-4000 · Fax. 920-294-3850

**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of March 2021**

Deputy contacts for this month	508
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Types of Contacts this month	Number of Contacts
Agency Assistance, Mutual Aid	23
Citizen Assist	23
911 Follow Up	22
Medical Emergency	18
Welfare Check	10
K9 Assist	9
Adult Transport	8
Fire	7
Traffic Accident w/Damage	7
Traffic Violation	7
Information Report	6
Traffic Patrol Requested	6
Traffic Misc.	6
Agency Assist Person Charged	5
Alarm	5
Animal Problem	5
Controlled Substance Problem	5
Lockout	5
Failure to Report to Jail	4
Harassment	4
K9 Person Charged	4
Disturbance	3
Emergency Detention Involuntary	3
OWI Alcohol	3
Records Check	3
Suspicious Person/Circumstance	3
Computer Agency Assist	2

Sheriff Mark A. Podoll



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Types of Contacts this month continued

Computer Forensics	2
Drone	2
Family Fight	2
Fraud	2
Jail Incident	2
Juvenile Problem	2
Obstructing	2
Officer Errand	2
Property Damage, Non Vandalism	2
Scam	2
Traffic Hazard	2
Vandalism	2
Wanted Person	2
Bail Jumping	1
Combined Tactical Unit	1
Dead Body	1
Drugs - Agency Assist	1
Found Property	1
House Check	1
Intoxicated Person	1
Juvenile Transport	1
K9 School Search	1
Litter/Pollution/Public Health	1
Miscellaneous	1
Pornography	1
Probation/Parole Violation	1
Trespassing	1
Weapon Offense	1

GREEN LAKE COUNTY JAIL MONTHLY STATISTICS

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE	LOCK DOWN	MEALS	EMP	GL INMATES TRANSFERREC	Brown Co. Days SAFEKEEPERS	Billed for Brown Co. Safekeepers	Calumet Co Days Safekeepers	Billed for Calumet Safekeepers
Jan-21	60	0	\$4,035.00	15	43	4803	4	1			370	\$ 15,910.00
Feb-21	63	0	\$2,084.00	16	45	4706	4	1			339	\$14,577.00
Mar-21	61	0	\$2,422.00	16	45	5181	3	1			374	\$16,082.00
Apr-21												
May-21												
Jun-21												
Jul-21												
Aug-21												
Sep-21												
Oct-21												
Nov-21												
Dec-21												
Totals												
Average	61	0	\$2,847.00	16	44	4897	4	1	0	\$ -	1083	\$ 46,569.00

ADP- Average daily population

Huber- Sentenced inmate, work release + Sent/Huber from other county

Huber Income- Amount paid by Huber and CAM inmates for the month

Female- Average number of females held that month

Lockdown- Number of inmates held that month that are not working Huber's

Meals- Number of meals + bag lunches served that month

EMP- Number of inmates on electronic monitoring

GL Inmates Transferred- Inmate serving in other county + Sent/Huber serv. out of county

Safekeepers - Holding for another county

Safekeeper days - the number of cumulative days that month for all Safekeepers for that county



571 County Road A · Green Lake, WI 54941-8630
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**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of March 2021
 Correctional Facility**

Average Daily Population in the Jail for this month	61
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Inmates in custody for (some inmates have more than one charge)

Charge	Number of Charges
Probation/Parole	15
Drug related	12
Disorderly Conduct	11
Assault	9
Resisting/Interfering w/Police	8
Warrants	7
Obstructing	6
Traffic Offense	6
DUI	5
Sex Offense	5
Bail Jumping	3
Destruct/Damage/Vandalize Prop	2
ES Sanction Hold	2
Burglary	1
Trespass of Real Property	1
Weapon Offense	1

Control Devices and Techniques

308.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

308.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Green Lake County Sheriff's Office authorizes deputies and officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

308.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this office only if the device has been issued by the Office or approved by the Sheriff or the authorized designee.

Only staff who have successfully completed office-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, staff should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

308.4 RESPONSIBILITIES

308.4.1 SHIFT SERGEANT RESPONSIBILITIES

Staff trained and authorized to use control devices may do so at their discretion and within the scope of this policy. In addition, the Shift Sergeant may also authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

308.4.2 FIREARMS INSTRUCTOR RESPONSIBILITIES

The certified Unified Tactical Instructor(s) shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the designated instructor for a particular control device. The inspection should be documented.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Control Devices and Techniques

308.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Firearms or other Instructor for disposition. Damage to County property documentation shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

308.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the deputy or officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.

When carrying a baton, personnel shall carry the baton in its authorized holder on the equipment belt. Non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

308.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Shift Sergeant, Incident Commander or Combined Tactical Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

308.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

308.7.1 OC SPRAY

Uniformed staff carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

308.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on

Control Devices and Techniques

impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the deputy or officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the staff or others.

Deputies and staff encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor should respond to all pepper projectile system incidents where the suspect has been hit or exposed to the chemical agent. The supervisor should ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward the suspect, whether or not the launcher was used. Accidental discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

308.7.3 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

308.7.4 POST APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, deputies or staff should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

308.8 KINETIC ENERGY PROJECTILE GUIDELINES

This office is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

308.8.1 DEPLOYMENT AND USE

Only office-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Deputies and officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved deputy determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and deputies and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Control Devices and Techniques

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or deputies.

There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

308.8.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, staff should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of staff or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other deputies and individuals that the device is being deployed.

Deputies and/or Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, staff are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when staff reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.

308.8.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Deputies or officers will inspect the shotgun and projectiles to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

Control Devices and Techniques

When it is not deployed, the shotgun should be unloaded and properly and securely stored in a vehicle. When deploying the kinetic energy projectile shotgun, the deputy or officer shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, deputies or officer who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second deputy watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

308.9 BOLA WRAP OR OTHER HAND-HELD REMOTE RESTRAINT DEVICE

This office is committed to reducing the potential for violent confrontations. The BolaWrap is a device that discharges an eight-foot Kevlar cord to entangle an individual at a range of 10-25 feet. This policy also applies to any other device of similar nature that would discharge a cord or restraint mechanism to safely restrain a subject and attempt to de-escalate a potentially violent situation.

308.9.1 DEPLOYMENT AND USE

BolaWraps and any other hand-held remote restraint device shall be issued to and used only by Deputies who have completed training with that device. Only department approved and issued hand-held remote restraint devices shall be used. Deputies shall be responsible for ensuring that their issued BolaWrap device is properly maintained and in good working condition. Deputies shall not hold both a firearm and the BolaWrap or any other hand-held remote restraint device at the same time. The BolaWrap or any other hand-held remote restraint device may be used on subject(s) who have demonstrated, by word or actions to be violent or physically resistive, or reasonably appears to present the potential to harm Deputies, themselves or others. Deputies shall consider the totality of circumstances, to include severity of the offense, the subject's threat level to others and the risk of serious injury to the subject before use on a fleeing suspect.

308.9.2 PROHIBITED USE

- (a) The BolaWrap or other hand-held remote restraint device shall not be used when a subject is in an elevated position or unstable surface where a fall may cause great/serious bodily harm or death.
- (b) The BolaWrap or other hand-held remote restraint device shall not be used on handcuffed subjects unless doing so is necessary to prevent them from causing great/serious bodily harm to themselves or others and lesser attempts of control have been ineffective.
- (c) The BolaWrap or other hand-held remote restraint device shall not be used on any subject near flammable or combustible liquids or fumes, near any body of water that may present a downing risk, or any subject known to be pregnant.
- (d) The BolaWrap or other hand-held remote restraint device shall not be used on a person who is operating or riding any mode of transportation (e.g., vehicle, bus, bicycle, motorcycle, train, or horse), conveyance (e.g., escalator, moving walkway, elevator, skateboard, rollerblades), or machinery.
- (e) The BolaWrap or other hand-held remote restraint device shall not be aimed at the eyes, face or neck as this may cause great bodily harm.

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308.9.3 TARGET AREAS

The preferred target area for use of the BolaWrap or other hand-held remote restraint device is below the knees, but above the shins to secure the subject's legs. Or below the elbows, but above the wrists to secure the subject's arms. Back deployments are preferable.

308.9.4 METHOD OF USE

- (a) The BolaWrap device shall be carried in a "patrol ready" manner (cartridge inserted, device on safe without the hammer pulled back).
- (b) When ready to deploy, Deputies shall pull the hammer back, push the safety button forward to disengage the safety, ensure the device is being held perpendicular to the subjects torso, activate the laser, give verbal warnings then press the activation button firmly until the device discharges.
- (c) Deputies shall have an arrest/detainment plan prior to the deployment of the BolaWrap or any other hand-held remote restraint device.
- (d) A verbal warning of the intended use of the BolaWrap or any other hand-held remote restraint device ("Bola, Bola, disengage") shall precede the deployment of the device when appropriate in order to:
 - Provide the individual with a reasonable opportunity to voluntarily comply.
 - Provide other Deputies and the public with a warning that the BolaWrap or any other hand-held remote restraint may be deployed.
- (e) The fact that a verbal was given, or reasons it was not given, shall be documented in any related reports.
- (f) The Deputy should have a second cartridge present or a second BolaWrap ready to fire in case pellets miss the target, or a malfunction occurs.

308.9.5 MEDICAL ATTENTION AFTER USE

- (a) Deputies are prohibited from removing embedded projectiles from a subject's body. The removal of projectiles from a subject's body on-scene shall be evaluated and conducted by EMS personnel. Deputies may remove the cords if possible without causing injury.
- (b) Only Emergency Room Staff may remove BolaWrap projectiles that are embedded in soft tissue areas such as the face, neck, breast/areola and groin.
- (c) Persons who have been subjected to the BolaWrap, or the projectiles, shall be treated as follows:
 - Once in custody, the arresting Deputy shall assess the projectile locations. If the projectiles can be removed without causing injury the Deputy shall remove them when safe to do so using appropriate precautions. Removal from other areas, that have not penetrated the subject's body, such as heavy clothing, will be at the discretion of the Deputy.
 - Medical attention shall be provided if requested by the subject.
 - If the projectiles have penetrated the skin, the Deputy shall advise a supervisor, and request EMS to respond. The puncture sites shall be brought to the attention of the on duty supervisor, EMS personnel and Emergency Room Staff.
 - After EMS personnel have examined the affected person(s), the EMS personnel will determine if the person(s) should be transported to a medical facility. Transportation to a medical _____

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facility may be by law enforcement if EMS has determined that an ambulance is not necessary.

- (d) Disposition after medical attention shall be as follows:
- If the projectiles used are no longer impaled in the skin, and EMS personnel release the subject on-scene, the subject may be transported to the detention facility.
 - If the subject is treated in the Emergency Room, the arresting Deputy shall obtain a medical release from the Emergency Room Physician before transporting said subject to a detention facility.

308.9.6 DEVICE DISPOSAL AND EVIDENCE

- (a) When the subject has been secured and deputies can safely collect evidence, deputies shall photograph the cords and projectiles discharged by the device, the deployment scene, and any injuries sustained.
- (b) Deputies shall use appropriate PPE for removal and disposal of the remote restraint device projectiles.
- (c) The projectiles shall be placed into the portals they originally were deployed from and secured with tape or in a container that prevents the projectiles from causing injury. The cartridge may then be disposed of. If contaminated with bodily fluids the cartridge shall be disposed in a biohazard container.
- (d) In the event of a serious bodily injury or great bodily harm, all discharged components shall be secured as evidence.

308.9.7 MAINTENANCE

- (a) The BolaWrap shall be unloaded after each shift is completed.
- (b) **DO NOT** use compressed air to clean inside the port of the BolaWrap.

308.10 TRAINING FOR CONTROL DEVICES

The Training Sergeant or Administrator shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the staff members training file.
- (c) Staff who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If a staff member cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, that member will be restricted from carrying the control device and may be subject to discipline.

308.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

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814.1 PURPOSE AND SCOPE

Agency Content

Recognizing that violence remains a part of our society, and in conjunction with Green Lake County Code (Chapter 192/Dangerous Weapons), an effort will be made to detect and prevent dangerous and/or potentially dangerous weapons from entering the north wing of the Green Lake County Government Center and the Green Lake County Correctional Facility located at 571 County Rd. A, Green Lake.

The purpose of the body scanner is to detect security threats and contraband. Accordingly, it is acceptable to use the scanner in any application directed toward this purpose, including: examining subjects, examining non-human materials (i.e. mattresses, shoes, clothing, etc.), training, testing and demonstration to potential users. The Body Scanner will be utilized at intake for all inmates/detainees that enter the Green Lake County Correctional Facility and when individuals leave the facility and return (i.e. medical, transports, etc.) The Body Scanner can be utilized for all Green Lake County Correctional Facility inmates that are suspected of having contraband in the Green Lake County Correctional Facility. The Body Scanner may be utilized to search staff or contractors if there is reasonable suspicion to believe they are bringing contraband into the secured facility. Prior approval to scan staff or contractors must be given by the Green Lake County Sheriff or designee.

814.2 POLICY

Agency Content

It is the policy of the Green Lake County Sheriff's Office Court Services Unit (CSU) to safely and legally operate an AutoClear 6040 X-Ray Scanning Machine at the main public entrance to the north wing. Further, it is the policy of the Green Lake County Sheriff's Office to provide written guidelines in the use and application of the Tek84 Intercept Body Scanner which will be primarily kept in the jail. This policy outlines the operational and safety procedures, responsibilities and describes the requirements and implementation of the radiation protection program for the use of the Tek84 Intercept High-Security Contraband Detection System which will be primarily kept in the jail.

814.4 DEFINITIONS:

ALARA (As Low As Reasonably Achievable), means making every reasonable effort to maintain exposures to radiation as far below the dose limits in Wis. Admin. Code ch. DHS 157 consistent with the GLSO's license, taking into account the state of technology, the economics of

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improvements in relation to the state of technology, the economics of improvements in relation to benefits to the public health and safety and other societal and socioeconomic considerations, and in relation to the utilization of nuclear energy and licensed or registered sources of radiation in the public interest.

Bystander - Any person other than the individual being screened who is not directly associated with operation of the system.

Effective Dose - Sum of the tissue-weighted equivalent doses in all the tissues and organs of the body.

General-Use Mode (Scanning Mode) - A personnel screening system uses 0.25 μSv per scan. ANSI/HPS N43-17-2018 requires that body scanners do not expose any person to more than 250 μSv per year. This allows any one person to be scanned up to 1,000 times per year on the general-use mode (low setting).

Inspection Zone - A well-defined (demarcated by tape, paint, rope barrier, etc.) area around the personnel security screening system where no one but the individual being scanned is authorized during the operation of the device. The purpose of the zone is radiation exposure control. The Tek84 Intercept x-ray unit's outer housing perimeter serves as the inspection zone demarcation.

Limited-Use Mode (Scanning Mode) - The personnel screening system uses 0.50 μSv (medium setting) or 0.90 μSv (high setting) per scan. There is also a 2.0 μSv setting that may be utilized in special circumstances. ANSI/HPS N43-17-2018 requires that body scanners do not expose any person to more than 250 μSv per year. This allows any one person to be scanned up to 150 times per year with 0.50 μSv , 277 times per year with 0.90 μSv and 125 times per year with 2.0 μSv .

Operating Institution (also institution, user, end user) - A Government or private organization that controls the deployment of screening systems at one or more facilities.

Operator - Any employee associated with the operation of the system whose responsibilities include at least one of the following: initiating or stopping the scan, verifying the system is operating correctly, providing information and instructions to the screened individuals, and controlling access to the inspection zone. This does not include other employees, such as individuals who may be remotely viewing the image results but are not directly responsible for the other functions.

PAT DOWN (search) - The systematic physical action conducted by a sworn officer of searching an inmate. The action consists of a thorough feel, squeeze and or rub type action to determine if and find items on, in, or within/under clothing or concealed upon the inmate's person while maintaining a reasonably safe and secure position.

Personnel Security Screening System - A system designed for the detection of contraband and weapons concealed on or inside a person (in the body of this standard also referred to as "screening system" or "system").

Scan - The operation necessary to produce one image (either in general-use or limited-use mode) from one radiation source. In some cases several scans may be required for a single

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screening of the subject.

Strip Search - An examination of an inmate's naked body for weapons, contraband, and physical abnormalities. This also includes a thorough search of all of the individual's clothing while it is not being worn. (ACA)

Tek84 Intercept Full Body Scanner - Low dose X-ray scanning system that detects various types of dangerous or illegal substances such as liquid explosives, drugs, copper wires, plastics, etc. The system does not reveal skin surface or fine anatomical detail.

814.4 REGULATORY COMPLIANCE AND TRAINING

Agency Content

- A. Registration
 - 1. The **Tek84 Intercept Body Scanner and the AutoClear 6040** shall be registered and authorized as required by the State of Wisconsin regulatory code under DHS 157 Radiation Protection.
 - 2. The certified system serial number on the AutoClear 6040 is #10-09-10-P384 and is the only such Security X-Ray scanner deployed by the **Green Lake County Sheriff's Office. Court Services Unit.**
 - 3. **The certified system serial number on the Tek84 Model # SSD-017-1002 Intercept Body Scanner is # 21010025 and it is the only X-Ray body scanner deployed by the Green Lake County Sheriff's Office.**
- B. Radiation Safety Officer (RSO)
 - 1. The Corrections Administrator, immediate supervisor for the Court Services Unit, shall be the designated Radiation Safety Officer.
 - 2. The Chief Deputy Sheriff shall serve in this capacity if the Corrections Administrator is unavailable.
- C. Signage
 - 1. An X-Ray radiation notice shall be posted upon the AutoClear 6040 **and the Tek 84 Intercept Body Scanner** as required by code.
 - 2. A "Notice to Employees" form, as required by Wis. Admin. Code DHS §157.88, shall also be posted upon or near each unit.
- D. Training
 - 1. An initial, vendor provided, operational and safety training was done for all CSU staff, the Lieutenant of Corrections, Chief Deputy, and Sheriff on November 30, 2010 **for the AutoClear 6040. The Tek84 Intercept Body Scan initial operation and safety training was completed on April 6 and 7, 2021.**
 - 2. Additional **CSU Sheriff's Office** staff shall be trained by experienced operators within the field training process. A record shall be kept of such training upon the new employee's daily observation report (DOR) and remain on file.
 - 3. Additional training may be conducted and provided by request and approved by administrative staff.

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814.5 RADIATION SAFETY PLANS AND OPERATION

Agency Content

- A. The ~~below shall serve as the AutoClear 6040~~ Radiation Safety Plan and Conditions of Operation:
1. The State of Wisconsin Department of Health Services maintains a 24 hour Emergency Hotline for radiation emergencies #608-258-0099. The non-emergency number for radiation problems is #608-266-9443.
 2. The AutoClear 6040 is a cabinet unit located in a fixed position in the main entrance/front lobby of the Green Lake County Government Center. Dosimetry film badges, for radiation monitoring, are not required for cabinet units.
 3. Staff requesting Dosimetry film badges should see the RSO.
 4. Female staff members shall immediately notify the RSO of any pregnancy. When the RSO and/or employer is informed of an operator pregnancy, the employer must ensure that the dose to the embryo or fetus does not exceed 5 msv (500 mrem) during the entire pregnancy and no more than .5 mv (50 mrem) in any month. When an x-ray device operator declares, in writing, that she is pregnant, the employer will provide the operator with a personal Dosimeter to be worn, at work, at the waist level for the duration of the pregnancy. The dose to the monitoring device worn at the waist level is considered to be the fetal dose.
 5. Inspection and/or recertification of the AutoClear 6040 shall be in accordance with DHS code.
 6. General maintenance, including daily inspections and scheduled cleaning shall take place. Annual radiation surveys shall be conducted and the results kept on file with the Green Lake County Maintenance Department.
 7. Staff members should never permit a body, body part, or animal to enter the machine under any circumstances except as paragraph 8 below.
 8. To manually clear obstructions in the cabinet tunnel, switch off the x-ray scanning system using the key switch. Then, remove the key from the key switch and verify that the system is off and that no indicators are illuminated. Unplug the power cord and then proceed to remove the obstruction.
 9. Great care should be taken to avoid loose clothing, jewelry, hair, or other equipment from coming into contact with any moving parts of the AutoClear 6040. Staff shall immediately report any system warning, damage, or malfunction to the RSO. In the event of any such notice, the AutoClear unit shall be turned off and not operated further until the system is repaired. CSU staff should revert to manual (visual) and the non-radiation hand wand if the unit is shut down.
 10. Staff shall never attempt to repair or adjust the AutoClear unit. Such service is to be conducted by a certified technician only.
 11. Staff are to only use the AutoClear unit as trained and/or as specified within the manual.
 12. The AutoClear 6040 shall be started at the beginning of open hours and turned off at the end of open hours.

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13. The AutoClear x-ray unit shall not be operated by unauthorized and untrained personnel. Authorized operators are the Court Serves Unit staff, sworn Deputy staff, or others authorized by the Sheriff or their designee.
- B. Tek84 Intercept Body Scanner Radiation Safety Plan and Conditions of Operation. The individual responsible for the radiation protection program will:
1. Formulate, implement and exercise staff supervision over the radiation protection program.
 2. Formulate, implement and supervise an active, documented program to keep ionizing radiation doses to levels that are as low as reasonably achievable.
 3. Advise and assist the Green Lake County Sheriff's Office staff regarding radiation safety.
 4. Review current and proposed uses of the system for compliance with applicable regulatory requirements and guidance.
 5. Ensure radiation safety considerations are incorporated into the system operating procedures.
 6. Review and approve the location/relocation of the security screening system to ensure compliance with radiation safety criteria and manufacturer's recommendations/specifications. Other individuals may need to review and approve the location/relocation of the security screening system to ensure compliance with other safety/engineering requirements (e.g., floor loading, electrical and /or operational process).
 7. Ensure that radiation safety surveys are performed in areas around the security screening system at least annually.
 8. Ensure surveys are performed with appropriately calibrated equipment and documented accordingly.
 9. Ensure that dosimeters, if issued, are used, collected and processed properly.
 10. Maintain an inventory of radiation producing devices.
 11. Maintain radiation safety records in accordance with applicable federal regulations and agency policies.
 12. Ensure initial and annual (refresher) radiation safety training is provided to system operators and other personnel.
 13. Coordinate investigations of radiation safety related system defects, damage, malfunctions and violations of the radiation protection program or safety procedures.
 14. Immediately terminate any unsafe activity involving personnel security screening systems.
 15. Ensure that the radiation protection program is reviewed at least annually. This review will ensure that the program is adequate to ensure the safety of personnel and that the program is being followed. At least once every three years, an external qualified expert will perform this review.
- C. Operators and staff will:
1. Follow all applicable procedures, regulations and training.

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2. Immediately report any unsafe situation, damage to or malfunction of the personnel security screening system, violation of regulations or radiation protection procedures to their supervisor and the individual responsible for radiation safety or both.
3. Ensure only trained and authorized personnel operate the personnel security screening system.
4. Maintain system use and maintenance log(s) as described in section B.11 & 12 and update as appropriate.

814.6 INSTALLATION, MAINTENANCE, RELOCATION, AND DISPOSAL

A. Installation:

1. The Tek84 Intercept Body Scanner and AutoClear 6040 shall be installed in accordance with the manufacturer's installation instructions. Only a properly trained individual(s) will install these systems.
2. For radiation safety, these two systems must be installed in locations that are as far as reasonably possible from routinely occupied areas, subject to the operational requirements. Consideration must also be given to the direction of the x-ray beam relative to occupied areas, traffic flow, the number of scans per day, the effective dose per scan and locations of existing walls or structures that can provide shielding.
3. During installation, the area for the Inspection Zone for each system shall be determined, documented and clearly delineated.

B. Maintenance

1. Qualified personnel will perform all maintenance. Maintain system use and maintenance log(s) as described in section B.11 & 12 and update as appropriate.
2. Routine preventative maintenance. Preventative maintenance will be performed in accordance with the manufacturer's recommended maintenance schedule.
3. Non-Routine maintenance. Provisions must be made when purchasing a system for the possibility of repairs outside of the recommended preventative maintenance schedule.

C. Relocation/Transfer

1. The personnel security screening system will not be relocated without appropriate approval from the Green Lake County Sheriff or designee. Many factors, such as radiation safety, electrical safety, traffic flow, floor loading, etc. need to be considered when using these systems.
2. These systems will not be transferred to another organization without appropriate approval by the Green Lake County Sheriff.
3. Any relocation or transfer will require registration with the Wisconsin Department of Health Services (DHS) Radiation Protection Program.

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D. Disposal

1. The disposal of x-ray systems will be coordinated with Green Lake County Emergency Government to ensure proper disposal of all hazardous materials, such as cooling oil and lead shielding.
2. The Green Lake County Sheriff must notify the Wisconsin Department of Health Services Radiation Protection Program in writing when they no longer own the x-ray units and provide documentation from a registered service company that the radiation machine has been rendered inoperable, removed or sold.

814.7 TRAINING

- A. Each operator will be provided with training on the operation and use of the personnel security screening system. At a minimum, this training will include pre-operational checks, operation of the system, subject positioning, interpretation of images, procedures to be followed if the system is damaged or malfunctions and practical operational experience. Periodic updates will be provided as the personnel security screening system or relevant threats change.
- B. Each individual associated with the operation of the personnel security screening system will be provided radiation safety training prior to performing security screening operations. At a minimum, this training will include the following:
 1. The type of radiation
 2. Sources and magnitudes of typical exposures
 3. Radiation units
 4. Concept of time, distance and shielding
 5. Concept of ALARA
 6. Biological effects
 7. Radiation risk
 8. Basic risk communication concepts
- C. Other individuals who work near the personnel security screening system, but are not directly associated with its operation will be provided with basic radiation awareness training. This will be a simplified version of the radiation protection program training discussed above and include information pertinent to the system around which they will be working.

814.8 TEK84 INTERCEPT BODY SCANNER SAFE OPERATION

A. Surveys

1. A formal radiation survey by a qualified expert is required upon installation and at least once every twelve months.
2. A formal radiation survey is also required whenever the system is relocated or non-routine service involving the x-ray source, any x-ray collimating device or x-ray shielding is performed.

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3. These surveys will verify the effective dose per scan, radiation leakage, the adequacy of the inspection zone and other parameters specified by the manufacturer.
 4. Records of surveys will be maintained by the Green Lake County Correctional Facility.
- B. PRE-SCAN
1. Pre Operational Checks
 - a. Before operating the system, walk around the system to perform a visual inspection. Check on these items: (If any are discovered DO NOT USE THE SCANNER and notify a supervisor)
 - 1) The kiosk unit console screen and control panel are operational and have no visible damage.
 - 2) There are no obstacles around the unit.
 - 3) The cables on the unit are not damaged or broken.
 - 4) Check for error, failure or malfunction messages.
 2. Notification and Communication Plan
 - a. Each individual screened will be advised they are being screened. Information regarding the security screening process will be printed in the Jail Rule book. The information provided referencing the security scanning will include at a minimum, the following:
 - 1) The system emits radiation.
 - 2) The general-use mode dose per scan from the system is 0.25 μSv per scan and the limited-use mode delivers 0.50 μSv or 0.90 μSv per scan.
 - 3) No person, either subject or operator, will be exposed to more than 250 μSv per year this allows a subject to be scanned on general-use mode approximately 1000 times per year on the low setting, 150 times per year at 0.50 μSv and 277 times per year at 0.90 μSv on limited-use mode, the high setting. There is also a 2.0 μSv setting that may be utilized in special circumstances and at this setting the limit is 125 scans per year.
 - b. All inmates/detainees will be prescreened utilizing the prescreening form. This form will be signed and dated by the inmate/detainee.
 - c. If the inmate has additional questions, an inmate request slip can be completed by the inmate and sent to the Radiation Safety Officer.
 3. Security/Access
 - a. All access to the body scanner will be through the utilization of a username and password. This username and password will be issued by the Green Lake County Sheriff or designee.
 4. System damage or malfunction

~~a. In the event of damage to the system or a system malfunction, the~~

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system will be removed from service until appropriate maintenance or repair personnel have corrected the problem. In no case will damaged or malfunctioning equipment be used for security screening.

- b. Any damage or malfunction will be documented on an incident report and forwarded to the Radiation Safety Officer

C. SCANNING PROCEDURES

1. All inmates/detainee are subject to a prescreening questionnaire prior to the utilization of the body scanner. Inmates/Detainees are never to be scanned facing the x-ray source. Individuals 6'2" or taller will not fit in the image and the portion of their head out of the scan zone will not be scanned. If you need to scan these individuals' head, it will require a second scan.
2. Gender:
 - a. If possible, all body scans will be conducted by an officer of the same sex as the inmate/detainee being scanned.
 - c. If possible, all transgender inmates/detainees will be scanned by the sex that the inmate/detainee feels most comfortable with.
 - d. In the event that an Officer of the same sex as the individual being scanned is not available, a scan can be conducted by an Officer of the opposite sex.
3. Prohibited from being scanned
 - a. Inmates/Detainees utilizing a wheel chair will not be scanned with the body scanner and will be subject to alternate search procedures.
 - b. Anyone under the age of 17.
 - c. Detainees claiming to be pregnant during initial booking process.
 - 1) Inmates/Detainees who are pregnant or believe they are pregnant are not subject to scan. Females that do not claim pregnancy will be directed to the Tek84 Intercept scanner for a verification scan. If the female claims pregnancy after being scanned, medical staff will be informed and follow their protocols.

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- 2) Arresting officers who have reasonable belief or probable cause to believe a detained female may be secreting drugs inside her body, and that person claims to be pregnant, will obtain a medical clearance from a hospital prior to bringing her to the Green Lake County Jail.
 - 3) Inmates/Detainees claiming to be pregnant and who are arrested on drug related charges will be strip searched. Medical staff will confirm pregnancy through the administration of a urine pregnancy test. If the test is negative, medical staff will inform the Supervisor who will make arrangements for the female to be scanned through Tek84 Intercept. Once scanned and cleared, the female may be released to other applicable housing. If the pregnancy test is positive, the inmate/detainee will continue to be observed using medical protocols.
 - 4) Inmates/Detainees claiming to be pregnant who have not arrested for a drug related charge will be placed in a Holding Cell. Within 24 hours, medical staff will confirm pregnancy through the administration of a urine pregnancy test. If the pregnancy test is positive, no further action is required and the inmate may be released to appropriate housing. If the test is negative, medical staff will inform the Supervisor who will make arrangements for the inmate to be scanned through Tek84 Intercept. Once scanned and cleared, the inmate may be released to appropriate housing.
4. The inmate/detainee will remove all items from his/her pockets prior to the scan.
 5. The inmate/detainee will be searched (pat down) prior to being scanned and will then be instructed by the scan operator on the proper manner to enter the body scanner.
 6. Jackets and/or any other outer clothing will be removed while they are scanned.
 7. Take a picture of the inmate/detainee to start the file for the scan.
 8. The inmate/detainee will be instructed to stand on the platform with each foot on the footprints and arms to their side.
 9. The inmate/detainee will be instructed to stand still while the body scanner is processing. The scan takes approximately 4 seconds.
 10. The operator will not make any suggestive or inappropriate statements concerning medical conditions or physical attributes of the individual being scanned.
 11. Once the scan is completed keep the inmate/detainee by the scanner, in case contraband is discovered.

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12. The images generated by the body scanner may only be viewed by the operator unless the individual scanned is believed to be in possession of contraband.
13. In the event that an inmate/detainee may be concealing contraband, the Jail Sergeant or Jail Administrator will be contacted immediately.
 - a. If the individual scanned is a booking detainee, the arresting agency will secure the contraband or if the contraband is internal, the detainee will be refused and the arresting Deputy/Officer will depart with the arrestee to the hospital. A hospital release form will be required to accept this arrestee.
 - b. If the individual being scanned is a committed inmate, the Deputy/Officer will maintain the contraband/evidence in his/her possession until advised to do otherwise by the supervisor.
 - c. The Corrections Officer will complete an incident report and turn over the contraband / evidence to a Deputy/Officer if possession of the contraband is a crime.
14. Examining non-human materials for contraband is authorized, but the item must be elevated a minimum of 2" off the platform. A photo of the item is not required, but you must record the Subject ID Number so the image can be entered into the property file for future reference.

D. REFUSALS TO BE SCANNED

1. Inmates/Detainees who refuse to be scanned will be placed in a Holding Cell for safety reasons with the water turned off, due to the reasonable belief that dangerous or illegal contraband may be concealed in or on the person.
2. If the inmate will be booked in, they will have no contact with other inmates that have been scanned, eliminating the risk of contraband being passed to another inmate. An incident report will be completed.
3. Inmates/Detainees placed in a Holding Cell will be afforded the opportunity to have fluids at least hourly in accordance with Lexipol Custody Manual 530.3. All individuals can reconsider being scanned at any time and be processed.

E. POSITIVE SCANS

1. Positive Scans On Staff or Contractors:
 - a. The Green Lake County Sheriff or designee and the Green Lake County Jail Administrator will be notified immediately. The Sheriff or designee will decide the next course of action.
2. Positive Scan On Inmates:
 - a. If the scanning operator observes that the inmate/detainee/arrestee

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- is concealing contraband, they will contact the Jail Sergeant or Jail Administrator to review the results. If the Jail Sergeant or Jail Administrator agrees that the inmate/detainee/arrestee is concealing contraband the inmate/detainee/arrestee will be instructed to remove the item, if safe to do so. If the contraband is internal on a detainee, the detainee will be refused and the arresting Deputy/Officer will depart with the detainee to the hospital. A hospital medical release form will be required to accept this detainee.
- b. If the inmate/detainee/arrestee is concealing contraband in a body cavity other than the mouth, the Jail Sergeant or Jail Administrator will be notified and respond to the scanner area. The inmate/detainee/arrestee will be removed to a secure private area. The inmate/detainee/arrestee will be instructed to remove the item if he or she can safely do so. This will be done in private with staff of the same sex. If the inmate/detainee/arrestee refuses to surrender the contraband the Jail Sergeant or Jail Administrator will follow the Body Cavity Search section of this policy.
 - c. If the contraband is external on a detainee, the arresting Deputy/Officer will be advised to take control of the contraband from the detainee.
 - d. If the contraband is external on a committed inmate, the scanning Officer will notify a supervisor and the inmate will be searched. All contraband found will be secured and an incident report will be completed. The contraband should be photographed and if possession of the contraband constitutes a crime (example: drugs or weapon) a Green Lake County Deputy will be notified.
 - e. If the scanning operator observes that the inmate/detainee/arrestee is believed to be concealing a possible weapon, they will immediately secure the inmate/detainee/arrestee, call for back up and a Jail Sergeant or Jail Administrator will review. If the reviewing authority agrees that a possible weapon has been concealed, a plan will be developed to attempt to safely remove the weapon.
3. Negative scans on inmates require no additional action and the inmate shall be processed appropriately as a new arrest or housed inmate.

F. IMAGES

1. All images are stored on the scanner computer.
2. In the event contraband is found, a copy of the image will be transferred to the Tek84 authorized thumb drive and transferred to the O: drive sheriff/corrections/jail/BODY SCANNER/Contraband images file and a printed image will be made and attached to the incident report. The incident report will state the scan number assigned, description and location of the contraband on the body and the scanner operator's name.
3. If the image is needed by the hospital for internal contraband the image will be copied to the Tek84 authorized thumb drive and transferred to the O: drive sheriff/corrections/jail/BODY SCANNER/Contraband images file. From the O:

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drive location a copy can be exported to a media storage device (such as a thumb drive) and provided to the hospital.

4. Images required by Law Enforcement Agencies for charging purposes will be provided on a physical media such as a disk, card or drive.

G. RECORD KEEPING

1. Use and Maintenance Logs

- a. The Green Lake County Jail Administrator will keep the records of upgrades, modifications, maintenance and repair. These records will be maintained for the life of the system and in accordance with Green Lake County record retention policy.

2. Survey Records

- a. The Green Lake County Jail Administrator will keep the records of radiation surveys for the life of the system. Survey records including the following:

- 1) System make, model, serial number and location
- 2) The name of the surveyor
- 3) The survey date
- 4) The instrumentation make, model, serial number and calibration date.
- 5) The results of visual inspection of system safety features
- 6) Background measurements
- 7) The survey measurements
- 8) The survey diagram
- 9) The system parameters at which measurements were made

3. Training Records

- a. Records of training will be recorded with the Wisconsin State ACADIS system. The records will be maintained by the Green Lake County Correctional Facility Sergeants and include the date of training, an outline of the training and the names of those in attendance. Training updates and refresher training will be scheduled on an annual basis.

4. Scanned individuals

- a. For individuals who could receive radiation doses approaching 250 μSv per year, such as employees or frequent detainees records will be maintained to demonstrate that the administrative control of 250 μSv per year is not exceeded. These records will include the following:

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- 1) The maximum estimated effective dose per scan or the actual effective dose per scan, if known.
- 2) The number of times and dates when the individual was scanned.
- 3) The cumulative effective dose to the individual over the past 12 months.