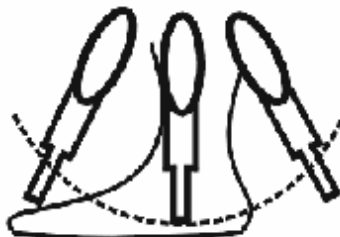
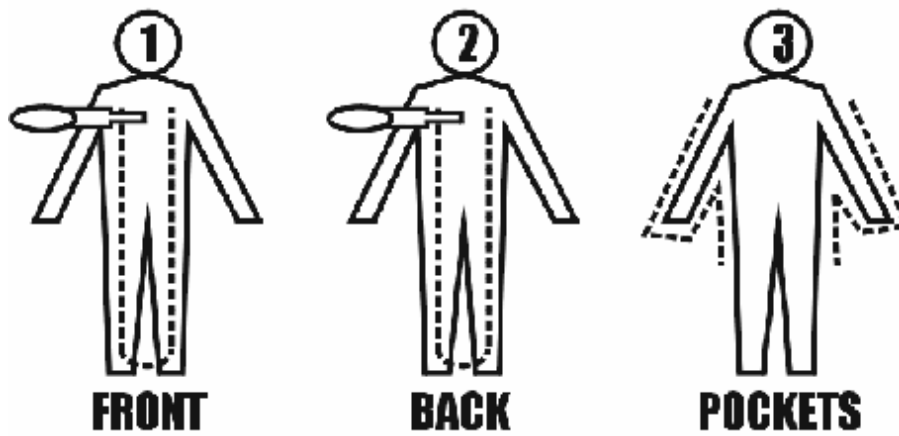


**ADMINISTRATIVE PROCEDURE 8.37**  
**ELECTRONIC SCANNING**  
**(GUIDELINES FOR USING HAND-HELD DETECTORS)**

**(1) SCREENING PROCEDURES DURING THE REGULAR SCHOOL DAY**

- (a) Screening should be done by two (2) trained staff members.
- (b) Procedure is to be explained to individual in question.
- (c) Individual should be given the opportunity to reveal weapon.
- (d) Individual is to be asked to remove all objects from pockets.
- (e) Individual is to be scanned using proper scanning techniques:
  1. Front — Down from left shoulder to left ankle, across to right ankle, up to right shoulder
  2. Back — Down from left shoulder to left ankle, across to right ankle, up to right shoulder
  3. Pockets — Double-check pocket areas per following diagram
  4. Ankle Area — Foot on crate/box; scan per following diagram

**SCANNER TECHNIQUE**



**To scan feet and ankles, sweep the Super Scanner perpendicularly and approximately one to two inches high to avoid reinforcing bars in concrete floors.**

- (f) Hand-held scanner should not touch body of the individual.

**(2) IF ALARM IS TRIGGERED, BUT NO WEAPON IS FOUND**

- (a) Ask individual again to remove all metal objects (belts, keys, jewelry, etc.)
- (b) Effort must be made to determine what is triggering scanner.

(c) If reasonable suspicion still exists, police involvement may be necessary.

**(3) IF ALARM IS TRIGGERED, AND WEAPON IS FOUND**

- (a) Weapon should be cautiously confiscated and isolated, and the police are to be called.
- (b) Student should be dealt with according to Milwaukee Public Schools weapons policy.

**(4) IF STUDENT REFUSES TO BE SCREENED AND LEAVES THE CAMPUS AREA**

- (a) Notify district police station and apprise them of situation.
- (b) Notify parents or guardian to apprise them of situation.

**History:** Adopted 9-30-92; Revised 11-23-92

**Cross Ref.:** Admin. Policy 8.37 Electronic Scanning

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