

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number ENF-019
	Subject Personal Radiation Detectors (PRD)	
	Special Instructions Replaces ENF-019 dated March 30, 2012	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for the daily operational procedures for Personal Radiation Detectors (PRD) assigned to Department personnel.

II. POLICY

Department issued Personal Radiation Detectors shall be used by Department employees to detect, prevent, and report illicit possession or transportation of radioactive or nuclear materials or devices prescribed in this directive.

III. DEFINITIONS

A. Personal Radiation Detector – (PRD) a pager style device which will sound an alarm when radiation is detected.

B. PRD Job Aid – A flip chart which will further detail PRD operation required responses when an alarm occurs, and basic radioactive-nuclear incident emergency procedures.

C. Vehicle Alarm – A PRD response associated with a vehicle and/or the contents of a vehicle

D. Pedestrian Alarm – A PRD response associated with a pedestrian and/or possessions of a pedestrian

IV. PROCEDURE

A. Personnel assigned a PRD shall:

1. Attend all required PRD related training;
2. Wear the PRD on their duty belt;
3. Report any possible problems with their PRD to their supervisor; and
4. Have access to a PRD Job Aid.

B. Supervisors of PDR equipped personnel shall:

1. Attend all required PRD related training;
2. Ensure their personnel wear the PRD on their duty belt and comply with this directive; and
3. Communicate with the PRD Program Coordinator any issues regarding the PRDs.

C. Personnel shall refer to the appropriate division procedures manual for specifics (CPS or CVE Personal Radiation Detector Procedures Manuals) regarding the operation of the PDR including when the PRD alarm is activated.

D. Notification Procedures for a Valid Alarm;

1. The employee shall notify or cause notification of Operations and be able to provide the following:

- a. Location of Alarm;
- b. Specific Meter Readings; and
- c. The type of alarm (vehicle or pedestrian).

2. Capitol Police Section (CPS) Officers shall also notify CPS dispatch and the on-duty supervisor.

E. Training

- 1. Initial training shall include use of specific PRD and basic radioactive/nuclear awareness; and
- 2. Follow up PRD and/or radioactive-nuclear training as required.

F. Calibration

All PRD's shall be calibrated as per division policy manuals at the direction of the PRD program coordinator(s).

G. Reporting Employee Exposures

Employee exposures to hazardous substances, to include radiation above safe levels, in the performance of their duties will be reported as indicated in this section and in other directives requiring reports to appropriately document each occurrence. The immediate supervisor of an exposed employee will submit any required report if the employee is rendered incapable of compliance.

1. All employees who are injured or become ill following an exposure to hazardous substances in the performance of their duties or who believe they were subject to possible prolonged exposure shall complete and submit the following reports:

- a. Personal Radiation Detector (PRD) exposure report form (applicable CVE or CPS form); and
- b. Complete a (SHIELD) Injury and Illness (I&I) Report (found on the employee's calendar page in SHIELD). Note: If no medical treatment is sought no additional reports are required.

2. If the employee seeks medical treatment, then in addition to the reports listed in G-1-a & b, the following reports must also be completed:

a. Troopers: LOD Packet (PD-49, 700, 701, Medical bills, First Report of Injury, Anthem form);

b. Civilian personnel (including MCI and CPS): First Report of Injury Illness Form (Indiana Worker's Compensation State Form 34401 R9/3-01).

H. This procedure is to be used in conjunction with all relevant Department regulation, rules, policies, and procedures.