

## La Plata Police Department – General Order

	Title: <b>Infectious Diseases and AIDS (HIV)</b>		Order #: <b>636</b>	
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Approved by: <b>Chief Carl Schinner</b>				CALEA 5 <sup>th</sup> Edition
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**01 POLICY:** It is the responsibility of this Department to take all reasonable measures to allow its employees to perform their duties in a safe and effective manner. The safe performance of daily operations is threatened by the AIDS and Hepatitis viruses that can be contracted through exposure to infected blood and several types of bodily secretions. Therefore, it is the policy of the Department to continuously provide employees with information and education on prevention of these diseases, provide up-to-date safety equipment and procedures that will minimize their risks of exposure and to institute post-exposure reporting, evaluation and treatment for all employees exposed to these diseases.

**02 DEFINITIONS**

- A.** Bodily Fluids: Blood, semen, and vaginal fluids or secretions that might contain these fluids such as saliva, vomit, urine or feces.
- B.** Exposure Control Plan: A written plan developed by this Department and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.
- C.** Personal Protective Equipment: Specialized clothing or equipment worn by employees for protection against the hazards of infection. This does not include standard issue uniforms and work clothes without special protective qualities.
- D.** Universal Precautions: Procedures promulgated by the Centers for Disease Control (CDC) that emphasizes

precautions based on the assumption that all blood and bodily fluids are potentially infectious of the AIDS (HIV) and Hepatitis (HV) viruses.

**03 PROCEDURES**

- A.** General Disease Prevention Guidelines:
  1. This Department’s “Exposure Control Plan” shall provide the overall strategy for limiting exposure to HIV and HV viruses and responding to potential exposure incidents.
  2. This Department subscribes to the principle and practices for prevention of HIV and HV exposure as described in “Universal Precautions.”
- B.** Workplace Controls and Personal Protective Equipment:
  1. In order to minimize potential exposure, officers should assume that all persons are potential carriers of HIV and HV viruses.
  2. When appropriate personal protective equipment is available, no officer shall refuse to arrest or otherwise physically handle any person who may carry the HIV or HV viruses.
  3. Employees shall use protective gear under all appropriate circumstances unless the employee can demonstrate that in a specific instance, its use would have prevented the effective delivery of health care or public service or would have imposed an increased

hazard to his/her safety or the safety of another co-worker or citizen.

**NOTE:** All such instances shall be reported by the employee on a Town of La Plata Report of Employee Injury/Illness Form and shall be investigated and appropriately documented to determine if changes could be instituted to prevent similar occurrences in the future. The Report of Injury/Illness form will be forwarded by the employee to his/her immediate supervisor to the Office of the Chief of Police.

4. Disposable gloves shall be worn when handling any persons, clothing or equipment with bodily fluid on them.
5. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin-length face shields, shall be worn whenever splashes, spray, spatters or droplets of potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
6. Gowns, aprons, lab coats, clinic jackets or other outer garments shall be worn as determined by the degree of exposure anticipated.
7. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.
8. All “sharps” instruments such as knives, scalpels and needles shall be handled with extraordinary care and should be considered contaminated items.
  - a. Leather gloves or their protective equivalent shall be worn when searching persons or placed or dealing in environments, such as accident

scenes, when sharp objects and bodily fluids may reasonably be encountered.

- b. Searches of automobiles or other places should be conducted using a flashlight, mirror or other device where appropriate. Subsequent to a search, suspects should be required to empty their own pockets or purse, keeping officer safety foremost, when feasible.
    - c. Needles shall not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.
    - d. Needles shall be placed in Departmentally provided puncture resistant, leak proof containers that are marked as biohazards when being collected for evidence, disposal or transportation purposes.
  9. Employees shall not smoke, eat, drink or apply makeup around bodily fluid spills.
  10. Any evidence or property contaminated with bodily fluids shall be completely dried, bagged and marked to identify potential or known communicable disease contamination.
- C. Custody and Transportation of Prisoners:**
1. Employees shall not put their fingers in or near any person’s mouth, when possible.
  2. Individuals with bodily fluids on their person shall be transported in separate vehicles from other persons. The individual may be required to wear a suitable protective covering (e.g. surgical mask, etc.) if he/she is bleeding,

spitting, or otherwise emitting bodily fluids.

3. Officers have an obligation to notify relevant support personnel during a transfer of custody when the suspect has bodily fluids present on his/her person, or have stated that he/she have a communicable disease.
4. Juvenile suspects taken into custody with bodily fluids on their person shall be placed directly into juvenile holding cell #2 until ready for processing. The holding cell shall be posted with an "Isolation Area-Do Not Enter" sign.
5. Officers shall document on the Arrest Report and/or Incident Report when a suspect taken into custody has bodily fluids on his/her person, or has stated that he/she has a communicable disease.

**D. Housekeeping:**

1. Supervisors and their employees are responsible for the maintenance of a clean and sanitary workplace and shall conduct periodic inspections to ensure that these conditions are maintained.
2. All equipment and environmental work surfaces must be cleaned and decontaminated after contact with blood and other potentially infectious materials as provided in this policy.
3. Bins, pails and similar receptacles used to hold actual or potentially contaminated items shall be labeled as biohazards, decontaminated as soon as feasible following contamination as well as inspected and decontaminated on a regularly scheduled basis by the assigned janitorial services employee.
4. Broken and potentially contaminated glassware, needles or other sharp instruments shall not be retrieved by bare hands but by

other mechanical means, (e.g. broom and dustpan, gloves, etc.), and shall into be stored in a manner that requires that they be retrieved manually.

5. Employees shall remove clothing that has been contaminated with bodily fluids as soon as practical and with as little handling as possible. Any contacted skin area shall be cleansed in the prescribed fashion.
6. Contaminated laundry and personal protective equipment shall be bagged or containerized in Departmentally approved leak proof containers. Such containers shall be placed in the temporary evidence or property storage lockers. No attempt shall be made to rinse or clean such contaminated laundry or protective equipment.
7. Only employees specifically designated by the Chief of Police or the Operations Commander shall discard actual or potentially contaminated waste materials. All such disposal shall conform with established federal, state and local regulations.

**E. Disinfection**

1. Any unprotected skin surfaces that come into contact with bodily fluids shall be thoroughly washed as soon as possible with hot running water and soap for at least fifteen (15) seconds before rinsing and drying. The unprotected skin surfaces shall be thoroughly cleansed with an antiseptic hand rinse meeting O.S.H.A standards.
  - a. Alcohol or antiseptic towelettes may be used where soap and water are unavailable.
  - b. Disposable gloves should be rinsed before removal and hands and forearms should then be washed.

- c. Skin surfaces shall be washed and mucus membranes flushed as soon as feasible following the removal of any personal protective equipment.
  - d. Hand lotion should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.
  - e. All open cuts and abrasions shall be covered with waterproof bandages before reporting for duty.
2. Disinfection procedures shall be initiated whenever bodily fluids are spilled or an individual with bodily fluids on his/her person is transported in a Department vehicle.
- a. A supervisor shall be notified and the vehicle taken to the Headquarters as soon as possible.
  - b. Affected vehicles shall be immediately designated with the posting of an "Infectious Disease Contamination" (biohazard) sign upon arrival at the evidence bay and while awaiting disinfection.
  - c. Personnel shall remove any excess bodily fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding fluids.
  - d. The affected areas should be disinfected using an antiseptic solution provided by this Department. The affected area shall then be further disinfected using hot water and a germicidal cleaner, provided by this Department and allowed to air dry.
  - e. All police vehicle, routinely used for prisoner transport, interiors shall be routinely cleaned with a germicidal cleaner as part of their regular vehicle maintenance program.
- NOTE: Squad Supervisors are responsible for ensuring that his/her squads spare vehicle is routinely cleaned with a germicidal cleaner.
3. Non-disposable equipment and areas upon which bodily fluids have been spilled shall be disinfected as follows:
- a. Any excess bodily fluids should first be wiped up with approved disposable absorbent materials.
  - b. An antiseptic, provided by this Department, shall be applied directly to the affected area and thoroughly cleaned using an approved disposable absorbent material. The affected area should then be allowed to air dry.

**F. Supplies**

- 1. Supervisors are responsible for continuously maintaining an adequate supply of disease control supplies in a convenient location for all affected personnel in their squad/unit. This includes, but is not limited to, ensuring that:
  - a. Personnel protective equipment in appropriate sizes, quantities and locations are available;
  - b. Hypoallergenic gloves and other materials are available for those who are allergic to materials normally provided, and cleaning, laundering and disposal, as well as repair or replacement of these and other items as provided; and,

- c. First aid supplies and disinfecting materials are readily available at all times.
  2. All Department vehicles shall be continuously stocked with the following communicable disease control supplies:
    - a. Personal protective equipment in appropriate size and quantity for affected personnel to include face and eye protection devices, disposable gloves and booties, leather gloves (or their equivalent), puncture resistant and leak proof container for needles and other sharp objects, barrier resuscitation equipment and leak proof plastic bags;
    - b. Liquid germicidal cleaners meeting O.S.H.A. standards;
    - c. Disposable towelettes (70% isopropyl alcohol);
    - d. Waterproof bandages;
    - e. Absorbent cleaning materials; and,
    - f. Biohazard labels.
  3. Officers using supplies stored in their vehicles are responsible for ensuring that they are replaced as soon as possible.
  4. Officers are required to keep disposable gloves in their possession while on either motor or foot patrol.
- G. Vaccination, Exposure, Evaluation and Treatment**
  1. All employees of this Department who have been determined to be at risk for occupational exposure to the Hepatitis B virus shall be provided the opportunity to take the HBV vaccination series at no cost within ten (10) working days of assignment to an occupationally exposure duty. Every employee shall, prior to receiving the vaccination series, complete the informed consent form provided by the selected health care provider. Employees declining to receive the vaccination series shall complete the declination form provided by the health care provider.
  2. Any person who has unprotected physical contact with blood or other bodily fluids of another person while in the line-of-duty shall be considered to have been potentially exposed to HV and/or HIV.
  3. In cases of exposure, a supervisor shall be contacted and will ensure that the Departmental "Report of Injury" form is completed to ensure proper documentation of the circumstances under which the exposure occurred. Report of Injury Forms will be forwarded to the Office of the Chief of Police.
  4. Immediately after exposure, the officer shall proceed to the designated health care facility for tests of evidence of infection and treatment of any injuries.
    - a. This Department shall ensure continued testing of the employee for evidence of infection and provide psychological counseling as determined necessary by the health care official.
    - b. The employee shall receive a copy of the health care provider's written opinion within fifteen (15) days of the evaluation and information on any conditions resulting from the exposure that require further evaluation or treatment.
    - c. Unless disclosure to an appropriate Departmental official is authorized by the employee or by state law, the employee's medical evaluation, test results and any

follow up procedures shall remain confidential.

5. Any person responsible for potentially exposing an employee of this Department to a communicable disease shall be encouraged to undergo testing to determine if the person has a communicable disease in accordance with state law.
  - a. The person shall be provided with a copy of the test results and a copy shall be provided to the exposed Departmental employee. The employee shall be informed of applicable state law and regulations concerning the disclosure of the identity and infectious status of the source individual.
  - b. Criminal charges may be sought against any person who intentionally exposes an employee of this Department to a communicable disease.
6. Employees who test positive for HIV or HV may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or other employees of this Department.
  - a. This Department shall make all decisions concerning the employee's work status solely on the medical opinions and advice of the Department's health care officials.
  - b. The Department may require an employee to be examined by the Department's health care officials to determine if he/she is able to perform his/her duties without hazard to himself/herself or others.
7. All employees of this Department shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.

#### **04 RECORD KEEPING**

- A. The Town of La Plata and the Office of the Chief of Police shall maintain record for each employee with occupational exposure risks that include information on vaccination status; the results of all examinations, test and follow up procedures; the health care professional's written opinion; and any other germane information provided by the health care professional.
- B. These health care records shall be retained in a secured area with limited access for the duration of the employees employment plus thirty (30) years and may not be disclosed or reported without the expressed written consent of the employee.

#### **05 TRAINING**

- A. The Operations Commander shall ensure that all employees of this Department with occupational exposure risks are provided with a complete course of instruction on prevention of blood borne diseases prior to their initial assignment.
- B. All affected employees shall receive annual refresher training and additional training whenever their job tasks or procedures are modified in a manner that may alter their risk of exposure.
- C. All trainees shall have access to applicable federal and state regulations pertaining to the regulation of blood borne pathogens.
- D. The Operations Commander shall ensure that complete records are maintained of employee training to include information on the dates and content of training sessions, name of qualifications of persons conducting the training and the names and job titles of all persons attending the training sessions. These records shall be maintained for a period of three (3) years from the date of training, at a minimum.