

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: September 7, 2020

HISTORY: April 29, 1997

SUBJECT: Prevention of Blood Borne Diseases

POLICY NUMBER: 97-011

I. PURPOSE

It is the purpose of this policy to give officers guidelines for preventing the contraction of the AIDS virus, hepatitis B and other blood borne pathogens.

II. POLICY

It is the responsibility of this law enforcement agency to take all reasonable measures to allow its members to perform their duties in a safe and effective manner. The safe performance of daily operations is threatened by the AIDS and hepatitis B viruses that can be contracted through exposure to infected blood and several types of bodily secretions. Therefore, it is the policy of this agency to continuously give employees information and education on prevention of these diseases, provide up-to-date safety equipment and procedures that will reduce their risks of exposure and to make post-exposure reporting, evaluation and treatment for all members exposed to these diseases.

III. DEFINITIONS

- A. Bodily Fluids: blood, semen and vaginal fluids or other secretions that might contain these fluids such as saliva, vomit, urine or feces.
- B. Exposure Control Plan: a written plan developed by this agency and available to all employees that provides details and the steps to be taken to eliminate or reduce exposure and evaluate the circumstances surrounding exposure incidents.
- C. Personal Protective Equipment: specialized clothing or equipment worn by members 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 emphasize precautions based on the assumption that all blood and bodily fluids are potentially infectious of the AIDS (HIV) and hepatitis B (HBV) viruses.

IV. PROCEDURES

- A. General Disease Prevention Guidelines.
 - 1. This agency's exposure control plan will provide the overall strategy for limiting exposure to HIV and HBV viruses and responding to potential exposure incidents. The plan is available for review by all members through request of their immediate supervisor.
 - 2. This agency subscribes to the principles and practices for prevention of HIV and HBV exposure as detailed in the "universal precautions" prescribed by the CDC and the federal regulations of the Department of Commerce. Where otherwise not detailed in this policy, these practices and procedures shall guide officers.
- B. Workplace Controls and Personal Protective Equipment

1. To reduce potential exposure, officers should assume that all persons are potential carriers of HIV or HBV.
 2. When appropriate protective equipment is available, no member shall refuse to arrest or otherwise physically handle any person who may carry the HIV or HBV virus.
 3. Members shall use protective gear under all appropriate circumstances unless the member can prove that in a specific instance, its use would have prevented the effective delivery of health care of public safety services or would have imposed an increased hazard to their safety or the safety of another co-worker.
 - a. All such instances shall be reported by the member and shall be investigated and appropriately documented to decide if we could make changes to prevent similar occurrences in the future.
 4. Disposable gloves shall be worn when handling any person, clothing or equipment with bodily fluids 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, spatter 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 garments shall be worn as determined by how much exposure is anticipated.
 7. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an officer performs CPR or mouth-to-mouth resuscitation.
 8. All sharp 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 should be worn when searching persons or places or dealing in environments, such as accident scenes, where they may reasonably encounter sharp objects and bodily fluids.
 - b. Officers should conduct searches of automobiles or other places using a flashlight, mirror or other devices where appropriate. Following a cautious frisk of outer garments, officers should require that suspects empty their pockets or purses and to remove all sharp objects from their person.
 - 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 marked as biohazardous when being collected for evidence, disposal or transportation purposes.
 9. Officers shall not smoke, eat, drink or apply makeup around bodily fluid spills.
 10. Any evidence contaminated with bodily fluids shall be completely dried, double bagged and marked to identify potential or known communicable disease contamination.
- C. Custody and Transportation of Prisoners.**
1. Officers shall not put their fingers in or near any person's mouth.

2. Individuals with bodily fluids on their person shall be transported in a separate vehicle from other persons. Officers may require that the individual wear suitable protective clothing if they are bleeding 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 their person, or has stated that they have a communicable disease.
4. Suspects taken into custody with bodily fluids on their persons shall be directly placed in the designated holding area for processing. An Officer shall post the holding area with an "Isolation Area--Do Not Enter" sign.
5. Officers shall document on the appropriate arrest or incident form when a suspect taken into custody has bodily fluids on their person, or has stated they have 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 they have maintained these conditions.
2. The Operations Captain shall determine and set up written schedules as appropriate for cleaning and decontamination based on the locations within the facility or work environment, the type of surface or equipment to be cleaned, the type of soil present and the tasks and procedures to be performed in the area.
3. All equipment and environmental and work surfaces must be cleaned and decontaminated after contact with blood and other potentially infectious materials as provided in this policy.
4. Bins, pails and similar receptacles used to hold actual or potentially contaminated items shall be labeled as biohazardous, decontaminated when feasible following contamination plus inspected and decontaminated on a regularly scheduled basis.
5. Broken and potentially contaminated glassware, needles or other sharp instruments shall not be retrieved by hand but by other mechanical means and shall not be stored in a way that requires that they be retrieved manually.
6. Officers shall remove clothing contaminated with bodily fluids when practical and with as little handling as possible. Officers shall cleanse any contacted skin area in the prescribed fashion.
7. Officers shall bag contaminated laundry and personal protective equipment or containerized at the location where it is used in departmentally approved leak proof containers but shall not be sorted, rinsed or cleaned at that location.
8. Departmental personnel working within this agency's evidence processing shall follow policy and procedures contained within this policy but shall refer to and follow special safety procedures established for the laboratory workplace.
9. Only employees specifically designated by the assistant fire chief shall discard actual or potentially contaminated waste materials. All such disposal shall conform with established federal, state and local regulations.

E. Disinfecting

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 15 seconds before rinsing and drying.
 - a. Alcohol or antiseptic towelettes may be used where soap and water are unavailable.
 - b. Officers should rinse disposable gloves before removal and hands and forearms should then be washed.
 - c. Officers shall wash skin surfaces and flush mucous membranes as soon as feasible following the removal of any personal protective equipment.
 - d. Officers should apply hand lotion after disinfection to prevent chapping to seal cracks and cuts on the skin.
 - e. All members of the department shall cover all open cuts and abrasions with waterproof bandages before reporting to duty.

2. Disinfection procedures shall be initiated whenever bodily fluids are spilled or an individual with bodily fluids on their person is transported in a department vehicle.
 - a. Officers shall notify a supervisor and take the vehicle to the Western Lakes Fire Department Monday through Friday during normal business hours.
 - b. Affected vehicles shall be immediately designated with the posting of an "Infectious Disease Contamination" sign upon arrival at the Western Lakes Fire Department and while awaiting disinfection. Affected vehicles will be taken out of service while awaiting disinfection.
 - c. Service 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 hot water and detergent or alcohol and allowed to air dry.
 - e. All police vehicles taken to the Western Lakes Fire Department for scheduled washing and routine maintenance shall, as part of that routine, be cleaned on the inside with an approved disinfectant.

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. A freshly prepared solution of one-part bleach to 10 parts water or a fungicidal/mycobactericidal disinfectant shall be used to clean the area or equipment.

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 unit. This includes, but is not limited to, ensuring that:
 - a. Personal 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, and repair or replacement of these and other items is provided; and
 - c. First aid supplies and disinfecting materials are readily available at all times.

2. All departmental vehicles shall be continuously stocked with a complete personal protection kit as regulated by city policy.

3. Officers using supplies stored in their vehicles are responsible for ensuring that they replace them 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. The department shall provide all members of this agency who have been determined to be at risk for occupational exposure to the hepatitis B virus with the opportunity to take the HBV vaccination series at no cost within 10 working days of assignment to an occupationally exposed duty. The department shall provide the vaccination if wanted only after the member has received required departmental training, has not previously received the vaccination series and only if not contraindicated for medical reasons.
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 HBV and/or HIV.
3. In cases of exposure, a supervisor shall be contacted who shall refer the employee to Occupational Health at Oconomowoc Memorial Hospital.
4. Immediately after exposure, the officer shall go to the designated health care facility for tests of evidence of infection and treatment of any injuries.
 - a. This agency shall ensure continued testing of the member for evidence of infection and provide psychological counseling as determined necessary by the health care official.
 - b. The members shall receive a copy of the health care provider's written opinion of the evaluation and information on any conditions resulting from the exposure that require further evaluation or treatment.
 - c. Unless the officer has authorized disclosure to an appropriate departmental official or by state law, the officer's medical evaluation, test results and any follow-up procedures shall remain confidential.
5. Any person responsible for potentially exposing a member of this agency to a communicable disease shall be encouraged to undergo testing to find out if the person has a communicable disease.
 - a. The person shall be provided with a copy of the test results and a copy shall be provided to the exposed agency member. The member shall be informed of applicable state laws and regulations concerning the disclosure of the identity and infectious status of the source individual.
 - b. The department may seek criminal charges against any person who intentionally exposes a member of this agency to a communicable disease.
6. Officers who test positive for HIV or HBV may continue working if they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or other members of this agency.
 - a. This agency shall decide the employee's work status solely on the medical opinions and advice of the agency's health care officials.
 - b. The agency may require an employee to be examined by the department's health care officials to find out if they can perform their duties without a hazard to themselves or others.

7. All members of this agency shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.

H. Record Keeping

1. Occupational Health at Oconomowoc Memorial Hospital shall maintain an accurate record for each employee with occupational exposure that includes information on vaccination status; the results of all examinations, tests and follow-up procedures; the health care professional's written opinion; and any other germane information provided by the health care professional.
2. These health care records shall be retained in a secured area with limited access for the duration of the member's employment plus 30 years and may not be disclosed or reported without the express written consent of the member.

I. Training

1. This agency's training coordinator shall ensure that all members of this agency with occupational exposure are provided with a complete course of instruction on prevention of blood borne diseases prior to their initial assignment.
2. All affected employees shall receive annual refresher training and additional training whenever job tasks or procedures are modified in a way that may alter their risk of exposure.
3. All employees shall have access to applicable federal and state regulations pertaining to the regulation of blood borne pathogens.
4. The training coordinator shall ensure that they maintain complete records on member training to include information on the dates and content of training sessions, names and 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 three years from the date of training.

V. Exceptions to this policy may be authorized only by the Chief of Police

This policy is effective immediately
and will supersede any directives or understandings in conflict