

November 30, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

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SAFETY AND SECURITY

(CONTAGIOUS DISEASES)

208.00 PURPOSE

- A. The purpose of this General Order is to provide education and establish guidelines and procedures to be followed when a department member comes into contact with AIDS, Hepatitis "B," or any communicable (contagious) disease.
- B. It is the policy of this department to provide employees with necessary education, training and protective barrier equipment to accomplish high-risk tasks with a maximum of safety.

Exposure to contagious diseases is a risk in any work place. In law enforcement, however, the risk of contacting a serious or life threatening disease is greatly increased. It is vitally important that all members of the department be knowledgeable of the risks and the precautions that must be taken to minimize exposure. This order has been prepared using information and recommendations established by the Center for Disease Control.

- C. Employees are always responsible for treating people fairly and humanely. When handling or assisting persons with medical afflictions, employees bear the additional responsibility of being especially sensitive towards the person's medical condition and to treat the person with the same dignity reserved for all people with whom we have contact.

208.01 "AT RISK" EMPLOYEES-CONTAGIOUS DISEASES

All commissioned officers or those employees who can reasonably anticipate as a result of job performance to come into contact with blood and other potentially infectious materials are designated as "at risk" employees for contagious diseases.

208.02 DEFINITIONS

A. BLOOD – means human blood, human blood components, and products made from human blood.

B. BLOOD BORNE PATHOGENS – Disease causing microorganisms or viruses found in human blood including, but not limited to, HIV and HBV.

C. CONTAMINATED – means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

D. DECONTAMINATION – the use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

E. HIV – human immunodeficiency virus.

F. HBV – hepatitis B virus.

G. POTENTIALLY INFECTIOUS MATERIAL – means urine, feces, blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva containing blood, any body fluid that is visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or organ (other than intact skin) from a human being (living or dead).

H. PARENTERAL – means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

I. PERSONAL PROTECTIVE EQUIPMENT – Includes, but is not limited to, latex or equivalent gloves, clear plastic safety glasses, face masks, and boot/shoe coverings.

J. UNIVERSAL PRECAUTIONS – is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

208.03 PROCEDURES

A. General Precautions:

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All human blood and other potentially infectious materials shall be treated as if known to be infectious for HIV, HBV, or other disease.

2. Employees have a responsibility to take all precautions necessary to maintain their own health and safety. Employees shall be familiar with the Personal Protective Equipment that is available and shall utilize such equipment as needed.

3. Eating, drinking, smoking, handling contact lenses, or applying cosmetics or lip balm is prohibited at scenes where the potential for exposure to blood borne pathogens or other infectious materials exists.

B. Standards Personal Protection Equipment

Personal Protective Equipment (PPE provides a barrier designed to protect the employee from contact with blood or other potentially infectious materials. Latex gloves shall be worn any time there is the possibility of contact with potentially infectious material. Additionally, the employee has available a respirator (fire department), coveralls, safety glasses, mask, and boot/shoe covers for more severe incidents to be used at their discretion. These precautions conform to Level C of OSHA standards.

C. Personal Protection Equipment Supplies:

1. The Commander of Field Operations shall ensure that adequate supplies are available for communicable disease control.

2. The Commander of Field Operations or his designee will be responsible for the inventory of supplies for communicable disease control, and will also initiate re-ordering procedures before supplies become depleted. Shift Commanders are responsible for ensuring dissemination of these supplies to all personnel.

3. Officers using supplies stored in Department "First Aid Kits" are responsible for reporting their use to their supervisor and replacing them. Supervisors will be notified via Department e-mail, entitled "First Aid Kit Usage", on the same day of use. Vehicle supplies will include:

- a. Disposable gloves,
- b. Disposable masks,
- c. Safety glasses,
- d. Boot/shoe covers,
- e. Instant hand sanitizer,
- f. Sealable "Bio Hazard" Bags,

g. CPR Mask

4. Supplies available to officers handling arrestees in the police station will include:

- a. Disposable gloves,
- b. Disposable masks,
- c. Safety glasses,
- d. Boot/shoe covers,
- e. Sealable "Bio Hazard" bags,
- f. Liquid germicidal cleaner,
- g. Instant hand sanitizer,
- h. CPR Mask.

208.04 HEALTH PROTECTION-CUSTODY PROCEDURES

- A. Since medical history and/or examination cannot reliably identify all persons infected with HIV or blood borne pathogens, blood and body fluid precautions should be consistently used. This approach is recommended by the Centers for Disease Control and Prevention and is known as Universal Precautions.
- B. Disposable gloves shall be worn whenever handling any persons, clothing, or equipment with bodily fluids on them.
- C. Extreme caution is to be used during the search of homes, vehicles and persons of suspected drug users. This will help prevent accidental skin punctures. Extreme caution must also be used when reaching into areas that are not visible such as pockets, waist bands, shoes, etc.
- D. After the completion of a task or search where disposable gloves were used, and there is a possible exposure to potentially infectious material, they are to be removed with caution, placed in a "Bio Hazard" bag and securely sealed. The officer shall then place the sealed bag into a designated "Contaminated Item" receptacle located at either Ferguson Fire House.
- E. Whenever it is necessary to transport s subject who has blood or bodily fluids present on his person or clothing or a subject that spits, the supervisor shall be notified. If

necessary, an ambulance should be summoned to transport the subject to a health care facility.

- F. Subjects with blood or bodily fluids present on their persons should be transported separately from other subjects.
- G. Officers have an obligation to inform other support personnel (fire fighters, paramedics, etc.) whenever change of transfer or custody occurs and the subject has blood or bodily fluids present on his person, or if the subject has made a voluntary statement that he has a communicable disease.
- H. Subjects taken into custody with blood or bodily fluids on their person shall be taken directly to and place in a designated holding cell for processing. An “Isolated Area-Do Not Enter” sign shall be posted.
- I. Officers responding to a call where a complainant is alleging that he/she has been intentionally infected with a communicable disease shall request a supervisor to respond to the scene.

208.05 HEALTH PROTECTION-VEHICLE AND EQUIPMENT MAINTENANCE

- A. Disinfection procedures shall be initiated as soon as practical when a police vehicle requires maintenance after blood or other bodily fluid discharges.
- B. A supervisor will be notified to oversee the decontamination of the vehicle.
- C. Police personnel will implement disinfection procedures where appropriate.
- D. Recommended disinfection procedures are as follows:
 - 1. Affected vehicles shall be designated by the posting of an “Infectious Disease Contamination” sign while awaiting disinfection.
 - 2. Protective disposable gloves, safety glasses, and a mask will be worn during all phases of disinfection. Personnel are to make certain the gloves are not torn before they attempt to begin any phase of the disinfection process.
 - 3. Officers shall remove any excess body fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding excess fluid.
 - 4. A broad-spectrum activity virucidal-germicidal solution, such as one-part household bleach to ten parts water shall be prepared according to the prescribed standard. The affected area shall be cleansed with the virucidal-germicidal solution and allowed to air dry for ten (10) minutes.

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5. All disposable contaminated cleaning items shall be placed in "Bio Hazard" bags and placed in the designated "Contaminated Item" receptacle located at the Fire Department.

6. If the clear plastic safety glasses provided in Department first aid kits are possibly exposed to potentially infectious material, they will be disinfected as described Section 208.05, D, 4.

7. Under normal circumstance disinfections procedures will be initiated by the City of Ferguson Municipal Garage. Notification will be made by inter-department e-mail as to the circumstances, location and security of the vehicle.

208.06 HEALTH PROTECTION-HANDLING OF PROPERTY AND EVIDENCE

- A. Evidence containing suspected blood or other bodily fluids is to handled with gloves.
- B. Always wash thoroughly with soap and water after handling any item suspected of being contaminated with blood or other bodily fluids. Wash even if you have worn gloves.
- C. Persons working in areas for extended periods of time where blood or other bodily fluids have been shed (for example, crime scene personnel working for protracted periods of time at homicide scenes) are to wear anti-contamination clothing such as suits, masks, boot covers, and gloves.
- D. Evidence personnel will adhere to a precise regimen when handling, processing, and storing potentially infectious disease-contaminated evidence/property.
- E. Any clothing or evidence known to be contaminated with suspected Biohazard, HIV, Hepatitis B, or other Communicable diseases will be placed in a specified area and clearly labeled. The label will indicate "Known HIV," "Possible Hepatitis B," etc.
- F. All bloody clothing evidence will be treated as if it is contaminated.
- G. All bloody clothing or evidence, and sacks containing the clothing or evidence, will be handled with protective disposable gloves.
- H. Any clothing known or suspected to be contaminated with any communicable disease, bloody or not, will be handled by evidence personnel only after those persons are wearing protective disposables gloves.
- I. Employees shall wash their hands thoroughly with germicidal soap after handling any possible contaminated clothing or evidence.
- J. All property for disposal will be disposed of in accordance with established procedures for this type waste.

208.07 LINE-OF-DUTY EXPOSEURE

- A. In case of a High-Risk exposure, the officer shall notify their supervisor immediately and respond to the City's designated Worker's Compensation medical provider. The effectiveness of treatment is reduced after two hours, and becomes almost ineffective after 24 hours.
- B. An attempt should be made to obtain consent from the subject to be tested for communicable disease at the City's expense. If the subject refuses consent, such refusal shall be documented in the original report.
- C. If facts exist which would indicate that the source subject is HIV positive, such as statements made by that subject or a family member, and consent for HIV testing is refused, a search warrant should be executed upon the individual to obtain a blood sample for HIV testing.
- D. Examples of high-risk exposure are:
 - 1. The handling of bloody or wet items, where scratches, cuts or open sores are noticed on the area of contact.
 - 2. Direct contact with bodily fluids from a subject on an area where there is an open sore or cut.
 - 3. Direct mouth-to-mouth resuscitation (CPR).
 - 4. The receiving of a cut or puncture wound as a result of searching or arresting a subject.
- E. In case of a Low Risk exposure, or if the degree of exposure is unknown, the officer shall notify their supervisor as soon as practical. The officer may respond to the City's designated Worker's Compensation medical provider for evaluation if s/he so desires.
- F. In all cases of high risk and low risk exposure the officer's supervisor shall complete an "On Duty Injury" Report. These will be forwarded through the chain of command to the Chief of Police.
- G. Cleaning of Police Uniforms
 - 1. The normal dry cleaning process will effectively decontaminate clothing, as the heat and solvents used will destroy pathogens. In cases of gross contamination, it is preferable that as much of the material as possible be removed prior to the dry cleaning. The contaminated clothing should be bagged and the dry cleaner informed of the material on the clothing.

2. Synthetic leather belts and accessories may be decontaminated with an appropriate disinfectant, or with a solution of 50 parts water and 1 part bleach. Genuine leather belts, gloves, and accessories cannot be effectively decontaminated and should be disposed of as contaminated waste in the Contaminated Item receptacle located at the Fire Department.
 3. Officers will direct a memorandum through the chain of command to the Commander of the Division of Field Operations for replacement of Department issued items. Personal property will be replaced at the officer's expense. The memo should include the circumstances by which the property became contaminated.
- H. Laundering or Dry Cleaning
1. Wear gloves when handling contaminated items.
 2. Use a solution of 3% hydrogen peroxide to remove blood stains from clothing. Soaking the contaminated clothing in such a solution for a few minutes readily removes stains.
 3. Launder washable clothing in a washing machine using hot temperature settings and regular detergent. As a precaution contaminated clothing should not be laundered with other clothing.

208.08 RECORD KEEPING/CONFIDENTIALITY OF INFORMATION:

- A. Employees must balance the need of fellow members to have knowledge of individuals known to be infected with communicable diseases and the right to privacy of the infected person. Accordingly, the following procedures will be followed:
1. Under no circumstances shall specific information concerning communicable diseases be broadcast on the police radio. If the dispatcher has information that the subject is infected (i.e. arrest records), h/she will alert the responding officer(s) of a possible dangerous disease type call.
 2. If the officer discovers such a situation subsequent to arrival at a scene, he shall likewise indicate to the dispatcher that he is involved with a dangerous disease type call.
 3. Arrest records shall indicate the presence of a dangerous disease.
 4. All employees are cautioned that any information concerning communicable disease is confidential. Public disclosure shall only be made in the following circumstances:

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- a. Public employees of other agencies, departments, or political subdivisions who need to know to perform their public duties.
- b. Peace officers, as defined in section 590.010 RSMo, the Attorney General or any assistant attorneys general acting on his/her behalf, as defined in chapter 27 RSMo, and prosecuting attorneys as defined in chapter 56 RSMo, and pursuant to a court order as provided in section 191.657 RSMo.
- c. Health care personnel working directly with the infected individual who have a reasonable need to know for the purpose of providing direct patient health care.
- d. The victim of any sexual offense defined in chapter 566 RSMo, which includes sexual intercourse as an element of the crime.
- e. Other persons pursuant to written authorization of the subject of the test results or information.

208.09 INFECTIOUS DISEASE TRAINING

The Commander of Division of Field Operations shall be responsible for disseminating updated information concerning infectious diseases and coordinating additional in-service training dealing with this subject material.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written in a cursive style.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 18.1, 18.2, 18.3