

WEST PALM BEACH POLICE DEPARTMENT

II-19 INFECTIOUS DISEASES

EFFECTIVE: 09/20/2005

CALEA Standards: N/A

CFA Standards: 37.01, 37.02

I. POLICY: The West Palm Beach Police Department has established guidelines for Department members who are subject to exposure to minimize the risk of contracting and/or spreading any form of communicable disease. Because of the nature of our work, certain members are more likely to have contact with persons who carry and/or suffer from many common diseases. The concept of universal precautions and body substance isolation requires that all members have a level of awareness and education in the risks associated with infectious diseases, as this will be the initial step in controlling significant exposure to infectious disease. All members subject to exposure need to take precautions when warranted.

II. DEFINITIONS:

A. Acquired Immune Deficiency Syndrome (AIDS) - An acquired defect in the immune system function which reduces the affected person's resistance to certain types of infections and cancers. It is believed to be transmitted through intimate sexual contact or exposure to infected blood, blood products and/or bodily fluids.

B. Carrier - Any person who, without current symptoms of contagious disease, harbors and disseminates a specific microorganism.

C. Blood borne pathogens- Pathogenic microorganisms that are present in human blood and can infect and cause disease in persons who are exposed to blood containing these pathogens. These pathogens include but are not limited to Hepatitis B, AIDS and HIV.

D. Exposure Incident- A specific eye, mouth, other mucous membrane, non-intact skin, or contact with blood or other potentially infectious materials that results from the performance of an employee's duties. Examples:

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 open sore or cut,
3. Mouth-to-mouth resuscitation,
4. Receiving a cut, bite or puncture wound as a result of searching or arresting a subject, and
5. Other incidents of high risk or significant exposure, i.e., stuck by a contaminated needle, broken skin as a result of a human bite.

E. Biohazard Labels and Signs- Any evidence containing body fluids should be labeled with a biohazard label or sealed with biohazard tape. This international symbol (Appendix D) warns law enforcement and crime scene personnel of a potential health hazard from pathogens such as Hepatitis B and HIV.

III. EXPOSURE WHILE ON-DUTY:

A. When exposed to blood or other potentially infectious materials and the skin is broken or punctured (significant exposure) the following procedure should be followed:

1. Encourage the wound to bleed while applying pressure.
2. Wash the area thoroughly with soap (Beta dine, Dial or other anti-bacterial soap) and warm water. Allow water to free flow over the wound for a minimum 15 to 30 seconds.
3. Contact the Police Department's designated Exposure Control Officer for advice and direction regarding the post exposure prophylaxis (Appendix A).

4. Members will be medically evaluated for evidence of infection after all significant duty related incidents of exposure. **The treatment should begin within two (2) hours.** During business hours, the office of Environmental Health and Safety will refer officers to the physician who is under current contract with the City. After hours, the exposed victim will notify his or her supervisor and respond to the nearest hospital emergency room.

5. An Offense Incident Report will be completed documenting the exposure.

6. The member will notify his or her immediate supervisor who will document the exposure in a Supervisor and Employee Report of on the Job Accident form. This form will be forwarded with a copy of the Offense Incident Report to the Environmental Health and Safety Office.

B. When exposed to blood or other potentially infectious materials and there is no break in the skin, the member should:

1. Wash the area thoroughly with soap (Beta dine, Dial or other anti-bacterial soap) and warm water. Allow water to free flow over the wound for a minimum of 15 to 30 seconds.

2. Contact the Police Department's designated Exposure Control Officer for advice and direction regarding the post exposure prophylaxis.

3. Document the exposure in an Offense Incident Report detailing the extent of the exposure.

4. The member will notify his or her immediate supervisor who will document the exposure in a City of West Palm Beach Exposure Notification Form (Appendix C). This form will be forwarded along with a copy of the Offense Incident Report to the Division Commander and the Environmental Health and Safety Office.

5. The Staff Services Division maintains accurate medical and training records for each member with occupational exposure in accordance with General Schedule for State Government Agencies (GS1-S).

IV. PROCEDURES:

A. Avoid contact with open, weeping sores, wounds, bodily fluids or blood of suspected, infected persons. Use extreme caution while conducting a search, making an arrest or rendering assistance to any person who is suspected of having an infectious disease.

B. Rubber or latex gloves should be worn to avoid skin contact with blood or any material that has been exposed to bodily fluids. After the completion of the search, the gloves when pulled off the hands should automatically turn inside out. Leave them in this position and discard them in a red biohazard bag.

C. Full finger black leather or Kevlar gloves may be worn for safety and protection. Black leather or Kevlar gloves may not be worn during routine assignments. They are to be worn during specific police functions such as: search warrants, searches of contaminated persons or property to avoid punctures by sharp objects. Needles and blades should be considered potentially infectious.

D. The most important measure in preventing the spread of infectious disease is to thoroughly wash your hands with soap (Beta dine, Dial or other anti-bacterial soap) and warm water. Hands should be washed even if gloves are worn.

E. Contaminated **evidence** submitted to the evidence section is to be placed in a sealed evidence bag clearly marked with biohazard labels and the case number written on the bag.

1. When the evidence is wet with bodily fluids, allow it to dry prior to sealing the bag. Seek assistance from Crime Scene personnel when the material is saturated and it will not dry prior to being submitted.

F. Large amounts of bio-hazardous material will be taken to the Property and Evidence Section for disposal. Small amounts of contaminated material such as latex gloves and gauze may be placed into a red biohazard bag and taken to the nearest fire station or hospital for disposal. Sharps will not be placed into a biohazard bag.

Sharps shall only be placed in approved sharps containers.

G. Each officer will check their vehicle's Infectious Disease Safety Kit prior to going into service (Appendix B).

H. When a mask is necessary, use a clear face shield. A mask is necessary to protect eyes, nose, or mouth membranes whenever dealing with potentially bio-hazardous material that could come into contact with these membranes due to direct contact or becoming airborne due to coughing, splashing or other such means.

I. Disposable airway equipment or resuscitation equipment should always be used during mouth to mouth resuscitation.

J. Custody Procedures:

1. Caution should be exercised especially when dealing with persons suspected to be in high risk groups including homosexuals, intravenous drug users and prostitutes. In a situation where violence is anticipated, protective disposable gloves should be worn. Extreme caution must be used when reaching into areas that are not visible, i.e., pockets, purses and other containers.

2. A supervisor will be notified in advance whenever it is necessary to transport, for medical treatment, a subject who has blood or body fluids present on their person or clothing. An Emergency Medical Services (EMS) unit will transport the subject to a hospital when necessary.

3. Subjects with blood or other body fluids present should be transported separately from other subjects when possible. Officers will inform Dispatch Operations when a subject should be transported alone.

4. Officers have an obligation to inform fire fighters, paramedics, corrections officers, crime scene investigators and other support personnel when transferring custody of an arrestee who has blood or other body fluids present on his or her person or if the arrestee has made a voluntary statement that he or she has a contagious disease. When a subject makes such a voluntary statement, the officers should indicate this on the arrest forms.

5. Subjects taken into custody with blood or other body fluids on their person will be taken directly to the Prisoner Processing / Temporary Holding Facility for processing.

- a. If the holding room becomes contaminated, affix the ADO NOT USE, IN NEED OF CLEANING@ sign on the door and notify the Building Facility Supervisor.

K. Members will notify their Supervisor of any damaged uniforms or hazardous, defective, or damaged equipment. The damaged uniform or hazardous, defective or damaged equipment will be documented in an Offense Incident Report.

L. Laundering contaminated uniforms, leather goods and personal clothing is the responsibility of the member (Appendix F).

K. Vehicle Maintenance:

1. A police vehicle exposed to blood or other body fluid discharges will be disinfected.

2. A supervisor will be notified and the vehicle taken into the car wash area where the laborer/car wash person will also be notified.

3. The laborer/car wash person will disinfect the vehicle. After hours, the officer is responsible for cleaning the vehicle.

- a. Protective gloves (i.e., Playtex gloves, not exam gloves) and eye protection will be worn during all phases of the disinfection procedure.

- b. Any excess blood or body fluids should first be wiped up with a disposable absorbent pad.

- c. A freshly mixed 10% chlorine bleach and water solution will be used.
- d. The affected area should be sprayed and allowed to air dry for 10 minutes.

5. All disposable contaminated cleaning items will be placed in a red plastic bag marked **BIOHAZARD**, sealed and taken to the nearest hospital or fire station for disposal.

6. Police vehicles taken to the car wash area for routine cleaning will have the interior disinfected with the 10% chlorine bleach and water solution.

L. Supplies:

1. The Shift Commander is responsible for the inventory and dissemination of supplies for infectious disease control.
2. Officers using supplies stored in police vehicles are responsible for replacing them.
3. Supplies are listed in Appendix B.

M. The City of West Palm Beach has adopted a comprehensive Exposure Control Plan which includes all City employees. In addition, copies of the plan will be kept in the following locations:

1. Patrol Lieutenant's office.
2. Dispatch Operations.
3. Training office/Staff Services.
4. C.I.D.

V. TRAINING:

A. All Department members who are subject to exposure will receive training upon initial hire and annual training thereafter in:

1. The Infectious Diseases policy,
2. Exposure control procedures and OSHA regulations, including;
 - a. Familiarization with the basic epidemiology, symptoms, and the modes of transmissions of infectious diseases.
 - b. An explanation of the signs, labels, and color coding identifying biohazardous waste.
3. Blood borne diseases.
4. Use and limitations of methods that will prevent or reduce exposure, including personal protective equipment.
5. Information about the agencies Hepatitis vaccination program.
6. Procedures to follow at any incident involving blood or other potentially infectious materials.
7. Procedures to follow if an exposure occurs, including reporting requirements and medical follow-up.
8. An opportunity to have questions answered.

VI. CITY OF WEST PALM BEACH VOLUNTARY HEPATITIS B VACCINATION PROGRAM:

A. The following have been identified as having occupational exposure during normal performance of their duties

and are authorized to receive Hepatitis vaccinations and must receive initial training and annual training in bloodborne pathogens;

1. All Sworn members,
2. Evidence personnel,
3. Community Service Aids,
4. Crime Scene personnel,
5. Fingerprinting Technicians, and
6. Volunteers assigned to positions with direct contact with the public or who may come in contact with blood or other bodily fluids.

B. All new members subject to exposure will be offered the vaccine at the time of their pre-employment physical and within 10 working days of initial assignment.

1. Vaccination information regarding the Hepatitis B vaccination program will be made available immediately following the initial training. (Appendix E.)
 - a. Members not wishing to participate in the Hepatitis B vaccination program must indicate "No" on the declination to participate.
 - b. Those members who initially decline vaccinations will be provided the vaccination, if the decision is made to accept at a later date.

2. Vaccinations will be provided to the member at no cost to the member and at a reasonable place and time.

C. If after the third shot, testing indicates inadequate antibody response, additional doses will be provided.

D. Vaccinations will be provided by a licensed medical facility contracted through the City of West Palm Beach.

VII. POLICY REVIEW:

A. The Department's Policy and Procedure officer will communicate with the City's designated Safety Officer to complete an annual review of the exposure control plan utilized by police department personnel.

B. Consideration for updating procedures designed to eliminate or minimize occupational exposure for all members and update of the Exposure Control Officer information in Appendix A will be the focus of this review.

VIII. REFERENCE:

- City Exposure Control Plan.
- City Blood Borne Pathogen Policy & Procedure per OSHA standard 1910.1030.
- SOP # II-20 Uniform and Plain Clothes Attire.
- SOP # III-2 Arrestee Transportation.
- SOP # III-3 Prisoner Processing/Temporary Holding Facility.

Delsa R. Bush, Chief of Police

Original issue: 06/01/90
Revised: 09/20/2005
I.D. # 1070

History: SOP # changed to II-19 on 01/01/2005
Old SOP # 37.01, 4.050.038
Revision Dates: 12/15/98, 12/15/1999, 01/01/2005, 09/20/2005,
Job Title Task Files: Shift Commander, Crime Scene, Dispatch Operations, Supervisor, Division Commander, Supervisor

APPENDIX A

Members who have a significant exposure while on duty during regular business hours will contact Coach Comp. and then respond to nearest E.R. or Coach Comp. at 400 N. Congress Ave. to begin treatment if necessary.

As of September 2005, the current Exposure Control Officer is Brenda J Atkins, MT, CIC. The E.C.O. will assist persons who are involved in an exposure incident make an informed decision regarding treatment. The E.C.O. should only be contacted Monday thru Friday between the hours of 7pm and 7am, on weekends and all holidays. She can be contacted at the following numbers:

Office: 561-793-0398

Cell:1-561-441-4310

APPENDIX B

The Emergency Response Safety Kit in the police vehicle contains:

1. Latex gloves.
2. Red plastic bags marked **BIOHAZARD**.
3. Antibacterial soap.
4. Plastic containers for the disposal of syringes and other sharps.
5. Germicidal disposal wipes.
6. Face shield.
7. An airway resuscitation mask with a one way valve.

**Appendix C
CITY OF WEST PALM BEACH
EXPOSURE NOTIFICATION FORM**

EMPLOYEE NAME: _____ **FUND/DEPT/DIV:** _____

SSN: _____ **DOB:** _____ **INCIDENT#:** _____ **DATE:** _____

EXPOSED TO: _____

**IN THE CASE OF DISEASE EXPOSURE, INDICATE
THE SUSPECTED OR CONFIRMED DISEASE:** _____

NAME OF PATIENT: _____ **SEX:** _____ **AGE:** _____

PATIENT ADDRESS: _____

FOR THE FOLLING SECTIONS BE SPECIFIC:

WHAT PART OF YOUR BODY BECAME EXPOSED? _____

HOW DID THE EXPOSURE OCCUR? _____

WHAT PRECAUTIONS WERE BEING USED TO PREVENT EXPOSURE? _____

DID YOU SEEK MEDICAL ATTENTION: **NO:** _____ **YES:** _____ **DATE:** _____

DIAGNOSIS & TREATMENT OF EXPOSURE: _____

FOR MEDICAL ATTENTION, CONTACT MEDICAL SERVICES, EXT 8027, FOR DIRECTION

Appendix D

- A. Biohazard labels and tape are commonly printed in fluorescent orange or red and contain the universal biohazard symbol in black.

Universal Biohazard Symbol



(Appendix E)

City of West Palm Beach Police Department



Accreditation / Staff Inspections Unit
Support Services Bureau
600 Banyan Blvd
West Palm Beach, FL 33401
561/822-1947

To:

Thru: Captain Ortman

From:

Subj: Hepatitis Vaccinations

In accordance with our written directive, SOP II-19 Infectious Diseases, you are authorized to receive free immunization vaccinations for Hepatitis A and B through our medical provider, Coach Comp., this is a free service provided by the City of West Palm Beach.

located at 400 North Congress Ave, West Palm Beach, Florida. 561-640-7505.

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Yes, I wish to receive the Hepatitis series vaccination.

No, I do not wish to receive these vaccinations at this time, however I understand that I can receive them at my next scheduled Annual Physical Exam.

Signature and ID #

Date:

Appendix F**Uniform and Equipment Laundering**

1. To assure the effectiveness of any sterilization or disinfection process, equipment must be first thoroughly cleaned of all visible soil.
2. When cleaning clothing, a liquid detergent along with oxygenated bleach should be used.
 - a. Do not use chlorinated bleach on clothing, uniforms, or other apparel or equipment.
 - b. The application of a disinfectant, intended for environmental use and air drying is sufficient for disinfection of leather gear and equipment.
3. A washer and a dryer are maintained in the basement of the Police Department and can be used to wash soiled or contaminated uniforms or clothing.