

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

903

Subject

Prevention of Bloodborne Diseases

Date of Issue

February 4, 2020

Effective Date

February 4, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

All Previous Orders

Standard Number

2.5.3 / 2.5.7

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I. PURPOSE

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

II. POLICY

It is the responsibility of the Lower Providence Township Police Department 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 the Lower Providence Township Police 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 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 the police 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 members for protection against the hazards of infection. This does not include standard issue uniforms and work clothes without protective qualities.
- D. Universal Precautions: Procedures formulated 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 (HBV) viruses.

IV. REGULATION

- A. General Disease Prevention Guidelines
 - 1. This agency's exposure control plan shall provide overall strategy for limiting exposure to HIV and HBV and responding to potential exposure incidents.
 - 2. The Lower Providence Township Police Department subscribes to the principles and practices for prevention of HIV and HBV exposure as detailed in the "Universal Precautions" prescribed by the CDC and Federal Regulations of the Occupational Safety and Health Administration. Where otherwise not detailed in this policy, officers shall be guided by these practices and procedures.
- 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 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.
 - 3. Members shall use protective gear under all appropriate circumstances unless the member can demonstrate that in a specific instance, its use would have prevented the effective delivery of health care or public safety services.
 - 4. Disposable gloves shall be worn when handling any persons, clothing, or equipment with bodily fluids on them.
 - 5. Mask 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 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 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 they should be considered contaminated items.
 - a. Leather gloves or their protective equivalent shall be worn when searching persons or places or dealing in environments such as accident scenes, etc.
 - b. Searches of automobiles or other places should be conducted using a flashlight, mirror or other devices where appropriate. Subsequent to a cautious frisk of other garments, suspects should be required to 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 that are marked bio-hazardous when being collected for evidence, disposal or transportation purposes.
 - 9. Officers shall not smoke, eat, drink or apply makeup around bodily 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 persons shall be transported in separate vehicles from other persons. If necessary, the individual may be required to wear a protective covering if he is bleeding.
 - 3. Officers must notify relevant support personnel during transfer of custody when the suspect has bodily fluids present on his person or has stated that he has communicable disease.

4. Suspects taken into custody with bodily fluids on their person shall be placed in the designated holding area for processing. The holding areas shall be posted with an "ISOLATION AREA- DO NOT ENTER" sign.
 5. Officers shall document on the appropriate arrest or incident report when a person states he has a communicable disease.
- D. Housekeeping
1. The Lieutenant is 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 and work surfaces must be cleaned and decontaminated after contact with blood and other potentially infectious materials as provided in this policy.
 3. Any protective coverings used in evidence custody or enforcement operations for covering surfaces or equipment shall be removed or replaced as soon as possible following actual or possible contamination.
 4. Bins, pails, and similar receptacles used to hold actual contaminated items shall be labeled as bio-hazardous and decontaminated as soon as possible after use.
 5. Officers shall remove clothing that has been contaminated with bodily fluids as soon as practical. Any contacted skin area shall be cleansed in the prescribed fashion.
 6. Contaminated laundry and personal protective equipment shall be bagged or placed in the appropriate container as soon as possible.
 7. Only officers or support staff specifically designated by the Chief or Lieutenant shall discard actual or potentially contaminated waste materials.
All such disposal shall conform to established federal, state and local regulations.
- E. Disinfection
1. Any unprotected skin surfaces exposed to bodily fluids shall be thoroughly washed as soon as possible with hot running water and soap for at least 15 seconds before rinsing or drying.
 - 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 mucous 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 to duty.
 2. Disinfection procedures shall be initiated whenever bodily fluids are spilled or an individual with bodily fluids on his person is transported in a departmental vehicle.
 - a. A supervisor shall be notified, and the vehicle taken out of service until it can be decontaminated.
 - b. Affected vehicles shall be immediately designated with the posting of an "Infectious Disease Contamination" sign upon arrival at the police station or township garage.
 - c. The affected areas should be disinfected using hot water and detergent or alcohol and allowed to air dry.
 - d. All police vehicles taken to the township garage or local car wash for routine maintenance shall, as part of that routine, be cleaned in the interior with an approved disinfectant.
 3. Non-disposal 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. A police supervisor assigned by the Chief or Lieutenant shall be 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 and quantities are available.
 - b. Hypo-allergenic gloves and other materials are available for those who are allergic to materials normally provided.
 - c. First aid supplies and disinfecting materials are accessible.

2. All departmental vehicles shall be continuously stocked with the following communicable disease control supplies:
 - a. Personal protective equipment in appropriate sizes and quantities for affected personnel to include face and eye protective devices, coveralls, disposable gloves, puncture-resistant and leak proof containers for needles and other sharp objects, leak proof bags, and barrier resuscitation equipment.
 - b. Liquid germicidal cleaner.
 - c. Disposable towelettes (70% isopropyl alcohol.)
 - d. Waterproof bandages.
 - e. Absorbent cleaning materials.
 - f. "Isolation Area - Do Not Enter" Signs.
 3. Officers using supplies stored in vehicle 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 members of the police department who have been determined to be at risk for occupational exposure to the hepatitis B virus shall be provided with the opportunity to take the HBV vaccination series at no cost. The vaccination shall be provided if desired only after the member has received required department training, has not previously received the vaccination series and only if not contraindicated for medical reasons. Members shall be provided with the opportunity to receive a booster vaccination after ten years of the initial vaccination at no cost. All employees must sign a vaccination consent form or declination form for any and all vaccinations and boosters that are offered. Said forms shall be maintained in the appropriate file for the employee by Human Resources personnel of the Township.
 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 complete appropriate duty injury and medical forms and shall take steps to document incident.
 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 police department shall ensure continued testing of the member for evidence of infection and provide psychological counseling as determined 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 disclosure to an appropriate department official is authorized by the officer 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 determine if the person has a communicable disease. The Montgomery County District Attorney's Office has prepared sample petitions to compel HIV blood testing, John/Jane Doe orders, confidential orders containing true names of applicant and subject, confidential orders containing true name of subject, and certificates of receipt. Supervisors shall make copies of petitions and orders available upon request. PA Statute, Chapter 45 Confidentiality of HIV related information action, sections 7601 through 7612 address communicable disease testing procedures and guidelines.
 - a. Criminal charges may be sought 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 as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or other members of the 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 is able to perform his duties without hazard to himself or others.

7. All members of this department shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.
- H. Record Keeping
1. The police department's administrative officers 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 secure area for the duration of the member's employment plus 25 years and may not be disclosed or reported without the written consent of the member.
- I. Training
1. This police department'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 on prevention of blood borne diseases.
 3. All trainees shall have access to applicable Federal and State regulations pertaining to the regulation of blood borne pathogens.
 4. The training officer shall ensure that complete records are maintained on member training sessions.

Michael Jackson

Michael Jackson
Chief of Police