



City of Racine Police Department
Policy and Procedure

Number: 115

Subject: Communicable Disease Prevention		
Date Issued: 06-13-80	Date Revised: 05-04-18	Revision Number: 5

POLICY

To establish guidelines to be followed in order to minimize the risk of a member coming into contact with the body fluids of any individual.

DEFINITIONS

Communicable disease – Those infectious diseases that are transmitted through direct or indirect (including airborne) contact with an infected individual, including but not limited to body fluids. Diseases deemed to be communicable include but are not limited to, Acquired Immunodeficiency Syndrome (AIDS), Tetanus, Hepatitis B (HBV) and Hepatitis C (HCV).

Exposure Incident - a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of a member's duties.

Parenteral contact - the piercing of mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Universal Precautions - The approach that assumes that all human blood and body fluids are potentially infectious for HIV, HBV, HCV and other blood borne pathogens.

Employee Risk Groups –

Group I: the high-risk group or those members that have occupational exposure. Group I includes all sworn personnel.

Group II: Support personnel who may have occupational exposure. Tasks that may cause exposure for support personnel include handling evidence and cleaning vehicles. Presently identified within Group II are the evidence custodians and garage personnel.

PROCEDURE

When any member of Group I or II are exposed to the possibility of contact with a communicable disease the following guidelines should be followed:

MEMBER

1. In order to minimize potential exposure, assume all human blood and body fluids are potentially infectious for HIV, HBV, HCV and other blood borne pathogens.
2. Cover all open cuts and abrasions with bandages prior to reporting for duty.
3. Disposable nitrile gloves, procedure masks with a splashguard visor, disposable resuscitators and bottles of sanitizing solution will be available for every member in the Evidence Packaging/Supply Room.
4. Antibacterial wipes, a biological hazard bag, puncture resistant gloves, paper towels, body fluid isolysers, nitrile gloves, a bottle of sanitizing solution, a procedure mask with a

- splashguard and a disposable gown will be available in the trunk of each squad (Items provided in the squad will be replenished according to Policy and Procedure 1937).
5. All members, while performing any function out on the road, are required to keep disposable nitrile gloves in their possession at all times.
 6. Disposable nitrile gloves shall be worn when:
 - a. Handling any person, clothing or equipment with body fluids on them
 - b. You are able to anticipate becoming involved in a situation where you may potentially become exposed to blood or body fluids; i.e., the arrest of a violent party
 - c. Searching individuals
 - 1) Members should ask all individuals prior to searching them if they have any sharp items on their person such as needles, etc.
 - 2) Members should attempt to look in places prior to placing their hands for a search
 - 3) After a visual inspection, members should use caution when locating and/or removing any sharp or pointed items. Members should use puncture resistant gloves if available.
 - 4) In the event of a needle stick or puncture wound, members should "milk" it to induce bleeding and wash it thoroughly with soap and water.
 - d. Packaging and handling potentially contaminated items as evidence
 - 1) Any evidence contaminated with body fluids shall first be air dried, then packaged in paper with a biological hazard sticker attached to the outer bag. Do not use staples on the package.
 - 2) Lockers (located in the second floor, long hallway evidence locker room) used for air drying will be identified with a biological hazard sticker and the member processing the evidence will be responsible for protecting the locker from contamination by placing paper on the bottom of the locker.
 - 3) Paper must be placed beneath clothes that are being air dried and submitted as evidence for trace analysis along with the clothing.
 - 4) If evidence requires serological analysis (scientific analysis of the blood or bodily fluid), it must be packaged in paper rather than plastic with a biological hazard sticker attached to the outer bag.
 - 5) Any sharp objects of evidence must be placed inside a hard container that will prevent the item from injuring someone at a later time.
 - e. Cleaning up blood or other secretions that have contaminated vehicles, equipment, drying lockers, etc.
 7. All personal clothing such as uniforms that become contaminated with body fluids shall be sealed in red biological hazard bags as soon as possible. This bag must then be marked with the officer's name, payroll number and the complaint number of the incident.
 - a. The bag shall be placed in the Evidence Packaging/Supply Room and a supplement to the attention of the property custodians must be initiated by the member.
 - b. Disposable gloves should be removed inside out with the contaminated side not exposed and placed inside a plastic bag for proper disposal. The hands and forearms should then be washed with antibacterial soap as soon as possible.
 - c. Sanitizing solution or antiseptic towelettes may be used where soap and water are not available.
 8. Contaminated equipment such as leather goods and handcuffs shall be cleansed by members in the Evidence Packaging/Supply Room.
 9. Contaminated disposable items (such as nitrile gloves, face shields and towelettes) once sealed in a biological hazard bag, shall be placed in a hazardous biological waste bucket – located in the Evidence Packaging/Supply Room.
 10. Contaminated items that need to be destroyed, but are too large to be placed in a biological waste bucket, shall be disinfected in the garage with an OSHA/EPA approved disinfectant and then placed in the trash.
 11. Individuals (prisoners, victims) with body fluids on their persons shall be transported in the wagons and be separated from other individuals.
 - a. After transportation, any affected vehicle shall be marked as contaminated and remain out of service until it has been disinfected by garage personnel who must wash the contaminated areas with an OSHA/EPA approved disinfectant.

- b. During a transfer of custody, officers have an obligation to notify relevant support personnel that the suspect/victim has body fluids present on their person, or has stated that he/she has a communicable disease. This information should be given only to those who have a need to be aware of such circumstances.
12. Plastic mouthpieces or other barrier/resuscitation devices shall be used whenever administering CPR or mouth-to-mouth resuscitation. Used disposable resuscitators must be sealed inside a plastic bag and placed in one of the biological waste buckets.
13. Members should be aware that items such as pens, clipboards, toothpicks, telephone receivers, steering wheels, etc., may become contaminated with body fluids. Members must ensure that rings, jewelry, and fingernails do not compromise the integrity of the latex gloves.
14. When dealing with a subject that has a chronic cough, members should minimize close contact and may utilize a surgical mask or some other form of protection. If it is necessary to transport such a subject, the vehicle should be adequately ventilated while in transit.
15. Members must notify property owners of blood or other body fluid spills that are on their premises.
 - a. If the owner cannot be located, and/or the spill is on public property, members shall decontaminate the scene with decontamination materials provided by the Department.
 - b. The decontamination of body fluid spills at traffic accident scenes shall be the responsibility of tow truck operators.

EVIDENCE/PROPERTY CUSTODIANS

1. Maintain an inventory of communicable disease supplies in the Evidence Packaging/Supply Room for decontaminating equipment and re-supplying members.
2. Keep the Evidence Packaging/Supply Room in good working order.
3. Forward all contaminated uniforms to Courts supervisor in a timely manner for transmittal to services specializing in decontaminating and cleaning clothing.
4. Identify and label all lockers and refrigerators that contain hazardous biological material.

COURT SUPERVISOR

1. Arrange for transport of all contaminated uniforms to a laundry, specializing in decontaminating and cleaning clothing, in a timely manner.
2. Arrange for pick up and return decontaminated/cleaned clothing to the proper officer.
3. Forward billing to the Support Services Division.

RELATED PROCEDURES

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[102 – Line of Duty Injury](#)

[116 – Exposure Control Plan](#)

[117 – Hepatitis B Vaccination](#)

[212 – Reporting of Major, Unusual or Noteworthy Occurrences](#)

[905 – Prisoners Requiring Medical Treatment](#)

[1201- Property Inventory-Excluding Motor Vehicles](#)

[1937 – Support Equipment in Patrol Squad Trunks](#)