



City of Racine Police Department  
**Policy and Procedure**

**Number: 117**

Subject: <b>Hepatitis B Vaccination</b>		
Date Issued: <b>11-20-92</b>	Date Revised: <b>05-04-18</b>	Revision Number: <b>5</b>

## POLICY

The Racine Police Department will make the Hepatitis B (HBV) vaccination available free of charge to all sworn members and other support personnel who have occupational exposure to blood or other potentially infectious materials.

## DEFINITIONS

**Occupational Exposure** – reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

**Hepatitis B** - Hepatitis means "inflammation of the liver." While there are several forms of the hepatitis virus, HBV is the major threat to public safety workers and is the primary focus of this policy. HBV attacks and replicates in liver cells. Presence of the virus is readily detectable through a laboratory test of blood samples.

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

### **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 of which some have occupational exposure. The tasks causing exposure for support include handling evidence and cleaning vehicles. Presently identified within Group II are the evidence custodians and garage personnel.

## NOTE

**The City of Racine Health Department has advised that no booster for the HBV vaccination is necessary after the set of inoculations are completed.**

## PROCEDURE

### MEMBER

1. Any member of Group I or II above should be vaccinated against HBV. The City health Department will provide the vaccination free of charge.
  - a. Support personnel that believe they are occupationally exposed employees, but are not mentioned here, must draft an Inter-office memorandum (PP-27) to the Training Unit that contains a description of their duties/responsibilities and how in carrying out their duties/responsibilities they are occupationally exposed.

- b. The Training Unit will review any petition by support personnel claiming risk of occupational exposure and will forward a copy to the Chief of Police with a recommendation either for or against vaccination.
2. After receiving the vaccine for HBV, all members must complete an Inter-office memorandum to the Training Unit that includes the following information: name, payroll number, date of vaccination, type of vaccination and location where the vaccination was administered – if other than the City Health Department.
3. Any member of Group I or II who for personal reasons wish to decline vaccination against HBV may do so; however they must submit a signed copy of the Vaccination Waiver to the Training Unit.
4. Any member that declines the vaccination for HBV may at any later time request the HBV vaccine and it will be given free of charge.
5. The Chief's Office will maintain a separate confidential medical record of all sworn and support personnel covered here. This record will include:
  - a. Memorandums concerning vaccinations.
  - b. Waivers of those not vaccinated.
  - c. Petitions from support personnel claiming occupational exposure.
  - d. Documentation of exposure incidents.

## **RELATED PROCEDURES**

- [Table of Contents](#)
- [115 – Communicable Disease Prevention](#)
- [116 – Exposure Control Plan](#)

## **RELATED STATE STATUTES**

§146.025