
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Communicable Disease Policy</b>		
	<b>GENERAL ORDER</b>	<b>612.1</b>	
<b>Effective Date</b>	<b>11/04/2014</b>	<b>1.2.4, 17.5.2, 22.2.2, 22.2.3, 22.2.5, 70.3.1, 70.3.2, 83.2.1.</b>	
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE	DATE

**I. DEPARTMENT POLICY**

It is the policy of the Department to ensure the safety of its employees in the event they come into contact with anyone who has, or is suspected of having a communicable disease.

**II. PRECAUTIONS FOR HANDLING PERSONS**

**A. Wearing of Protective Clothing**

1. When feasible, disposable gloves shall be worn when handling any persons, clothing, or equipment with blood or other body fluids on them, or when the employee has open wounds, cuts, or breaks in the skin on their hands.
2. Employees must be aware that rings, jewelry, or long fingernails may tear the gloves. They should make certain the gloves do not become torn when putting them on their hands.

**B. Use of Resuscitation Mouthpieces**

1. Plastic resuscitation mouthpiece devices should be used whenever an employee performs CPR. Mouthpieces are provided to all personnel.
2. Masks, protective eyewear, and coveralls should be worn if readily available and if there is a likelihood of blood or fluid spattering.

**III. CLEANSING PRECAUTIONS**

**A. Procedures; Generally**

1. Members shall wear disposable gloves during the cleansing process. The gloves should be rinsed before removal and the hands and forearms should be washed.
2. Any unprotected skin surfaces that come into contact with blood or body fluids shall be immediately and thoroughly washed with hot

running water and soap for 5-10 minutes before rinsing and drying.

3. Any cuts can be treated with 70% alcohol or 3% hydrogen peroxide on the wound.
4. Alcohol or disinfectant may be used if soap and water are unavailable.

**B. Needle-Sticks / Human Bites**

1. The best practice with this type of injury is to allow the injury to bleed freely.
2. Members should wash the injury for 5-10 minutes with soap and water. If water is unavailable, scrub the area with the cleaning solution (Calstat) or an antiseptic hand cleanser, to be followed as soon as possible with soap and water.
3. Contaminated mucous membranes such as mouth, nose and eyes should be irrigated for up to 15 minutes with water or normal saline.
4. Members shall seek medical attention as soon as possible if this type of injury occurs.

**C. Surface or Object Contact**

1. Any area within a City or County facility or vehicle that has been contaminated by blood or other body fluids will be cleaned with a disinfectant of 1 part fresh bleach to 10 parts water for 20 minutes.
2. In cases of vehicle contamination, immediately put the vehicle out of service and notify the Quartermaster/Fleet Coordinator to contact the private contractor. The supervisor will ensure that a Biohazard Placard is taped to the inside of the driver's window.
3. The City utilizes decontamination specialists that will respond whenever it becomes necessary to clean large blood or other bodily fluid spills within station facilities or police vehicles. The decontamination specialists contracted by the City are listed in the General Orders Phone Numbers listing.

**D. Station First-Aid Kit**

1. A first-aid kit is located in the Administrative area of GPD and at designated locations in all County Police facilities.

2. It is the responsibility of the Administrative Bureau Commander to ensure that the station first aid kit is available and all items are serviceable.
3. The kit will contain:
  - Spray bottle
  - Measuring cup
  - Mixing container
  - Antibacterial soap
  - Eye protection
  - Mouth protection
  - Isopropyl Alcohol (70%)
  - Hydrogen Peroxide (3%)
  - Germicidal Cleanser (Citra II Hospital Germicidal Cleaner)  
Note: This germicidal has a 10 minute kill time once applied.
  - Disposable gloves (latex surgical grade or vinyl)
  - Red infection control bags
4. Individual Kits
  - a) All officers kits shall contain the following items from the Quartermaster:
    - CPR mask
    - Cleaning solution (Calstat)
    - Disposable gloves
    - Sharps containers
    - Face masks
    - Eye protection
  - b) It is recommended that officers store these items in their vehicles for immediate response purposes.

#### **IV. CRIME SCENE PROCESSING**

##### **A. Procedures**

1. Members shall wear disposable examination gloves when processing the scene of any crime or incident where blood-contaminated items are present, and must be handled.
2. Extraordinary care will be used while conducting searches of vehicles, suspects, homes, etc.

- *Never blindly place hands in areas where there may be sharp objects that could puncture the skin.*
  - *Do not try to recap or otherwise manipulate a needle or syringe by hand. They should be placed in a hard container.*
3. Members shall not eat, drink, or smoke at any crime scene.

**B. Handling Contaminated Evidence**

1. All contaminated items, when possible, will be placed into a paper bag and sealed with tape.
2. No staples should be used to seal an envelope.
3. The envelope shall be clearly marked that it is a biohazard, or that it contains possible contaminated items.

**V. TRANSPORT AND CUSTODY**

**A. Procedures and Guidelines**

1. Individuals with body fluids on their persons shall be transported in separate vehicles from other individuals.
2. Prisoners who have or may have a communicable disease will be processed in accordance with established policies.
3. Prisoners with a communicable disease will be isolated from other prisoners for their own protection.
4. If custody of the prisoner is relinquished to another agency, the arresting officer shall notify the receiving agency prior to the transfer, that the prisoner has a communicable disease. This notification shall only be given to those with a need to know, thus ensuring the privacy and confidentiality rights of the patient/prisoner.
5. Handcuffs and restraints that have contacted body fluids will be cleaned as soon as possible with a cleaner/disinfectant.

**VI. DISPOSAL PROCEDURES**

**A. Contaminated Disposable Articles**

1. Contaminated, disposable articles (i.e. exam gloves, first aid articles, etc.) should be treated as infectious waste and placed in a properly-labeled container and disposed of properly.

## **VII. REPORTING PROCEDURES**

### **A. Worker's Compensation Commission First Report of Injury**

1. All employees who believe that they have been exposed to a communicable disease should immediately notify their supervisor so that a First Report of Injury can be completed.

### **B. Replacement of Uniforms**

1. Uniforms or equipment rendered unserviceable will be replaced after proper documentation is submitted.

## **VIII. MEDICAL FACILITY TO NOTIFY OFFICER IF PERSON OFFICER CONTACTED HAS A DISEASE**

### **A. State Law - Health Article 18-213**

1. Section 18-213 of the Health Article requires that law enforcement officers, as well as their agency, be notified when an officer comes into contact with a person diagnosed as having a contagious disease or virus (including AIDS, Hepatitis B, Tuberculosis, Ebola, etc.).
2. This notification must be made by the attending physician or medical care facility. In order for the medical care facility to make this notification, all officers who come in contact with individuals who are later transported to a medical care facility will advise the emergency room staff of their name, ID number, and duty telephone number. The patient's admission chart should include this information.
3. After blood tests have been performed on the patient, and if the results are positive, a representative from the medical care facility will notify the officer that a possible exposure has occurred.
4. The medical care facility will also notify the Department, and a confidential record of the following will be maintained in the office of the Chief of Police with the officer's name, date of occurrence, patient's name, name of notifying individual, name of medical care facility and date of the notification.

**IX. Employee Counseling and Information**

1. If interested, the City offers support services and counseling available through the City's Human Resources and the Employee Assistance Program.