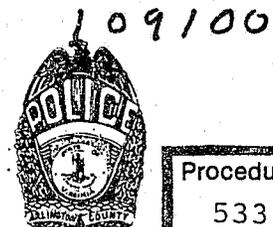


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Arlington County Police Department



PROCEDURES

Procedure #	533.04
Total Pages	6
Distribution	A

Subject INFECTIOUS DISEASES		
Authorizing Signature <i>William R. Hooper</i>	Effective 2-7-88	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinds

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ACQUISITIONS

I. DEFINITIONS

- A. Bleach solution- an antiseptic agent containing nine parts water mixed with one part household bleach. Also referred to as a 10% bleach solution. It can be used to disinfect or destroy infectious substances.
- B. Body fluids/secretions- blood, saliva, semen, vaginal secretion, tears, sweat, vomit, feces. (Note that blood, semen, and vaginal secretions carry a much higher risk of transmitting infectious diseases).
- C. Contamination- direct contact with any body fluids/secretions.
- D. DHS- Department of Human Services.
- E. Exposure, direct- transfer of one person's body fluids/secretions to the open wound of another person.
- F. Exposure, surface- coming in contact with body fluids/secretions on the skin where there are no breaks or open wounds.
- G. Hepatitis- an inflammation of the liver. There are several types of hepatitis. The most serious is hepatitis B which is transmitted by intimate sexual contact, use of unsterile needles, or through direct exposure with blood or some body fluids. It can be prevented with a vaccine.
- H. Human Immunodeficiency Virus (HIV), previously called Human T-Cell Lymphotropic Virus Type III (HTLV-III), or Acquired Immune Deficiency Syndrome (AIDS)- A virus which sometimes causes illness by destroying the body's immune system. The virus is contracted from an infected person through intimate sexual contact, sharing unsterile needles, or prior to 1985, through transfusion. The virus is extremely fragile outside of a host body and is easily destroyed by the use of heat, soap and water, or disinfectant. Once contracted, the virus almost always leads to death.

- I. Other infectious diseases- herpes, gonorrhea, syphilis. All transmitted in a variety of different ways from person to person.
- J. Protective apparel- clothing issued by the Property Unit which includes latex gloves, jumpsuit, protective face mask, goggles or protective eye covers, and shoe covers.
- K. Tuberculosis- An infection that primarily affects the lungs. Infection is caused by airborne droplet nuclei from the respiratory tract of an infected person. The disease is treatable.

II. POLICY

Personnel should always take appropriate precautions to reduce the risk of contracting infectious diseases when rendering assistance to the public, giving first aid, arresting suspects, and when investigating crime scenes. Individuals who have infectious diseases may or may not display overt symptoms of a disease. Risks related to contracting infectious diseases can be greatly reduced through careful hand washing and by taking preventive measures to reduce direct exposures including wearing protective apparel. All body fluids/secretions should be treated as if contaminated with an infectious disease.

III. PROCEDURE

- A. General prevention of exposure to hepatitis, AIDS, tuberculosis, and other infectious diseases
 - 1. Keep all breaks in the skin covered or bandaged when working.
 - 2. The use of latex gloves is recommended, when practical, while conducting prisoner search procedures. Make careful visual checks of areas to be searched, especially pockets, cuffs and collars, so as to avoid accidental needle pricks or cuts by sharp objects. Wash hands after gloves are removed and discarded. Note: Vinyl or rubber gloves do not provide complete protection when exposed to body fluids/secretions over an extended period of time.

3. Avoid putting hands in contact with the face while working in areas where body fluids/secretions are present.
4. Wash hands or affected area for one minute with soap and hot water after being exposed to body fluids/secretions.

B. Crime Scenes and Contaminated Evidence

1. All breaks in the skin should be covered or bandaged while working in a crime scene.
2. Officers should wear appropriate protective apparel, as dictated by the situation.
3. Recovery of property or evidence.
 - a. Any item which has body fluids/secretions on it or any body fluid sample should be clearly marked in bold print or stamped with a preprinted stamp on the outer packaging prior to submitting to the Property Unit.
 - b. Any item which has **known or suspected infectious** body fluids/secretions on it or any **known or suspected infectious body fluid sample** should be clearly marked in bold print or preprinted stamp on the outer wrapping of the item before being submitted to the Property Unit.
 - c. Evidence left in Room 033 to air dry must be conspicuously marked or tagged as to the presence of body fluids.
 - d. Completed property forms should clearly note the existence of body fluids/secretions or body fluid samples.
 - e. Sharp objects such as knives, hypodermic needles, and razors should be packaged in puncture proof containers and a warning clearly marked on the container.
 - f. Outer wrapping or covers on property or evidence submitted to the Property Unit should never contain body fluids/secretions.
4. Any nondisposable police agent equipment contaminated with body fluids/secretions should be cleaned with the 10% bleach solution or commercial disinfectant. Personnel cleaning equipment should wear protective apparel.

5. Before any crime scene area is relinquished to the owner or agent of the property, that person should be warned of body fluids/secretions contamination and informed of how to disinfect the area with a 10% bleach solution, use of a commercial disinfectant, or soap and hot water, depending on the circumstances.
6. Body fluids/secretions to be submitted for test purposes at the Bureau of Forensic Science should be packaged according to established procedures from "Police Agent Crime Scene Search and Evidence Collection Policy and Procedure Manual." Body fluids/secretions should never be sprayed with a disinfectant or bleach solution prior to being submitted to the laboratory for testing purposes.

C. Disposal of used or contaminated apparel

1. All protective apparel used at crime scenes or during close public contact should be sealed in a plastic bag, marked "CONTAMINATED, TO BE DESTROYED!" on an attached identifying property tag. The bag should be returned to the Property Unit for disposal. If the Property Unit is closed, the sealed bag with a property tag and warning attached should be placed in Room 033. No other paper work is needed.
2. Used protective apparel may be discarded at hospitals where contaminated apparel is destroyed, if approved by hospital staff.
3. Used or contaminated protective apparel, particularly gloves, should never be discarded on the street, left in fleet vehicles, or left at crime scenes.
4. The Property Unit will issue new protective apparel upon the request of an officer.
5. Uniform contamination
 - a. All wash-and-wear uniform parts can be washed if contaminated with small amounts of body fluid/secretions. A contaminated uniform part should be changed immediately and placed in a sealed paper bag. Wash the item separately with hot water and soap. Normal washing will disinfect the contaminated uniform part.

- b. Parts of the uniform that require commercial cleaning should be isolated from other clothes and the contaminated area on the uniform part shown to the cleaning professional.
- c. Any uniform part that has been contaminated and cannot be used should be returned separately to the Property Unit in a sealed bag marked **"CONTAMINATED, TO BE DESTROYED!"**
- d. All contaminated uniform parts returned to the Property Unit will be replaced.

D. Contaminated Police Vehicles

1. Patrol Wagons- if the transport compartment becomes contaminated with body fluids/secretions, the operator should first disinfect with bleach solution, then rinse with water.
2. Other vehicles- if any other police vehicle becomes contaminated with body fluids/secretions, the operator or assigned officer should use a bleach solution to disinfect non-cloth seats, or a disinfectant spray for cloth seats. Rinse with water.
3. There may be circumstances where personnel cannot disinfect a vehicle and professional cleaning is needed. In such cases, the following procedure will apply:
 - a. The operator of the vehicle will notify a supervisor who will inspect the vehicle.
 - b. If deemed necessary by the supervisor, the vehicle will be placed out of service at the property yard repair line, leaving the windows partly open to allow air to flow freely in the car. (A sealed vehicle can cause wet body fluids to putrefy.)
 - c. A repair note will be left on the vehicle windshield that conspicuously identifies the vehicle as contaminated by body fluids and the location of the contaminated area within the vehicle, ie. right front seat.
 - d. The Pool Vehicle Information Sheet will be completed for pool vehicles describing the vehicle condition and forwarded to a shift supervisor. If a personally assigned vehicle is contaminated, the officer or operator will complete an informal memorandum describing the condition of the vehicle and forward it to a supervisor.

- e. The Section or Watch Commander will notify the Office of the Operations Division Deputy Chief, verbally, by Voice Mail, or in writing at the earliest possible time but no later than 0800 hours on the next regular working day so that measures can be initiated to decontaminate or replace the affected part.

E. Exposures

1. First Aid

- a. Clean a surface exposure to the body with soap and hot water.
- b. Clean a direct exposure with soap and hot water and seek medical follow-up treatment, immediately.

2. Reporting Procedures

- a. Report a direct exposure to a supervisor promptly.
- b. If a blood test is requested, the supervisor will arrange for testing by DHS personnel through the Office of the Services Division Deputy Chief.
- c. DHS policy is to maintain confidentiality between their department and the person tested. However, test results must become part of an employee's personnel file to document the date of infection, if a worker's compensation claim is to be filed.
- d. An employee may choose to have his/her blood tested by a private physician at his/her expense. All follow-up tests should be conducted through the private physician. For an employee to file a claim under worker's compensation, the private physician must release the blood test results and dates of the testing to the department.

F. Supervisory Responsibilities

1. Upon the report by a subordinate that he/she has been directly exposed to body fluids/secretions, the supervisor will assist the subordinate in receiving immediate medical attention.
2. A "Supervisor Incident/Accident Report" and an "Employer First Report of Accident" (worker's compensation form) will be completed.
3. The supervisor will assist the subordinate in making arrangements for follow-up blood tests with DHS through the Services Division Deputy Chief.