
	<b>MESQUITE POLICE DEPARTMENT</b>
	<b>312.00 COMMUNICABLE DISEASES</b>
	<b>Effective Date: August, 2011</b>
	<b>Approved:</b> _____  <b>Chief of Police</b>

#### Purpose

The purpose of this policy is to provide guidelines for employees of the Mesquite Police Department in preventing the contraction of communicable diseases, as mandated by the Human Immunodeficiency Virus Services Act.

#### Philosophy:

It is the responsibility of the Mesquite Police Department to ensure that its employees are able to perform their duties in a safe and effective manner. The safe performance of daily operations has recently become threatened by life endangering communicable diseases. Therefore, it shall be the policy of this department to continuously provide employees with up-to-date safety procedures and communicable disease information that will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable diseases.

#### I. Definitions

- A. **Body Fluids:** Liquid secretions including blood, semen and vaginal or other secretions that might contain these fluids such as saliva, vomit, urine or feces.
- B. **Communicable Disease:** Those infectious illnesses that are transmitted through contact with the body fluids of an infected individual.
- C. **Acquired Immune Deficiency Syndrome:** A blood disorder that cannot be transmitted or spread through casual contact but can be contracted by intimate sexual contact, blood transfusions, injection with contaminated needles and the mixing of body fluids.
- D. **Hepatitis B:** A viral infection that can result in jaundice, cirrhosis and sometimes cancer of the liver. The virus may be found in human blood, urine, semen, cerebrospinal fluid, vaginal secretions and saliva. Injection into the blood stream, droplet exposure to the mucous membranes, and contact with broken skin are primary hazards. There exists a vaccine against Hepatitis B.
- E. **Contact with mucous membrane** means contact with the naturally wet areas of the eyes, nose, mouth and genitals.

#### II. Procedures

- A. **Communicable Disease Prevention**
  - 1. In order to minimize potential exposure to communicable diseases, officers should assume that all persons are potential carriers of a communicable disease.
  - 2. Disposable gloves shall be worn when handling any persons, clothing or equipment with body fluids on them.
  - 3. Employees should use protective equipment issued by the department whenever there is a possibility of exposure to contagious disease.
  - 4. Plastic mouthpieces or other authorized barrier/ resuscitation devices shall be used whenever an officer performs CPR or mouth-to-mouth resuscitation.
  - 5. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary care, and should be considered contaminated items.
    - a. Gloves shall be worn when searching for or handling sharp instruments.
    - b. Officers shall not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area should be conducted, using a flashlight when necessary. The suspect may also be asked to remove such objects from his 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 a puncture container when being collected for evidentiary or disposal purposes.
  - 6. Officers shall not smoke, eat, drink, or apply makeup around body fluid spills.
  - 7. Any evidence contaminated with body fluids will be dried, double bagged in paper bags and marked to identify potential or known communicable disease contamination.
  - 8. Employees should be aware that certain medications, such as steroids and asthma medications, will suppress their immune systems causing them to be more susceptible to infectious disease.
  - 9. Employees using supplies stored in police vehicles will replace any items used as soon as possible or notify their Supervisor that the supplies have been used and cannot be replaced during their shift. The supervisor will ensure that the items are replaced.
  - 10. First aid kits will be maintained in a manner that will make them readily accessible to all personnel.
  - 11. Protection kits will be maintained in a manner that will make them readily available to all personnel.
  - 12. First aid kits and protection kits will be composed of all the prescribed ingredients as mandated. They will also be periodically inspected to insure that the contents have not expired.
- B. Transport & Custody
- 1. Where appropriate protective equipment is available, no officer shall refuse to arrest or physically handle any person who may have a communicable disease.
  - 2. Officers shall not put their fingers in or near any person's mouth.
  - 3. Individuals with body fluids on their persons shall be transported in separate vehicles from other individuals. The individuals may be required to wear a suitable protective covering if he is bleeding or otherwise emitting body fluids.
  - 4. Officers have an obligation to notify relevant support personnel during a transfer of custody when the suspect has body fluids present on his person, or has stated that he has a communicable disease.
  - 5. Suspects taken into custody with body fluids on their person shall be allowed to cleanse the affected area as soon as possible upon arrival at the jail. This disinfection procedure should conform to methods listed in subsection C. Disinfection.
  - 6. Officers shall document on the appropriate arrest or incident form when a suspect taken into custody has body fluids on his person, or has stated that he has a communicable disease.
- C. Disinfection
- 1. Any unprotected skin surfaces that come into contact with body fluids shall be immediately and thoroughly washed with hot running water and soap for 15 seconds before rinsing and drying.
    - a. Alcohol or antiseptic towelettes may be used where soap and water are unavailable.
    - b. Disposable gloves should be removed in such a manner so that they come off inside out. The gloves should then be disposed of. The hands and forearms should then be washed.
    - c. All officers with open and exposed cuts and abrasions shall cover them with waterproof bandages before reporting for duty.
    - d. Officers should remove clothing that has been contaminated with body fluids as soon as practical. Any contacted skin area should then be

- cleansed in the prescribed fashion. Contaminated clothing should be handled carefully and laundered separately but in the normal fashion.
2. Disinfection procedures shall be initiated whenever blood or body fluids are spilled, or an individual with body fluids on his person is transported in a departmental vehicle.
    - a. A patrol sergeant shall be notified that a particular vehicle has been contaminated and the type of contamination.
    - b. Affected vehicles shall be immediately designated by the posting of an "Infectious Disease Contamination" sign while awaiting disinfection.
    - c. Public safety officers (PSO) shall be notified that a vehicle has been contaminated. The PSO shall be contacted on their city issued cell phone, notified in person, or a voice message should be left on the PSO's assigned office phone, indicating the Unit number, the location of the vehicle and the type of contamination involved. An e-mail is also acceptable.
    - d. The PSO will evaluate the severity of the contamination and then drive the unit to the city contract car cleaning service or call for a city wrecker to tow the contaminated vehicle to that location for decontamination.
    - e. No contaminated vehicle shall be utilized until completely decontaminated.
    - f. All disposable equipment, cleaning materials or evidence contaminated with body fluids shall be bagged and disposed of in compliance with state law provisions for disposal of biologically hazardous material.

D. Supplies

1. First aid kits can be restocked at the City of Mesquite Warehouse located at the service center.
2. Protection kits can be obtained from the MPD property room upon request.
3. All departmental vehicles shall be continuously stocked with a first aid kit as well as a protection kit. Each shall contain the following:
  - a. FIRST AID KIT (Standard First Aid Kit supplied by Warehouse)
    - (1) Bandages
    - (2) Antiseptic Towelettes
    - (3) Ammonia Inhalants
    - (4) Ice pack
    - (5) Adhesive tape
    - (6) Eyewash and Pads
    - (7) Sterile Gauze Pads
    - (8) Scissors and Tweezers
  - b. PROTECTION KIT (contained in 12"X15" clear, resealable bag)
    - (1) 1 pair of disposable or reusable vinyl gloves, rubber gloves, or any other appropriate barrier (for use during direct contact with body fluid spills, especially those containing visible blood)
    - (2) Appropriate disposal containers, including disposable bag (1 mil) and 1 red disposable bag (1.5 mil) marked "contaminated"
    - (3) 1 mouth and face shield
    - (4) Antimicrobial hand wipe packet
4. Supplies and equipment must be readily accessible by being:
  - a. Clearly identified for intended use
  - b. Placed in areas of potential need
  - c. Placed in locations within easy reach of personnel
  - d. Stored in containers that are easily opened

5. Officers using supplies stored in police vehicles are responsible for their immediate replacement.
  6. Officers are required to keep disposable gloves in their possession while on duty.
- E. Line of Duty Exposures to Communicable Diseases
1. Any officer who has been bitten by a person, or who has had physical contact with body fluids of another person while in the line of duty shall be considered to have been exposed to a communicable disease.
  2. A supervisor shall be contacted and all appropriate duty injury and medical forms shall be completed by the supervisor.
  3. Immediately after exposure, the officer shall be transported to the appropriate health care facility for testing.
    - a. The department shall ensure continued testing of the officer for evidence of infection and provide psychological counseling as determined necessary by the health care official.
    - b. Unless disclosure to an appropriate departmental official is authorized by the officer or by state law, the officer's test results shall remain confidential.
  4. Any person responsible for potentially exposing an officer or employee of the police department shall be tested to determine if the person has a communicable disease. The appropriate forms and affidavits shall be submitted to the Dallas County Department of Health and Human Services. This testing is not limited to persons in custody but also to victims at any scene where blood or body fluids have exposed an officer to risk of contamination.
    - a. The person shall be provided a copy of the test results and guaranteed its confidentiality.
    - b. Criminal charges may be sought against any person who intentionally acts to expose an officer to a communicable disease.
  5. Officers who test positive for a communicable disease may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or employees of the department.
    - a. The 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 department health care officials to determine if he is able to perform his duties without hazard to himself or others.
  6. All personnel shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.
- F. Record Keeping
1. The department shall maintain written records of all incidents involving employees who have potentially been exposed to a communicable disease while acting in the line of duty. The records shall be stored in a secured area with limited access, and maintained in conformance with applicable privacy laws.
  2. The department shall maintain written records of educational material that is supplied to each employee/ detainee.
- G. Education
1. All employees will be supplied with materials that educate them in infection control of communicable diseases.

EFFECTIVE: January, 1992; REVISED: January, 1996; August, 2003; REVISED: August, 2011



DALLAS COUNTY  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Communicable Disease Control

(FRONT)

**REQUEST TO TEST SOURCE for NOTIFICATION to EMS EMPLOYEE, PEACE OFFICER, OR FIRE  
FIGHTER OF POSSIBLE EXPOSURE TO A COMMUNICABLE DISEASE**

**Leave at Hospital – NOT FOR PATIENT CHART**

ITEMS 1 - 6 TO BE COMPLETED BY THE EXPOSED PUBLIC SAFETY WORKER (PSW)

(PLEASE PRINT LEGIBLY)

1. Public Safety Workers (PSW's) Name: \_\_\_\_\_ DOB \_\_\_\_\_
2. PSW's Phone: (Home #) \_\_\_\_\_ (Work #) \_\_\_\_\_
3. PSW's Supervisor \_\_\_\_\_ Phone \_\_\_\_\_
4. PSW's Employer / Agency & City: \_\_\_\_\_
5. Date of Exposure \_\_\_\_\_
6. Describe the Exposure to Blood or Body Fluids (*This is essential for evaluation*):

Disease (circle all that apply)	Type of Exposure	
Diphtheria, Measles, pertussis, Meningococcal infections, Plague, rubella, TB, viral hemorrhagic fever	Aerosol or Droplet Exposure	
	Unprotected mouth to mouth	
	Intubation	
	Throat exam	
	Suctioning	
AIDS, HIV infection, malaria, plague, syphilis, hepatitis	Percutaneous Exposure	
	Blood	Body Fluid Contact
	Eyes	Nose
	Mouth	Non-intact skin
	Open wound/lesion	Puncture/cut with needle/sharp object

Detailed description of exposure \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The Above Exposure (in # 5) Occurred While Working With this Person (The **Source Person**):  
SOURCE PERSON'S NAME \_\_\_\_\_ DOB \_\_\_\_\_  
SOURCE'S Home Address \_\_\_\_\_ Phone \_\_\_\_\_
8. Form Submitted to (Name of Person and Facility) \_\_\_\_\_  
Date Submitted \_\_\_\_\_

**ITEMS 9 – 11 TO BE COMPLETED BY THE HOSPITAL/CLINIC**

**Add TEST RESULTS & LAB DATES FOR  
SOURCE PERSON**

9. Disease Identified \_\_\_\_\_  
Lab Tests Done: \_\_\_\_ YES \_\_\_\_ NO  
OTHER TEST(s) – NAME(s): \_\_\_\_\_  
RPR: \_\_\_\_\_  
HIV: \_\_\_\_\_  
Hep B: \_\_\_\_\_  
Hep C: \_\_\_\_\_  
TB: \_\_\_\_\_

10. PHONE EXPOSURES TO: Dallas County Department of Health and Human Services (DCHHS): (214) 819-2004  
Person Contacted at DCHHS: \_\_\_\_\_ Date Reported to DCHHS: \_\_\_\_\_

11. \* **PERSON COMPLETING THIS FORM: NAME** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **Fax completed report to Dallas County Health and Human Services at**  
**214-819-6095**

Revised 12/28/09



**REQUEST TO TEST SOURCE  
NOTIFICATION TO EMS EMPLOYEE, PEACE OFFICER, OR FIRE FIGHTER  
OF POSSIBLE EXPOSURE TO A COMMUNICABLE DISEASE**

All licensed medical facilities must notify the local health authority when a Public Safety Worker (PSW), such as EMS personnel, peace officer, or fire fighter has been exposed to a reportable disease. The Dallas County Department of Health & Human Services will notify the director of the agency employing the PSW of the exposure. This notification is required for the following diseases and situations: (Report immediately by phone any suspect cases of diseases in italics.)

<u>Diseases</u>	<u>Exposures requiring notification</u>
1. <i>Diphtheria, measles, pertussis, meningococcal infections, plague, rubella, TB, viral hemorrhagic fever.</i>	Mouth-to-mouth resuscitation throat exam, intubation, suctioning.
2. AIDS, HIV infection, malaria, plague, syphilis, hepatitis.	Needlestick, penetrating puncture; or splatter or aerosol into eye, nose, mouth; or contamination of open wound or non-intact skin.

WARNING: Disclosure of confidential medical information is a criminal offense.

INSTRUCTIONS for completing reverse side:

**Public Safety Worker (PSW – i.e. Exposed Person):**

- (1) Fill out items 1-8 on reverse side completely. Be very specific with how you were exposed.
- (2) Give form to **charge nurse** in the emergency department. Note on FRONT of this form (#8), to whom form was given and date/time.
- (3) CONSIDER ALL PERSONS AS INFECTIOUS; if indicated, thoroughly rinse, flush, or scrub the exposed body part with water (Not Saline) and soap or antiseptic. IF EXPOSURE IS PERCUTANEOUS, see physician for proper HIV and Hepatitis B prophylaxis as soon as possible (preferably within 2 hours).
- (4) You may need to complete other forms for your agency's workers' compensation program.

**Emergency Department Charge Nurse:**

- (1) Complete 9 thru 11 and give the form to the hospital's infection control or employee health person; if this will result in a delay of notification to the PSW of a known communicable disease, find an appropriate person to expedite completion of process or call report to Dallas County Health and Human Services 214-819-2004. If DCHHS is closed, leave a voice message stating that you are calling regarding a PSW exposure. Leave a name and phone number that the DCHHS nurse can call regarding the PSW exposure.
- (2) Do not release confidential medical information to anyone other than the health department.

**Infection Control/Employee Health Personnel (or other appropriate person):**

- (1) Ascertain whether the source patient has any of the diseases listed above; the law specifically states that additional tests beyond those necessary for the medical management of the patient are not mandated; however, if your hospital policy permits, you may ask the patient and the patient's physician for permission to perform other tests.
- (2) As soon as a communicable disease is diagnosed or suspected telephone the health department (214-819-2004) and fax the form with lab results and date done to (214-819-6095). If no communicable disease is diagnosed during this hospitalization, fax the form to the health department upon discharge.
- (3) Do not release confidential medical information to anyone other than the health department.

**Telephone Numbers:**

Dallas County of Health and Human Services: Communicable Disease Control, PSW Coordinator Voice: 214-819-2004 (If no answer, leave voice message- DCHHS will call back M-F 8 to 4:30) and Fax: 214-819-6095. Revised 09/01/09

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