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SAN FRANCISCO POLICE DEPARTMENT

DEPARTMENT GENERAL ORDER
CONTROL CODE (88-02)

ORDER NO. D-19
02/26/88
W/06480

Index as: ⁷ Infectious Disease Control Procedures
AIDS
Disease Control Procedures, Infectious

INFECTIOUS DISEASE CONTROL PROCEDURES

The purpose of this order is to set forth the policies and procedures of the department concerning infectious disease control and potential infectious exposure prevention.

I. DEPARTMENT POLICY

- A. It is the policy of this department that members shall comply with all infectious disease control precautions and procedures described in this order, Training Bulletin 88-04, and future infectious disease control orders and bulletins issued by the department.

II. POTENTIALLY INFECTIOUS DISEASE EXPOSURE PROCEDURE

- A. Employees shall adhere to the following procedure in cases involving potentially infectious disease exposure:
1. When a needlestick; splash of blood or body fluid to the eyes, nose, or mouth; human bite with broken skin; or other potentially infectious disease exposure occurs, members shall immediately contact their supervisor. The supervisor shall ensure that the member responds to the Franciscan Treatment Room for evaluation and treatment.
 2. The member's supervisor shall also ensure that Employer's Report of Occupational Injury or Illness (Form - 2), the supervisor's investigation report, and the member's written report are completed as required by General order D-8, and that all other provisions of General Order D-8 relating to industrial injury or illness are complied with.
 3. At the Franciscan Treatment Room, the member will undergo clinical assessment of exposure and appropriate medical treatment and counseling.

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ACQUISITIONS

4. If the incident is determined to be a potentially infectious exposure, the member shall report to the Personnel Sergeant on the next business day. The member will be counseled regarding voluntary and confidential or anonymous blood screening for HIV and other bloodborne pathogens, and related medical evaluation. The member will be informed of the benefit of an acute HIV antibody test to establish the member's current HIV antibody status, and informed that subsequent disability claims may depend upon this test.

Continued HIV antibody testing and medical evaluation is also voluntary, but will be strongly recommended to ensure that proper medical care is provided the member.

- a. Results of any HIV antibody test are confidential and released only to the member. Confidentiality of the test results is waived if the member makes a subsequent worker's compensation or disability claim.
5. The Personnel Sergeant will verify that the treatment and counseling provided the member are appropriate, and will also arrange for the member, and any others the member designates, to receive counseling regarding AIDS and potential implications for the member's personal and professional activities.

B. Source Contact Testing

1. It is the policy of this department that involuntary medical evaluation or HIV antibody testing of the person who is the source of the potentially infectious contact shall not be conducted. Officers shall not attempt to arrange involuntary medical evaluation or HIV antibody testing of the source of the contact, or attempt to persuade the source of the contact to voluntarily submit to a medical evaluation or HIV antibody testing.
2. If the source of the contact voluntarily agrees to submit to a medical evaluation or HIV antibody testing, the reporting officer shall contact the Personnel Sergeant who will make arrangements for the testing or medical evaluation. Such testing or evaluation shall be conducted only if the source of the contact signs a designated waiver of confidentiality and responsibility.

C. Infected Personnel

1. Personnel with evidence of HIV or other bloodborne infections shall not be routinely restricted in their duties solely because of this evidence. Infected personnel may request that their duties be modified in accordance with the department's limited duty policy.
2. Members with health conditions which normally would restrict their duties shall be restricted regardless of the presence or absence of HIV or other bloodborne infections.

III. TRAINING AND EVALUATION

- A. Ongoing inservice training on the implementation of this policy shall be given to all current members. All new members shall receive training during orientation or at the Police Academy. Documentation of all training shall be maintained in the member's individual training file.

IV. DUTIES AND RESPONSIBILITIES

A. Each Member:

1. Shall comply with all aspects of this order, Training Bulletin 88-04, and future infectious disease control orders and bulletins.
2. Shall report all potentially infectious disease exposures, complete all reports, and comply with all requirements of General Order D-8.
3. Shall notify his/her commanding officer of situations or circumstances which need to be addressed in regard to infectious disease control.

B. The Commanding Officer:

1. Shall ensure that all potentially infectious disease exposures are reported according to the provisions of General Order D-8.
2. Shall designate a member of his/her unit to be responsible for the review, implementation, and monitoring of infectious disease control procedures and practices.

3. Shall undertake a continuous analysis of all facilities under his/her control to determine potentially infectious disease exposure risks and practices, and shall strive to eliminate those risks and practices whenever possible.
4. Shall arrange for retraining of members in infectious disease control procedures when necessary.
5. Shall ensure compliance with this order, Training Bulletin 88-04, and future infectious disease control orders and bulletins.
6. Shall ensure that the supplies necessary to comply with this order, Training Bulletin 88-04, and future infectious disease control orders and bulletins are consistently and adequately maintained at his/her unit.

C. The Commanding Officer, Property Control Division:

1. Shall maintain adequate stocks of appropriate supplies, and provide them as requested.
2. Shall report all incidents of property not packaged in accordance with Section I., A. of this order to the commanding officer of the member responsible. A copy of the report shall be forwarded to the Commanding Officer, Personnel Division.

D. The Commanding Officer, Personnel Division:

1. Shall report to the Deputy Chief, Administration, any instance of non-compliance with the provisions of this order, Training Bulletin 88-04, and future infectious disease control orders and bulletins.
2. Shall update this order, Training Bulletin 88-04, and future infectious disease control orders and bulletins as necessary in order that department policies, procedures and training reflect the most current information about infectious disease control.
3. Shall direct the Police Physician, in conjunction with the San Francisco Department of Public Health (SFDPH) and the Retirement Board, so that an appropriate employee infectious disease exposure and treatment protocol is developed, and that Franciscan Treatment Room staff and other medical facility staff comply with the protocol.

4. Shall conduct a survey of department units to identify those units which reflect multiple risks of infectious disease exposure and, with the Police Physician, shall inspect those units every six months to ensure compliance with this order.


E. The Commanding Officer, Planning Division:

1. Shall procure appropriate supplies to comply with this order, Training Bulletin 88-04, and future infectious disease control orders and bulletins, and shall evaluate additional procedures and supplies which may improve infectious disease control practices.
2. Shall ensure, in conjunction with the SFDPH and the Department of Public Works (DPW), that appropriate policies are developed and employed for housekeeping and both infectious and ordinary waste disposal, and shall monitor compliance with those procedures.

F. The Commanding Officer, Training Division:

1. Shall ensure that appropriate infectious disease control training materials are created, and that ongoing training be provided for all members in infectious disease control procedures, and that documentation for such training is included in the member's individual training file.

By order of:


FRANK M. JORDAN
Chief of Police