

GENERAL ORDER 18-01
CONTAGIOUS/COMMUNICABLE DISEASES
PAGE 2

Each kit contains:

- (1) Full Length Gown
- (1) Pair of Latex Gloves
- (1) Splash Guard Visor
- (1) Pair of Shoe Covers
- (1) Micro-bactericidal wipe
- (1) Waste Bag

The kit also contains an "Exposure Incident Form". If any item of the kit is used, complete the incident form and forward it to the Commander of Staff and Auxiliary Services. Indicate which vehicle the kit was removed from so it can be replaced.

When a protective kit is used, secure the contaminated items in the bio-hazard waste bag provided, and place it inside the salleyport garage area. The Commander of Staff and Auxiliary Services will coordinate the disposal of the contaminated items. If the contaminated items are evidence they will be packaged in the bio-hazard waste bag and secured in a Department evidence locker.

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 and shall be placed in an appropriate container prior to disposal.

a) 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 where necessary. The suspect may also be asked to remove such objects from his person.

b) Needles shall not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.

c) Needles shall be placed in a puncture-resistant container when being collected for evidentiary or disposal purposes.

6. Officers should not smoke, eat, drink or apply make-up after handling or while near body fluid spills.

7. Any evidence contaminated with body fluids will be dried. The items, once dry, must be packaged in paper bags. Protective equipment will be worn while handling such evidence.

B. Transport and Custody

1. Where appropriate protective equipment is available, no officer shall refuse to arrest or otherwise physically handle any person who may have a contagious/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 individual may be required to wear a coverall and disposable gloves 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 contagious/communicable disease.
5. Suspects taken into custody with body fluids on their persons shall be directly placed in the designated holding area for processing.
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 contagious/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 rinsed before removal. The hands and forearms should then be washed.
 - c) Hand lotion should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.
 - d) ALL open cuts and abrasions shall be covered with waterproof bandages before reporting for duty.
2. Officers should remove clothing that has been contaminated with body fluids as soon as practical. Any contacted skin area should then be cleaned in the prescribed fashion. Contaminated clothing should be handled carefully and laundered in the normal fashion.
3. Disinfection procedures shall be initiated whenever body fluids are spilled, or an individual with body fluids on his person is transported in a Departmental vehicle.

4. A supervisor shall be notified and the vehicle taken to the City maintenance garage or other approved service center as soon as possible to be cleaned and disinfected.

a) Service personnel shall remove any excess body fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding excess fluid.

b) The affected area should be disinfected using hot water and detergent or alcohol, and allowed to air dry.

5. Non-disposable equipment and areas upon which body fluids have been spilled shall be disinfected as follows:

a) Any excess of body fluids should first be wiped up with disposable absorbent materials.

b) A freshly prepared solution of one part bleach to 10 parts water or a fungicidal/micro-bactericidal disinfectant shall be used to clean the area or equipment.

6. All disposable equipment and cleaning materials contaminated with body fluids shall be bagged and disposed of.

D. Line-of-Duty – Exposures to Contagious/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 on duty shall be considered to have been exposed to a contagious/communicable disease.

2. A supervisor shall be contacted, and any appropriate on-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 clinical and serological testing for evidence of infection.

a) The Department shall ensure continued testing of the officer for evidence of infection and provide psychological counseling as determined necessary.

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 the officer to a contagious/communicable disease shall be encouraged to undergo testing to determine if the person has a contagious/communicable disease.

a) The person shall be provided a copy of the test results and guaranteed its confidentiality.

GENERAL ORDER 18-01
CONTAGIOUS/COMMUNICABLE DISEASES
PAGE 5

b) Criminal charges may be sought against any person who intentionally acts to expose an officer to a contagious/communicable disease.

5. Officers who test positive for a contagious/communicable disease may continue working as long as they maintain acceptable performance and does not pose a safety and health threat to themselves, the public or the Department.

a) The Department shall make a decision concerning the employee's work status solely on the medical opinions and advice of the Department's health care official.

b) The Department may require an employee to be examined by Department health care officials to determine if he/she is able to perform his/her duties without hazard to themselves or others.

6. All personnel shall treat employees who have contracted a contagious/communicable disease fairly, courteously and with dignity.

E. Record Keeping

The Department shall maintain written records of all incidents involving employees who have potentially been exposed to a contagious/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.

F. Training

The Commander of the Bureau of Administration and Operational Support shall be responsible for assuring that all employees are trained on the use of existing Personal Protection Equipment, for disseminating updated information concerning infectious diseases and coordinating additional in-service training dealing with this subject material per OSHA Standards.

BY ORDER OF: Chief Steven Schicker 3/10/14
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 4/22/14
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE
18.1, 18.2, 18.3

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 18-04

DATE: MARCH 02, 2015 CANCELS: GENERAL ORDER 87-08
TO: ALL OFFICERS INDEX AS: WORKMANS COMPENSATION
SUBJECT: ON DUTY INJURIES/ILLNESS PROCEDURES

I. PURPOSE

The purpose of this General Order is to establish procedures for seeking medical treatment as it applies to injuries or sickness that result from the performance of duty as an employee of the City of Ballwin.

II. GENERAL

It is the policy of the Ballwin Police Department to provide immediate medical care to any employee who becomes ill or sustains an injury during the performance of his/her duties as an employee of the City of Ballwin.

III. PROCEDURE

A. Emergencies

When an employee is injured or becomes ill while on duty and the nature of the injury/illness is such that it is deemed to require emergency medical attention, the supervisor responsible for the officer will assure that the officer is immediately conveyed to Mercy Hospital, or whatever hospital deemed necessary by paramedics on-scene for treatment.

B. Non-Emergencies

When an employee is injured during regular business hours (8 AM – 5 PM, Monday through Friday) and the injury is not deemed to be of an emergency nature, the supervisor responsible for the injured employee will contact the Coordinator of Human Resources, who will make arrangements for the employee to see the City's Worker's Compensation Physician or other Workmen's Compensation provider depending on the nature of the injury.

When an employee is injured on duty but during non-business hours, the supervisor responsible for the injured employee is authorized to convey the employee directly to designated emergency room or other medical provider for treatment.

IMPORTANT: Under no circumstances are employees to display their health insurance card for Workmen's Comp related illnesses or injuries. The only proper identification is the issued City Employee Identification Card.

C. First Report of Injury

As soon as possible following any injury, the injured employee(s) and/or their supervisor must complete a City of Ballwin "Employee Accident Report" form, which will be forwarded to the Human Resources Coordinator. Under no circumstances should the filing of this form be delayed longer than the beginning of the next regular full work day following the day of the injury.

1. The following information is required:
 - a. Date and time accident occurred.
 - b. Place of accident.
 - c. Time employee began work on injury day.
 - d. How the accident occurred.
 - e. What was the employee doing when injured?
 - f. What object or substance injured employee?
 - g. Describe the injury.
 - h. When is employee expected to return to work?

BY ORDER OF: Chief Steven Schicker 3/9/15
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 3/19/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

City of Ballwin
 14811 Manchester Road
 Ballwin, Missouri 63011

EMPLOYEE ACCIDENT REPORT

Employee Name:	Home Phone:
Social Security Number	Date of Birth:
Address:	Marital Status:
City, State and Zip Code:	Number of Dependents:

Date of Accident	
Time of Occurrence	
Time Employee Began Work	
Last Work Date	
Date Supervisor Notified	
Type of Injury/Illness	
Location Where Accident Occurred	
All equipment/materials/chemicals the employee was using when accident occurred.	
Specific Activity the Employee was engaged in when the accident/exposure occurred.	
Work Process the employee was engaged in when accident/exposure occurred.	
How injury/illness/abnormal health condition occurred. Describe sequence of events.	
When did employee return to work?	
What type of treatment was given?	
Witness Name	
Witness Phone Number	

REVIEWED BY:	
Completed By:	Date:
Supervisor's Signature:	Date:
Department Head's Signature:	Date:
City Administrator's Signature:	Date:

Most accidents are the result of unsafe acts and/or unsafe conditions.
Please investigate thorough and check the appropriate causes below.

Unsafe Act	Y	N	Unsafe Condition	Y	N
Lack of skill/knowledge			Lack of job safe practice		
Unsafe act of other			Improper material storage		
Physical limitation /mental attitude			Congestion - Lack of space		
Failure to use proper tools/equipment			Improper and/or worn tools and equipment		
Failure to wear protective equipment			Unsafe design and/or construction		
Unaware of hazards			Unsafe condition of machine		
Short cut to save time or effort			Improper guarding		
Unsafe material handling			Improper job procedure		
Other			Unsafe floors, ramps, stairways		
			Improper lighting		
			Other:		

What Was Done Unsafely?	What Unsafe Condition Existed?
Why Was It Done That Way?	Why Did These Conditions Exists?
How Will We Control The Above?	How Will We Correct These Conditions?
Estimated Completion Date:	Estimated Completion Date:
Who will assume responsibility for control?	Who will assume responsibility for correction:

Review Date By Department Head	Review Date By Department Head
Comments:	Comments: