



DEPARTMENT NOTICE

19-228
11/19/19

Reporting Occupational Exposures to Bodily Fluids

During the course of their duties, Police Officers may come into contact with bodily fluids of others. This exposes officers to a risk of contracting contagious diseases such as hepatitis B, hepatitis C or HIV. Officers are reminded that, when practicable, they should utilize available protective equipment, such as nitrile gloves or a CPR mask, to reduce the risk of infection.

Officers exposed to human blood, saliva, or other bodily fluids via an open wound, mouth, eyes, through a needle stick or human bite shall immediately seek medical attention to the affected area and notify their supervisor of the exposure.

The member and/or a supervisor shall ensure the following steps are completed for all exposures:

- Clean the wound with soap and water or other available means and administer First Aid.
- Notify the Occupational Exposure Services 24 Hour Needle Stick Hotline at (415) 469-4411 for documentation, confidential counseling, and testing. **(The needle stick protocol applies to all exposures.)**
- Notify the Department Operations Center (DOC) at (415) 553-1071. The DOC will notify District Station S.I.T. (primary) or District Station supervisor (secondary) of the exposed officer(s) and C.I.R.T. who will, in turn, contact the officer or supervisor.
- The member's supervisor shall also call the CCSF Injury Reporting Hotline at (855) 850-2249.
- Ensure an incident report outlining the circumstances of the exposure is completed.

The member's supervisor shall complete the appropriate Industrial Injury and Illness Reports: Supervisor's Investigation of Injury or Illness (SFPD 439), Employer's Report of Occupational Injury or Illness (Form 5020), Workers Compensation Claim (DWC 1), and the Contagious Disease Form (SFPD 348).

Penal Code Section 7510 requires that members, who believe they have come in contact with bodily fluids of a person who has been arrested or taken into custody, whether or not the person has been charged with a crime, report the incident. The S.I.T. investigator or member's supervisor will report this exposure and complete the Department of Health Services Form 8459.

Notification to the DOC is imperative.


WILLIAM SCOTT
Chief of Police

Per DB 19-156, sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.