



DEPARTMENT NOTICE

23-016

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Reporting Occupational Exposures to Bodily Fluids

(Update to DN 19-228)

During the course of their duties, 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, to utilize available protective equipment, such as nitrile gloves, masks, eye protection, or gowns, to reduce the risk of infection.

Officers exposed to human blood, saliva, or other bodily fluids via an open wound, mouth, or eyes, through a needle stick or human bite shall immediately seek medical attention to the affected area and notify their supervisor of the exposure. Exposure to clothing is not considered a health risk.

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 ZSFG Blood & Bodily Fluid Exposure hotline (previously called the Needlestick Hotline) at (415) 469-4411 for documentation, confidential counseling, and testing.
- Notify the Department Operations Center (DOC) at (415) 553-1071. The DOC will notify the District Station supervisor 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.

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), and Workers Compensation Claim (DWC 1). The Contagious Disease Form (SFPD 348) shall be discontinued.

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 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 DN 20-150, sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectivessf.gov who will provide additional information.