

Effective Date: 06-01-04	Number
	Chapter 13
Subject	
<b>Compensation, Benefits, Conditions of Work</b>	
Reference	Special Instructions
Chapter 22	
Approval	No. Pages - 28

### **13.1.1 EMPLOYEES REPRESENTED BY BARGAINING UNIT**

The Republic Police Department doesn't have a Bargaining Unit.

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### **13.2 BENEFITS**

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### **13.3 LEAVE**

#### **13.3.1 ADMINISTRATIVE LEAVE**

Administrative leaves are governed by the personnel Policy of the City of Republic.

#### **13.3.2 HOLIDAY LEAVE**

Holiday leave for Department employees is governed by the personnel Policy of the City of Republic.

#### **13.3.3 SICK LEAVE**

Employees will be permitted to take sick leave as governed by the Republic City Personnel Policy. The Department may at any time require a physician's statement to justify the use of sick leave and/or to determine if an employee's return to duty is approved by a physician. Abuse of sick leave benefits by reporting to be off ill or injured when actually fit for duty will be grounds for disciplinary action.

#### **13.3.4 CONVERSION OF VACATION TIME/DONATIONS**

It is required that the employee notify the Chief of Police when he/she becomes injured or incapacitated while on vacation, and wishes to make a sick time claim. Donating sick leave is covered in the City of Republic Personnel Policy.

### **13.3.5 INJURY OR SICKNESS PRECEDING VACATION PERIOD**

In instances where injury or sickness precedes the vacation period, the vacation will be canceled and rescheduled upon request. **NOTE:** Nothing in this policy is to be construed as establishing this practice as a vested right; it is a privilege which may or may not be extended by the Administration, depending on the circumstance.

### **13.3.6 STAFFING LEVELS**

No vacations will be granted when staffing levels would adversely affect Police service to Republic. Leaves during major City events will not be allowed without specific approval of the Chief of Police. The Police Chief will be the deciding authority in determining required staffing levels.

### **13.3.7 LEAVES OF ABSENCE**

All leaves of absence will be approved by the Mayor and Civil Service. Leaves are generally granted only under exceptional circumstances. In requesting a leave, an employee should describe in detail the reasons for making the request.

## **13.4 INSURANCE/RETIREMENT**

### **13.4.1 INFORMATION**

Information regarding insurance and retirement benefits for City employees is provided by the City of Republic Personnel Policy.

### **13.4.2 DISSEMINATION OF ADDITIONAL INFORMATION**

The dissemination of any additional information regarding benefits is the responsibility of the Chief of police.

### **13.4.3 PROFESSIONAL LIABILITY PROTECTION**

Professional liability protection will be provided to Department employees as provided for in City ordinance.

## **13.5 UNIFORMS AND EQUIPMENT**

### **13.5.1 PURPOSE**

The purpose of a uniform is to identify the person wearing it as a Police Officer. The uniform helps citizens in need of law enforcement services to identify Departmental personnel. It also indicates to those being detained or arrested that the action is being

taken by a Law Enforcement Officer. Finally, it provides a high level of law enforcement visibility. Employees are responsible for wearing the proper and complete Department uniform in the prescribed manner except when working in an assignment that requires them to be out of uniform. Employees should refer to the current policy on uniforms for specific uniform requirements and prohibitions.

### **13.5.2 INTENT OF POLICY**

The intent of this policy is to ensure that employees of the Republic Police Department present a professional uniform appearance at all times while engaged in the performance of their duties. The Chief of Police is responsible for ensuring compliance with this policy. However, it is not the intent of this policy to eliminate the authority of an individual officer from deviating from this policy in the event of extreme circumstances. With this authority comes the responsibility for justifying deviations from the policy. Such deviations will be judged on a case-by-case basis. This policy applies to all members of the Republic Police Department.

### **13.5.3 CLASSIFICATIONS**

Employees and their apparel will be classified into two sections:

- 1) Uniformed commission personnel
- 2) Non-uniformed commissioned and civilian personnel

### **13.5.4 WEARING OF BASIC UNIFORM**

The uniform of the Republic Police Department is the basic uniform described in this policy. The basic uniform shall be worn at all times except during the exceptions noted in this policy.

### **13.5.5 UNIFORM SPECIFICATIONS**

All uniformed employees shall possess at all times a serviceable basic uniform, a seasonal uniform, and the equipment necessary to perform their assigned duty. Personnel assigned to duty where a special uniform is required shall also possess and maintain the special uniform required for that special assignment. All uniforms and equipment in the possession of Department personnel shall meet the specifications outlines in this policy.

### **13.5.6 NON-UNIFORMED POSITIONS**

All personnel assigned to non-uniformed positions while testifying or attending court shall wear the following: a business suit with a dress shirt and tie, or sports coat and slacks, with a dress shirt and tie. These items should be in good condition, cleaned and pressed. Female personnel will wear appropriate attire that parallels these specifications.

### **13.5.7 APPROPRIATE NON-UNIFORMED ATTIRE**

All personnel assigned to non-uniformed positions may wear slacks and a sport shirt with or without a tie. Polo shirts or sweaters may be worn provided they meet the same standard of quality and appearance as other authorized attire. Female personnel will wear appropriate attire which parallels these specifications.

### **13.5.8 UNSUITABLE ATTIRE**

Blue jeans, T-shirts, sweatshirts, sweat pants, or other excessively casual attire will not be permitted except for Officers working undercover assignments or as otherwise permitted by the Chief of Police. Other clothing items not mentioned here may be deemed unsuitable office attire by a Supervisor and not approved for wear.

### **13.5.9 COMMISSIONED OFFICER UNIFORM**

The basic uniform for Commissioned Officers shall consist of the following:

- a. Hat
- b. Long Sleeve shirt-Navy Blue
- c. Badge
- d. Name plate
- e. Tie-Navy Blue
- f. Uniform trouser-navy Blue with a French Blue stripe on each side.
- g. Trouser belt
- h. Equipment belt and associated equipment
- i. Footwear
- j. Jacket
- k. Body armor

### **13.5.10 T-SHIRTS**

T-shirts worn under the basic uniform shirt shall be worn so as not to be visible above the top button of the shirt collar.

### **13.5.11 ITEM ISSUANCE - COMMISSIONED PERSONNEL**

The Department will issue items to Commissioned Personnel at the beginning of their employment.

### **13.5.12 ITEM ISSUANCE - UNIFORMED CIVILIAN PERSONNEL**

The Department will issue items to uniformed civilian personnel at the beginning of their employment.

### **13.5.13 ITEM ISSUANCE - CIVILIAN POSITIONS**

The Department will issue items to civilian positions, at the beginning of their employment.

### **13.5.14 JUMPSUITS**

Jumpsuits may be authorized for night shift, special assignments such as crime scene details, traffic investigations, and range duty at the discretion of a Supervisor.

### **13.5.15 PROTECTIVE VEST**

Each Commissioned Officer shall be issued a Department approved protective vest. Each Officer who is assigned to patrol duty shall wear the vest while on duty and in uniform. Officers who are not assigned to patrol duty may be required to wear the vest at the direction of a Supervisor, or anytime circumstances dictate the potential of hazardous contact.

### **13.5.16 DEPARTMENT SHOULDER PATCHES**

Department shoulder patches shall be affixed to the left shoulder of all shirts (excluding dress uniform shirts), jackets, jumpsuits, and blazers. The top of the shoulder patch shall be ½ inch below the shoulder seam and centered on the sleeve. The American flag will be placed on the right shoulder in the same manner.

### **13.5.17 STANDARD SHOULDER PATCH**

The standard shoulder patch will have a yellow border and yellow and black lettering. The standard shoulder patch will be worn by all personnel up to and including the rank of Chief of Police.

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### **13.5.20 RANK OF POLICE CHIEF**

The rank of Police Chief shall be signified by three gold stars affixed to the epaulets on the uniform shirt. One point of each star shall point upward. The stars shall be centered between the top and bottom edges of the collar, and the center of the front star shall be one inch from the front of the collar. On each shoulder of the jacket, three stars shall be worn in such a manner that one point of each star shall point to the rear. The stars shall be centered on the epaulet and the center of the outside star shall be one inch above the shoulder/sleeve seam.

### **13.5.21 SERVICE STRIPES**

Service stripes reflecting an employee's length of service as a sworn full-time Law Enforcement Officer shall be worn on the left sleeve of all long sleeve shirts (except dress uniform shirts). The left edge of the service stripe shall be placed at the center press of the sleeve. The lower edge of the bottom stripe shall be ½ inch above the top of the cuff. Each stripe shall signify three years of service. Service stripes will be blue and navy blue.

### **13.5.22 EQUIPMENT BELT**

The police duty belt shall be worn only with approved equipment and accessories. The following equipment shall be worn on the equipment belt:

- a. Extra ammo magazines (2) with holders
- b. Expandable baton with holder
- c. OC spray with holder
- d. Handcuffs with case holder
- e. Portable radio with holder
- f. Authorized duty weapon and holster

### **13.5.23 OPTIONAL EQUIPMENT APPROVAL**

Other optional equipment may be worn on the equipment belt if approved by a Supervisor. Equipment may be positioned at the Officer's discretion in the interest of Officer safety and comfort.

### **13.5.24 HOLSTER**

The holster shall be worn in a manner that places the butt of the gun to the rear on the weapon hand side.

### **13.5.25 NAME PLATE**

The name plate shall be worn ¼ inch above and centered over the right breast pocket of the uniform shirt.

### **13.5.26 AUTHORIZED MEDALS & INSIGNIAS**

Only the following medals and insignias are authorized to be worn on commissioned personnel uniforms. A maximum of two medals/insignias are authorized to be worn above the nameplate, in the following hierarchy:

- a. Law enforcement fraternal organizations (FBI National Academy, Command College, etc.)
- b. Ribbon of Valor
- c. Ribbon of Merit
- d. Special assignment insignias such as F.T.O., Firearms Instructor, and others to be developed (not authorized for dress uniforms).
- e. Other authorized medals or insignias as authorized by the Chief of Police (Memorial pins.)

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#### **13.5.29 SCHOOL RESOURCE OFFICER/BICYCLE PATROL UNIFORMS**

When assigned as a School Resource Officer (S.R.O.), the S.R.O. shall be required to wear the patrol uniform of the day.

#### **13.5.30 ISSUANCE OF THE DRESS UNIFORM**

When required, the dress uniform may be worn in lieu of the basic uniform. The dress uniform's primary use is for wear at formal functions. The uniform will be issued to the Chief of Police. The dress uniform will be optional for Officers at their own expense.

#### **13.5.31 DRESS UNIFORM**

The dress uniform consists of the following:

- a. Hat
- b. Long sleeve shirt, white
- c. Name plate
- d. Badge
- e. Tie, Black
- f. Dress trousers, navy blue, no stripes.
- g. Trouser belt, black basket weave with gold buckle for Chief of Police and silver for all others

- h. Footwear, low top, patent leather, oxfords
- i. Blazer, navy blue, single breasted, silver buttons for Officers and gold for all others.

### **13.5.32 ISSUANCE OF DEPARTMENTAL EQUIPMENT & UNIFORMS**

Employees issued Departmental equipment and uniforms will at the time of issuance sign a receipt of equipment and uniforms received. This includes Departmental uniforms and equipment issued for specialty assignments including motorcycle and bicycle duty. Subsequent inventories will be done at each annual performance appraisal by the employee's Supervisor indicating which items the employee has been issued and still possesses.

### **13.5.33 ANNUAL INVENTORY**

Equipment will be inventoried at the beginning of each year. The employee will check off the list and sign the inventory in the presence of the Supervisor indicating the equipment or uniforms are still in the employee's possession. The inventory will be maintained in the employee's personnel file.

### **13.5.34 MAINTENANCE AND CARE OF ISSUED ITEMS**

All employees shall be responsible for the proper maintenance and care of issued items. Equipment shall not be altered, however, uniforms may be tailored for proper fit. Leather equipment shall be kept dyed and shined, and shall be replaced when deemed necessary by a Supervisor.

### **13.5.35 REPLACEMENT/REPAIR OF ITEMS**

Whenever City owned equipment or uniform items are lost, stolen, damaged or worn to a condition of being unserviceable, the employee shall immediately notify his/her Supervisor and request replacement or repair of the item. All approved uniform items will be repaired or replaced through the Chief of Police. Issued items lost or ruined by employee neglect in violation of rules and regulations shall be replaced at employee expense.

### **13.5.36 RETURN OF CITY PROPERTY**

All employees shall return all City owned property in their possession upon resignation, termination of employment, or by request of the Chief of Police or the Chief's designee.

### **13.5.37 LEAVE OF ABSENCE – SAFEKEEPING OF CITY PROPERTY**

All employees granted a leave of absence without pay that exceeds 30 days shall prior to the effective date of the leave, surrender all City property in their possession for safekeeping pending the return of the employee.

### **13.5.38 REPORTING TO DUTY**

Employees will report to duty with the necessary items that are needed to accomplish their tasks.

### **13.5.39 DEPARTMENTAL KEYS**

Employees of this Department shall not make or cause to be made any duplicates of Departmental keys and the keys will stay in their control at all times. Employees will possess only those Police Department and City of Republic keys which they are authorized to have. Loss of Departmental keys will be reported immediately by the employee to their Supervisor. A memo will be submitted detailing the circumstances surrounding the loss. **NOTE:** Employees will not possess keys to business establishment(s) unless they have received prior permission from the Chief of Police.

### **13.5.40 DISTRIBUTION BOX**

All employees are assigned two distribution boxes. The boxes are to be checked each day upon arrival. This mailbox should be kept cleared out and not used as a storage box. Employees are encouraged not to receive personal mail at the Department, nor to use the Police Department address for correspondence that would otherwise be received at the employee's residence.

### **13.5.41 LOANING OF CITY PROPERTY/EQUIPMENT**

City property or equipment will not be loaned for personal use but may be loaned to another agency with permission of the Chief of Police.

## **13.6 PROTECTIVE VEST**

### **13.6.1 REQUIREMENTS/EXCEPTIONS**

The Department provides ballistic vests to all full-time Commissioned Officers. Officers are required to wear the ballistic vests while in Police uniform. Exceptions to this policy will apply to dress uniforms and to Officers whose primary duty is in an office environment such as Administrative Officers.

## **13.7 GROOMING/APPEARANCE**

### **13.7.1 REQUIREMENTS**

Employees will maintain a neat, clean appearance on duty. Police Officers will keep their uniforms and clothes clean, pressed and in good condition. The grooming of the hair will be kept at a medium style and trimmed so as not to extend beyond the top of the ear, nor over the top of the shirt collar

when in a standing position. Female officers with long hair will wear their hair pulled back with a hair clip or in a braid, keeping it off the shoulders. It must allow for a neat appearance when wearing a uniform hat. Sideburns may extend below the ear and will be neatly trimmed, and the hair on the sideburns must not be allowed to be over one quarter inch in length. Mustaches will be allowed only if neatly trimmed, and if they do not extend below the corners of the mouth. Beards are not permitted at any time.

**NOTE:** Any personnel assigned to special duty status or in undercover status may be allowed to take exception to these standards.

## **13.8 MEDICAL EXAMINATIONS**

### **13.8.1 PAYMENT OF FEES**

Physical, medical, and psychological examinations required by the Republic Police Department are provided at no cost to the employees.

## **13.9 PHYSICAL FITNESS**

### **13.9.1 LEVEL OF FITNESS**

Officers are required to maintain a level of physical fitness which will allow them to perform their duties effectively. If a question arises as to an Officer's ability to perform regular duties due to an apparent low level of health or fitness, the Officer may be required to submit to a physician's examination and, to bring his or her health or fitness level to an acceptable level.

## **13.10 ADDRESS OF RESIDENCE**

### **13.10.1 CURRENT ADDRESS REQUIREMENT**

All employees are responsible for seeing that their current address is on file with the Department. Employees will promptly inform the Department of any change in address. This requirement applies even when a change of address is of a temporary nature.

### **13.10.2 NOTIFICATION OF CHANGE OF ADDRESS**

When an employee's address changes, that employee will immediately notify the Records Manager.

## **13.11 TELEPHONE REQUIREMENT**

### **13.11.1 EMERGENCY SITUATIONS CONTACT**

All employees must have a telephone in their residence so that they may be contacted in emergency situations. Employees are responsible for seeing that the telephone number is on file with the Department and for informing the Department of any change in telephone number.

### **13.11.2 NOTIFICATION REGARDING CHANGE OF PHONE NUMBER**

When an employee's telephone number is changed, that employee will immediately notify the Records manager.

## **13.12 OFF-DUTY EMPLOYMENT**

### **13.12.1 APPROVAL**

Police Departmental employees will request in writing approval from the Chief of Police prior to working off-duty. Permission or denial will be in writing with the reasons for denial. OFF-DUTY EMPLOYMENT – NON-LAW ENFORCEMENT ASSOCIATED  
Any employee of the Republic Police Department who wishes to seek additional employment outside the Republic Police Department, must submit a request, through the chain of command, to the Chief of Police. The request shall outline the type of employment, who the employer would be, and the specific duties the employee will be doing. Sworn personnel will utilize this procedure when seeking additional employment, where they do not anticipate the need to use law enforcement powers.

- A. The Department, when deciding on whether to grant approval, will consider whether the place of employment or type of work performed would bring discredit on the Republic Police Department or if it would constitute a conflict of interest with the overall Police Department's mission.
  1. Additional restrictions and concerns are the same as those listed in the "Off-Duty Employment – Law Enforcement Associated" standard.
  2. Requests for off-duty employment will be maintained in the employee's personnel file OFF-DUTY EMPLOYMENT – LAW ENFORCEMENT ASSOCIATED Off-duty law enforcement employment is when an Officer is working in uniform or civilian attire, and is employed in such jobs which involve Police or security activity, and is approved by the Chief of Police. Although the employee is hired by someone other than the City of Republic,

their authority and Police power is delegated by the City. The main responsibility of employees is to the Department and the citizens of Republic. Department policy is to permit off-duty employment as long as it does not interfere with the member's responsibility to this City

- B. Employment as an off-duty Police Officer outside the City of Republic will not be allowed.
- C. When working in any off-duty employment assignment, each employee is still governed by Department rules and regulations. If the demands of the employee are in conflict with Department rules and policy, then Department orders shall take precedence. If this is not acceptable to the employer, then the employment is categorically not approved.
- D. Officers may not use city owned uniforms or equipment other than a portable radio while working in any off-duty employment capacity. Any deviation shall be approved in advance by the Chief of Police.
- E. The following general conditions will apply to off-duty employment:
  - 1. No request will be approved for off-duty employment, the nature of which is held to be in conflict with the duties and obligations imposed upon all members of the Department.
  - 2. Any record of above average days off for sickness a poor work record, or misconduct, may result in the denial or revocation of an off-duty work request.
- F. Members and employees are prohibited from working in any of the following situations:
  - 1. Any occupation of a menial nature, when in uniform or otherwise identified as an Officer, which would tend to lower the dignity of the police service.
  - 2. As a process server, bill collector, or any other employment which may require the use of Police power for a private purpose.
  - 3. Any employment which may require access to Police information, files, records, or services as a condition of employment, except in cases where the prior approval for each use has been authorized by the Chief of Police.
  - 4. Any employment which assists in any manner defense preparations in a criminal action or proceeding.

5. Any place of employment where, because of illegal or questionable operation, there has been a necessity for continuous Police action or scrutiny.
  6. Any employment requiring wearing of the Police uniform outside the City limits of Republic.
- G. The maximum of off-duty employment time should not exceed 20 hours per work week.
  - H. If an off-duty employment situation held by a Police Department employee is found to interfere with (1) the Department's image or efficiency, (2) the on-duty work performance of the individual in question, or (3) is found to involve misuse of the commission, the Police Department employee will be required to terminate such employment.
  - I. The primary obligation and responsibility of an Officer who accepts off-duty employment must be for the Department. Officers directed to report for overtime work will do so regardless of their off-duty employment situation.
  - J. Damage or loss of City equipment during off-duty employment must be immediately reported to a Supervisor, and the cost of replacement is the sole responsibility of the Officer. (Exception: If the Officer is acting in the performance of his duty to the City, replacement will be born by the City per replacement policy.) If available and approved, equipment such as portables will be signed out and in, immediately before and after use. No item of City equipment will be assigned or left at off-duty places of employment.
  - K. Officers will always present themselves in a manner required by policy. Officers must not engage in activity which gives the appearance of inattention to duty.
  - L. Officers working Police related off-duty employment will notify the on-duty Supervisor, through the dispatch center, of their activity, location, and duration on reporting to same.
  - M. Officers working in an off-duty capacity are representatives of the employing off-duty entity and not of the City of Republic when they are employed in off-duty capacities, and will be considered as independent contractors, or employees of the off-duty employing entity.

### **13.13 LIGHT DUTY**

In the event an Officer becomes sick or disabled and is capable of returning to work in a light duty status, the Department may, if specific projects and/or tasks are available, allow the Officer, if they so request, to return to work in a light duty status. A request for light duty status will be made in writing and must be accompanied by the doctor's statement allowing light duty and listening limitations. This provision will only be extended to non-LEOFF I employees.

- A. A light duty status job may be assigned so as to permit the Officer to continue working within the Department in a duty capacity that the Officer is physically capable of performing while continuing to be paid at the Officer's normal rate of salary.
  - 1. The hours of work and tasks assigned will be at the discretion of the Department and what best meets its overall needs.
- B. Light duty assignments will be contingent upon the medical prognosis of full physical recovery from the Officer's disability within a reasonable period of time. Light duty for psychological disability is specifically not allowed.
- C. The maximum light duty assignment status will be 60 days, provided that upon request of the Officer and approval of the Department, the 60 day period may be extended up to but in no case exceeding a total period of six months. Consideration of the extension shall be based upon: (1) the medical prognosis of the Officer being able to return to full employment in a reasonable period of time thereafter in accordance with the advice of a physician retained by the Department, and (2) the availability of tasks for assignments that can be worked by light duty personnel.
- D. Determination of an Officer's disability from performing full duty, ability to perform on light duty status, and ability to return to full duty will all be made upon examination and advice of a physician.

### **13.14 MATERNITY POLICY – COMMISSIONED PERSONNEL**

The maternity policy is established as general guidelines and is not intended to replace or supersede those policies as created through personnel policy, or the Washington State Human Rights Commission. This policy will be established to include commissioned Police Personnel.

- A. An Officer must advise her Supervisor upon learning that she is pregnant, and the Supervisor will notify the Mayor.

- B. At the point of incapacity to perform full duty as determined by the Officer's physician or at the point where her issue uniform will no longer fit, whichever is first, the Officer may, subject to available position and Departmental approval, be assigned to light duty assignment for her term of pregnancy.
- C. At the point that her physician determines that the Officer can no longer serve in any work capacity, the Officer will be placed on disability leave or sick leave in compliance with the existing LEOFF standards. When the Officer is no longer pregnant, her physician will determine when the Officer is sufficiently recuperated for return to full duty, after which she will be ordered to report for assignment. Unless she declines to return to duty, the Officer will be restored with full commissioned powers.
- D. If there is any question concerning the pregnancy or the prognosis of when the Officer can return to full duty, the Department can ask that a second opinion be obtained through a city chosen physician. This will be coordinated by the Chief of Police at no cost to the employee.

### **13.15 EXPOSURE CONTROL PLAN AND POLICY**

It has been recognized that Law Enforcement Personnel, in the normal course of their duties, will likely come into contact with blood or other body fluids raising their chances of contracting potentially harmful or fatal diseases. In accordance with the Occupational Exposure to Bloodborne Pathogens Standard (WAC 296-823), it is the Republic Police Department's Policy to observe Universal Precautions against exposure to both HIV (AIDS) and HBV (Hepatitis B) viruses and other communicable diseases, provide appropriate information and follow-up care if exposure should occur, educate personnel on the modes of transmission of Bloodborne pathogens, identify job classifications with occupational exposure or task/procedures with possible exposure, and to provide, at no cost to the identified employee, the Hepatitis B vaccination series. The Surface Antibody Test, which determines whether HBV immunized individuals have developed the necessary antibodies is optional, at no cost to the employer. If additional HBV inoculations are necessary following the Surface Antibody Test, they will be made available at no expense to the employee.

- A. The purpose of this policy is to provide guidelines for Department employees in prevention, reporting, treatment, and follow-up process to incidents of occupational exposure. The following is a list of definitions:
  - 1. Blood – Human blood, human blood components, and products made from human blood.
  - 2. Bloodborne Pathogens – Pathogenic micro-organisms that are present in human blood and can cause disease in humans. These

pathogens include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

3. Contaminated – The presence or the reasonably anticipated presence of blood, other potentially infectious materials (OPIM) or sharps.
4. Contaminated Laundry – Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
5. Contaminated Sharps – Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, knives, broken glass, broken capillary tubes, and exposed ends of dental wires.
6. Decontamination – The use of physical or chemical means to remove, inactivate, or destroy Bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use, or disposal.
7. Engineering Controls – Controls (e.g., sharps disposal containers) that isolate or remove the Bloodborne pathogens hazard from the workplace.
8. Exposure Incident – A specific eye, mouth, other mucous membrane, non- intact skin, or parental contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
9. HBV – Hepatitis B virus
10. HIV – Human immunodeficiency virus
11. Occupational Exposure – Reasonably anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
12. OPIM – Other Potentially Infectious Materials – Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

13. Parental – Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
14. PPE – Personal Protective Equipment – Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
15. Source Individual – Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.
16. Sterilize – The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial end spore.
17. Universal Precautions – An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
18. Work Practice Controls – Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

B. For compliance with the Occupational Exposure to Blood borne Pathogens Standard (WAC 296- 893) the following job classifications can reasonably anticipate that an exposure to blood or other bodily fluids or other potentially infectious materials may occur.

1. These listings are not intended to exclude personnel who, due to unexpected circumstances on duty come into contact with blood or other body fluids:
  - a. Chief of Police
  - b. Police Officers

C. Confidentiality – It should be noted that information identifying an individual as having tested positive for HIV or a sexually transmitted disease is confidential under RCW 70.24.105. Dissemination of such information in violation of the statute may except as specifically authorized by State law, result in criminal charges.

- D. Exposure incident responsibilities – The Republic Police Department shall establish policy and procedures, which promote safe work practices and protection against communicable diseases for all employees. These policies and procedures relate to the requirements of OSHA (WISHA) 29 CFR Part 1910.1030. Occupational Exposure to Blood borne Pathogens: Final Rule, published December 6, 1991. The Republic Police Department shall promote compliance with these policies and procedures with emphasis on the training of employees in the rational application of exposure control practices. In addition, the Republic Police Department shall make available to employees the preventive and protective measures required by those policies and procedures in order to minimize the risk of occupational exposure. The Republic Police Department will assist the employee as requested or necessary in obtaining treatment and evaluation of any employee who experiences an accidental occupational exposure. The Republic Police Department shall also review these policies and procedures annually and update whenever necessary to assure applicability and timeliness of information.
1. Republic Police Department has adopted Universal Precautions as a method of minimizing contact with blood or other potentially infectious materials. Training of employees shall include the application of Universal Precautions in the work place and all supervisory staff shall work with employees to reinforce importance of place Universal Precautions and to ensure compliance.
  2. Employees must recognize that they have responsibility for they're on health and safety, and encourage other employees to work in a safe manner. Consistent with the circumstances presenting themselves, employees shall always use appropriate personal protective equipment consistent with these policies and procedures. Initiate immediate self- care and seek immediate medical attention and follow-up treatment as prescribed by standard medical practices.
  3. Make an immediate verbal report of the exposure to their on-duty Supervisor, and initiate the Exposure Report.
  4. If an exposure occurs which is on duty but not related to a crime or if the source patient refuses testing call the Northeast Tri-County Health District Colville Office Aids Prevention Program at (509) 684-5048. If the source person is arrested or anticipated to be arrested, complete a Request for Mandatory Testing due to Substantial Exposure. In addition you can contact the HIV Program Director at (509) 684-5048 Notifications of the exposures

should be made no later than seven (7) days after the exposure occurs.

5. Comply with the post exposure procedures outlined in the Exposure Control Plan and the Post Exposure Follow-up Procedure form.
  6. Prepare an incident report, and State L & I Claim Form for LEOFF II Officers and civilians. This can be done at the Ferry County Hospital.
- E. Chief of Police Responsibilities in the Event of an Exposure arrange for the immediate medical care of employee at the Ferry County Hospital, and shall act as liaison for the employee to the medical facilities.
1. Following a report of an exposure, in addition to initiating an incident report, City of Republic Accident Report, and State L & I Claim Form for LEOFF II officers and civilians, make immediately available to the exposed employee a Exposure Report, and in the event the source person refuses testing, the Chief of Police will ensure that the phone call to the Northeast Tri-County Health District Colville Office Aids Prevention Program at (509) 684-5048 has been made and a Request for Mandatory Testing due to Substantial Exposure has been completed. These forms shall include documentation of the route(s) of exposure, the circumstances under which the exposure occurred, and identification and documentation of the source individual if possible.
  2. Forward a copy of the Exposure Report to the clinic or hospital representative where the Department employee was taken for treatment and, if necessary, submit the Request for Mandatory Testing form to the Jail Health HIV Program Coordinator for Ferry County Correctional Facility.
  3. The Chief of Police will direct the employee to comply with post exposure procedure outlined in the Exposure Control Plan and the Post Exposure Follow-up Form.
- F. Blood borne Pathogen Exposure Incident Follow-up:
1. Arrange for initiation of follow-up treatment as prescribed by standard medical practices.
  2. Determine that required medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-

exposure and follow up, including prophylaxis, are made available to the employee. Evaluations and procedures shall be consistent with current department regulations and applicable regulations of the U.S. Public Health Service. Required laboratory tests will be conducted by an accredited laboratory.

3. Provide for the confidentiality of all reports and for the screening of any release of related information.
  4. Provide the healthcare professional evaluating an employee after an exposure incident a copy of the OSHA and WISHA regulations, a description of the exposed employee's duties as they relate to the exposure incident, immunization/history form, supervisor's report of their injury, and all medical records relevant to the appropriate treatment of the employee, including vaccination status maintained by the Chief of Police.
  5. Obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for the employee and if the employee has received such vaccinations. The healthcare professional's written opinion for post-exposure evaluation and follow up shall be limited to the following: That the employee has been informed of the results of the evaluation; and that the employee has been told about any medical conditions resulting from exposure to blood or other potentially findings or diagnosis shall remain confidential and shall not be included in the written report.
  6. Assure that employees who decline to accept Hepatitis B vaccinations sign a declination statement.
- G. The Chief of Police's Responsibilities in the Event of an Exposure – Maintain records of all reportable exposures in individual Officer's confidential files along with immunization histories and copies of the on-duty report of injury.
1. Maintain the confidentiality of the employee's medical records and ensure that they are not disclosed or reported without the employee's expressed written consent to any person within or outside the workplace except as required by law.
  2. Conduct a review of these policies and procedures annually. This review will be completed no later than the first quarter of each

year. The Training Officer shall also examine and maintain or replace engineering controls.

- H. Immunization and History – All Department personnel shall be responsible for recording any immunization they receive on Department health history/immunization record which will then be maintained in confidential files.
1. Republic Police Department shall make available at no cost the Hepatitis B vaccine series to all employees who may be at risk for occupational exposure (see introductory paragraph of this policy for information on Surface Antibody testing and additional vaccination). Request for immunization will be handled by the Chief of Police. Post exposure evaluations and follow up will be provided to all employees who have had an occupational exposure incident. Exposures occurring in the line of duty will be considered on-duty injuries and processed according to current Department regulations.
  2. B vaccination shall be made available within ten working days of initial assignment (Post B.L.E.T.) and to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is inadvisable for medical reasons.
  3. Republic Police Department shall not make participation in a pre-screen program a prerequisite for receiving Hepatitis B vaccination.
  4. If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the OSHA/WISHA standard decides to accept the vaccination, Republic Police Department shall make available Hepatitis B vaccination at that time.
  5. If routine booster dose(s) of Hepatitis B vaccine recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available under the same provisions as described in this section for vaccination.
- I. Personal Protective Equipment – Republic Police Department shall make available, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, pocket masks, or other emergency resuscitation devices. Personal protective equipment will be considered “appropriate” when it is designed to deter blood or other potentially

infectious materials from passing through or reaching the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use for the duration of time which the protective equipment will be used.

1. On-duty Supervisors are responsible for the employee's use of appropriate personal protective equipment unless the supervisor is aware that the employee temporarily and briefly declined to use personal protective equipment due to emergency or exigent circumstances, or it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of essential service or would have posed an increased hazard to the safety of the worker or co-worker. An example of such an instance would be Officer's response to a reported shooting in progress. While time would not permit putting on most personal protective equipment, such equipment should be utilized as needed as soon as the situation is stabilized.
  2. When an employee makes this judgment, the circumstances should be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future. The information should be forwarded through the chain of command.
  3. Incident scenes should be categorized according to the level of risk, with Level I being the lowest risk, and Level IV being the highest risk. As the level of risk increases, additional safety precautions are required. (See "Precautions Dictated by Levels of Risk Exposure".)
  4. The Chief of Police is responsible for the appropriate personal protective equipment in varying sizes being readily accessible at the work site or being issued to the employees.
  5. All personal protective equipment shall be removed prior to leaving the work area. Equipment shall be placed in the appropriate area or container for storage, washing, decontamination, or disposal.
- J. Handling of Evidence – No item of evidence suspected of being contaminated, no matter how large or small is to be handled without latex gloves. Certain items or situations may require additional protection, such as Type suits, shoe covers, masks and/or eye protection. Evidential items, which require laboratory processing, should be handled in accordance with standard operating procedures of the Evidence Section. Bags and

containers with such materials should be marked with tags or otherwise identified as containing infectious waste in accordance with the Occupational Exposure to Blood borne Pathogens standards (WAC 296-823).

1. No contaminated evidence, regardless of size, should be placed in direct contact with tabletops or other non-contaminated surfaces. Wrapping paper, paper bags, drop cloths, or other coverings shall be used as surface coverings. When air-drying, wrapping paper should be draped around the item and then marked with biohazard stickers/labels. Gloves, eye protection, and masks should be worn when air-drying and packaging the evidence.
2. Evidence contaminated with blood or other potentially infectious materials shall be placed in paper bags (double bagged if necessary to prevent leakage or further contamination) or specialized evidence bags designed for this purpose during collection, handling, processing, storage, transport, or shipping.
3. Containers for storage or shipping shall be labeled or color-coded with the universally recognized biohazard label provided by the Department.

K. Regulated Waste – During use, disposable sharps containers shall be easily accessible to personal.

1. Contaminated uniforms shall be labeled biohazard to alert cleaning agencies of the potential contamination. Contaminated clothing must not be cleaned at home. Contaminated laundry shall be handled as little as possible with a minimum of agitation. Contaminated laundry that is wet or presents a likelihood of soak-through shall be bagged and labeled (in accordance with section II) at the location where it was used and shall not be sorted or rinsed in the location of use.
2. Regulated waste shall be placed in containers provided by Republic Police Department that meet OSHA/WISHA standards. Containers of regulated waste shall be closed immediately prior to removal or replacement..

L. Information and Training – The Chief of Police shall ensure that all employees with occupational exposure participate in a training program. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place at least annually thereafter.

1. Annual training for all employees shall be provided within one year of their previous training.
  2. The department shall provide additional training when changes such as modification of tasks or procedures affect the employee's occupational exposure. This additional training may be limited to addressing the new exposure created.
  3. The training program content and conduct shall be consistent with the requirements of the OSHA/WISHA standards.
- M. Communication of Hazards – Red bags or labels meeting OSHA/WISHA standards for biohazard material notification shall be used to indicate the presence of blood or other potentially infectious materials. The biohazard labels are fluorescent orange/red in color with the universal "BIOHAZARD" symbol in black. Also located in each facility is the red and white "BIOHAZARD" box with red plastic bag liner for regulated waste.
- N. Record Keeping – The Chief of Police shall establish and maintain an accurate record for each employee with potential for occupational exposure and shall ensure that employee medical records are kept confidential and are not disclosed or reported without the employee's expressed written consent to any person within or outside the work place except as required by law. The medical record shall include:
1. Name and social security number
  2. Completed health history/immunization record
  3. Copy of Hepatitis B vaccination status including dates of vaccination and any medical records relative to the employee's ability to receive the vaccination
  4. Copy of all results of examination, medical testing, and follow-up procedures as provided by the employee.
  5. Republic Police Department's copy of the healthcare professional's written opinion for post exposure follow up
- O. The Chief of Police shall provide employee medical records upon request for examination and copying to the subject employee, to anyone having written consent of the subject of employee, and upon appropriate request

to the Director of the National Institute for Occupational Safety and Health, and to the Assistant Secretary of Labor for Occupational Safety and Health.

- P. The Chief of Police shall maintain the records for at least the duration of employment plus 30 years in accordance with OSHA 29 CFR 1910.20. No part of this file may be transferred to any other City agency or Department without the employee's expressed written consent. Training records shall include:
1. Dates of training sessions
  2. Contents or summary of the training session
  3. Names and qualifications of persons conducting the training
  4. Names and job classifications of all persons attending training sessions
- Q. Training records shall be maintained for three years from the date on which the training occurred.
- R. The Department shall provide employee training records upon request for examination and copying to employees, to employee representatives, to the Director of the National Institute for Occupational Safety and Health, and to the Assistant Secretary of Labor for Occupational Safety and Health.
- S. The Chief of Police shall ensure that all records required to be maintained in accordance with OSHA/WISHA shall be made available to the Assistant Secretary of Labor for Occupational Safety and Health, and the Director of the National Institute for Occupational Safety and Health for examination and copying upon appropriate request.
- T. Supporting documents shall be on file in the training office. The Chief of Police or designee will provide a copy of these policies and procedures to an employee within 15 days of written request.
- U. Work Practice Controls – No eating, drinking, smoking, application of cosmetics or lip balm, or handling of contact lenses will be allowed in areas where there is risk of occupational exposure.
1. No food or beverages shall be kept in refrigerators or other locations where blood or Other Potentially Infectious Materials (OPIM) are present.

2. If contact with blood or OPIM is expected, employees are to examine themselves for cuts, sores, hangnails or abrasions, and cover them with a sterile bandage.
  3. After the removal of gloves or other personal protective equipment, employees shall wash their hands immediately (or as soon as possible).
  4. Employees shall wash exposed skin with antibacterial soap and hot water immediately after any contact with blood or OPIM. If water is not readily available, use a germicidal hand sanitizer as soon as possible. Should any blood or OPIM enter the eyes, nose, or mouth, these areas should be flushed with water immediately.
  5. Contaminated needles and other sharps shall not be bent, recapped, or removed. Shearing or breaking of sharps is prohibited.
  6. Individual Sharp container or sharps/needle keepers are provided for disposal or for evidence. These are puncture-resistant, labeled/color-coded as BIOHAZARD, and leak proof. All department vehicles are equipped with Blood borne Pathogen Kits. Needles/sharps are to be transported in these kits (sealed in clear plastic bags within the kit). At the station evidence room, place sharps in bio-hazardous container for disposal if not used for evidence.
  7. Evidence or impounded items which are contaminated with blood or OPIM shall be packaged in appropriate leak proof containers and labeled BIOHAZARD. Any item collected which may puncture the first bag shall be double-bagged so as to prevent puncturing/leaking.
  8. Biohazard waste (gloves, masks, boxes, etc.) which are contaminated with blood or OPIM shall be disposed of in appropriate containers.
  9. Any personal clothing or vehicle that has been contaminated with blood or other potentially infectious material shall be left for special handling and not taken home.
- V. Precautions Dictated by Levels of Risk Exposure – incident scenes should be categorized according to the level of risk, with Level I being the lowest risk, and Level IV being the highest risk. As the level of risk increases, additional safety precautions are required.

1. Level I – An incident scene where individual pieces of evidence or property suspected of being contaminated must be collected.
2. Level II – Interior or exterior scene, with little or no blood or other body fluids.
  - a. The ten (10) work practice controls; latex gloves should be worn.
3. Level III – An incident scene where a small amount of blood or other body fluids are collected, using swabs or scalpel for scrapings, or anytime aerosolization or splashing of blood or body fluids is likely to occur:
  - a. In addition to the requirements listed above:
    1. Eye protection should be worn, which should be sanitized following scene processing, unless they are disposable.
    2. Disposable biohazard face masks should be worn.
    3. Use mechanical devices to pick up evidence.
4. Level IV – Interior or exterior incident scenes with considerable amount of blood or other body fluids, or any scene containing decomposing bodies, or anytime aerosolization or splashing of blood or body fluids is likely to occur:
  - a. Follow procedure for Level III and include:
    1. Protective disposable clothing.
    2. Disposable foot coverings or rubber boots.
    3. Rubber boots should be sanitized following scene processing.
    4. In the event of an emergency or exigent circumstances, the prevention measures outlined above risk levels will be adhered to as soon as reasonably possible after the situation is settled. In similar fashions, supervisors or Command staff who make a brief appearance on a scene (but do not actually take part in evidence gathering, etc.) will

take those precautionary measures appropriate to their level/degree of involvement.

### **13.16 PERSONAL BUSINESS ON DUTY**

#### **13.16.1 RESTRICTIONS**

Personal business, except incidentals, shall be kept to a minimum while on duty.