

PALOS PARK POLICE DEPARTMENT

Title: *CITATIONS*

Procedure: *5.410*

Date Issued: *MAY 01, 2002*

Revised:

Reviewed: *October 2014*

PURPOSE:

To provide for the accountability, maintenance and control of citations.

To establish guidelines for using the proper citation and venue.

POLICY:

Issuing and accounting for citations needs to be rigidly controlled. Establishing strict procedures and guidelines is necessary to ensure that the proper citation is used and directed to the proper court of venue and that records are properly maintained.

PROCEDURE:

TRAFFIC CITATION

1. Uniform traffic citations are received from the Circuit Court, and stored in the watch commanders' office. There are twenty (20) citations to each book and each citation is a five- (5) part formset.

2. Only watch commanders are permitted to issue a citation book. When issuing a citation book the watch commander will complete the receipt for personal service complaints form in the back of the book.

3. When receiving a uniform traffic citation book from a watch commander the officer should account for all twenty (20) tickets in the book before signing and accepting responsibility for the book.

4. The Records division is responsible for maintaining a file of the receipt for

personal service complaint forms that have been issued and routed to their unit.

5. When multiple citations are issued to a single violator, officers are to cross-reference the citation numbers on each citation in the Other Summons or Complaint Issued box.

6. Watch commanders are required to review and approve all uniform traffic citations issued before they are forwarded to the records unit for processing.

PARKING/COMPLIANCE CITATIONS

Parking tickets may be issued for violations of parking ordinances.

Parking tickets may be issued for minor traffic violations.

Parking tickets may be issued for violations of Village Ordinances.

WARNING CITATIONS

May be issued for minor infractions.

Are issued at the officers discretion

OFFICER'S RESPONSIBILITY

1. It is the officer's responsibility to issue the correct citation for the violation.

2. It is the officer's responsibility to maintain an adequate supply of citations, and ensure they are stored in a secure location, when on or off duty.

LOST, STOLEN, AND VOIDED CITATIONS

1. If a citation or citation book is lost or stolen, the officer to whom it was issued will immediately notify his supervisor and submit a memo explaining the circumstances. The supervisor will forward the memo to the Chief of Police. The Chief must send a letter, stating the reason for the lost or stolen citation, to the presiding judge of the Fifth district court with a copy to the Clerk of the Circuit Court.

2. Officers will never void a Traffic or Local Ordinance citation. Officers may request that a citation be voided but must document the reason on a memo and forward it through the chain of command to the Chief of Police. The Chief must submit the citation, with a letter, stating the reason for the void, to the presiding judge of the district court with a copy to the Clerk of the Circuit Court.

3. Officers will never void a Parking/Compliance citation. Officers may request that a citation be voided but must document the reason on a memo and forward it through the chain of command to the Chief of Police who may void the citation.

4. No Parking/Compliance citation issued by an officer will be voided by records unit personnel without permission of the Chief of Police.

PALOS PARK POLICE DEPARTMENT

Title: *COLLECTION, PACKAGING AND PRESERVATION OF EVIDENCE* **Procedure:** *5.500*

Date Issued: *MAY 01, 2002*

Revised:

Reviewed: *October 2014*

PURPOSE:

To increase the effectiveness of the Department's evidence processing and collection.

To establish procedures for the proper packaging of evidence.

To ensure the proper control of all evidence and inventoried property.

To establish procedures for maintaining integrity in the chain of evidence.

POLICY:

The Department recognizes that successful prosecution of criminal offenders, and other police related matters are directly linked to a thorough evidence collection and preservation process. Our responsibility in the evidence chain requires that personnel be properly trained in evidence recognition and collection procedures, and certain items collected during an investigation should be forwarded to the proper agency for testing and identification. Research has clearly shown that physical evidence must be identified, collected, preserved and transmitted properly if laboratory support resources are to be used effectively. This Department will ensure that evidence in its custody be properly secured, stored, readily retrieved and that all changes in custody have been properly and fully documented.

DEFINITIONS:

CHAIN OF CUSTODY: The continuity of the custody of physical evidence -- from time of original collection to final disposal.

IMPOUNDING OFFICER: The officer who initially receives the evidence and initiates the chain of custody.

PHYSICAL EVIDENCE: Any substance or material found or recovered in connection with a criminal investigation.

EVIDENCE CUSTODIAN: A member of the Police Department, assigned as the Evidence Officer, shall be accountable for control and maintenance of all evidence and property submitted.

EVIDENCE/PROPERTY ROOM: Facilities utilized by this Department for the storage of evidence property.

PROCEDURE:

CRIME SCENE RESPONSIBILITY

1. The primary officer assigned to the call is responsible to secure and protect the crime scene. When processing consists only of the physical inspection and evaluation of the scene or the collection of an obvious item of evidence, this task will be the responsibility of the primary officer. In more serious cases, crime scene processing will be the responsibility of an investigator.

2. The investigator responding to a crime scene or incident will be responsible for photographing, video taping, collecting, preserving, documenting, transporting, inventorying, and securing all evidence.

3. Officers will only use those methods and procedures that have been established and recognized in the field to process physical evidence, preserve the condition of evidence, the collection of evidence, and ensure as complete a sample as possible and practical. Specific guidelines that govern the processing of physical evidence in the field and conditions for packaging and submission are covered in the Evidence Technician Manual.

4. Non-perishable evidence will be secured in the evidence/property lockers until the evidence custodian transfers it to the evidence/property room. All evidence must be properly secured in the evidence/property lockers by locking the locker, removing the key and depositing the key in the department safe. Evidence/Property Inventory Receipt forms must be filled out by the processing officer, approved by a supervisor and attached to the evidence. If the evidence requires further forensic processing or testing the officer will complete the State Police Evidence Receipt for transmittal to the lab. The evidence custodian will ensure that evidence is transported to the appropriate crime lab.

5. Perishable evidence collected at the crime scene will be properly packaged, sealed, marked, tagged, and transported to the crime lab as soon as possible.

6. Special considerations are necessary for certain items taken into police custody. The following will apply whenever an officer comes into contact with the following items:

WEAPONS

Any weapon that could possibly need processing at the crime lab will not be unloaded. Loaded firearms will be hand delivered and clearly marked that the firearm is loaded. The transmitting officer will also advise the lab technician receiving the firearm that the weapon is loaded.

All firearms not intended for the crime lab will be unloaded and placed into the evidence locker.

The unloaded ammunition from the weapon will stay in the same bag.

All weapons will be checked for stolen by the submitting officer. The NCIC printout should be made part of the original case report.

Weapons and unloaded ammunition will not be packaged with other evidence.

DRUGS

Any large quantity of drugs submitted will be inventoried by the submitting officer. Each separate bag will be properly marked with the weight or count, if applicable.

Pills or capsules will be counted, unless there is an excessive amount.

The evidence/property receipt will list the type of dangerous drug, and the number of bags submitted,

Only drug evidence that is necessary to support the elements for an arrest or anticipated arrest will be processed by the lab. Officers will not submit evidence obtained from concerned parents, schools, organizations, or in which an arrest will not be made, and evidence found which has no prosecutable value.

Guidelines established by the State Crime Lab will be strictly followed.

Drugs will be packaged separate from other evidence.

MONEY

All monies submitted will be counted by both the submitting officer and his supervisor.

All money will be submitted in a sealed package and initialed by both the submitting officer and his supervisor.

Money will be packaged separate from other evidence.

EXPLOSIVE OR HAZARDOUS MATERIALS

Volatile fluid of evidentiary value will be stored in the Fire Department's volatile fluids evidence locker. If more than one gallon is recovered, the submitting officer should attempt to receive authorization from the Prosecutor to store only a sufficient sample.

The property tag should indicate the type of fluid, total amount of fluid taken, the amount retained for evidence, and the amount disposed.

Fireworks, railroad flares, fuses, or ammunition less than 50 caliber may be submitted as with other evidence. All other explosives will be considered unsafe. Such materials need to be discussed with the Prosecutor to determine whether only a sample is required and special consideration for storing and disposing of these items. The total amount of these items will be photographed.

The County Bomb Squad will be contacted to identify or disarm any explosive material.

BIOHAZARDOUS ITEMS

Any item of evidence that may be contaminated with a bodily secretion such as blood, semen, urine or feces requires special precautions and packaging. Officers should follow the universal precautions described in procedure 5.800. Hypodermic needles and syringes will be placed in plastic tubes. All packages submitted into evidence will be marked with the biohazard label. The Evidence/Property Inventory Receipt will be marked clearly that the items submitted are to be treated as biohazardous items.

LIQUID

Any container containing a liquid that may evaporate or leak will be heat-sealed in a plastic bag, i.e., and alcohol.

7. When the following types of physical evidence/trace evidence are collected from a crime scene, a known source standard must be collected for comparison by the crime lab:

Blood;
Hair;
fibers;
Paint;
Glass;
Wood;
Metal;
Soil;
Tool marks;
Footwear impressions; and,
elimination prints.

8. The location from which the samples are taken is critical for analysis by the crime lab and should be thoroughly documented on the officer's supplemental report or Evidence/Property Inventory Receipt, and include photo's if possible.

9. Investigators are responsible for crime scene sketches and photographing the crime scene, and will follow established guidelines as outlined in The Evidence Technician Manual.

10. The responsibility for requesting laboratory examination belongs to the officer who collected, packaged and completed the Evidence/Property Inventory Receipt and State Evidence Receipt form. When an investigator is later assigned to a case where evidence has been submitted to the crime lab for analysis, he will be responsible for monitoring the progress of the evidence through the lab analysis, adjudication and property disposal.

11. When a stolen vehicle is recovered by this Department from another jurisdiction the originating agency will be contacted by phone and a directed LEADS message. That agency will be asked if the vehicle should be held for processing by members

of their department, or be released to the owner.

12. When a vehicle is stolen from our jurisdiction and the occupants were also involved in a more serious criminal act this information should be included in the LEADS message and our intention to process the vehicle when recovered.

PACKAGING, REPORTS AND EVIDENCE RECORDS

1. Physical evidence collected by patrol officers or investigators will be marked as soon as possible. The mark will consist of the officer's initials, CR number, evidence number, and date scribed, or marked, in a location that will not mutilate or destroy the value of the item.

2. The officer will seal the evidence in a proper container with evidence tape, placing his initials and date across the tape and packaging. If not already pre-printed, a property stamp or tag will be affixed to the container and all requested information will be completed.

3. All evidence will be documented on an Evidence/Property Inventory Receipt. This form will be completed in its entirety and approved by a supervisor.

4. The officer assigned to the call and preliminary investigation is responsible for documenting any crime scene search and evidence collection he initiated and performed. This information will be included in the narrative of the case report that he is required to complete.

5. Investigators requested to process a crime scene are required to submit a detailed report on their efforts in processing the crime scene. An accurate record of events and all items recovered or processed will be documented. Information in this report should include:

Date and time of arrival at the scene;

Location of the crime;

Names of victim;

If a sketch of the scene was made; and

Action taken at the scene, including the number of photographs taken or videotapes.

6. If an investigator is called to the scene of a serious crime and decides that no evidence can be collected or photographs taken the assigned investigator will submit a supplemental report explaining the reasons.

7. When photographs or video recordings are made the following information will be documented:

Date and time of incident;

Nature of incident;

Location of incident;

Location where photos were taken; and

Name of photographer.

8. Video tapes may supplement, but should not replace, still photography. The tab will be removed on any tape that the investigator wants to retain permanently. Tapes will be clearly marked as to CR number, date, time, location, nature of incident, and officer who operated the camera.

9. A record will be made each time a custodial transfer of physical evidence takes place. All evidence will be stored under the direct control of the evidence custodian. When an officer is required to take evidence to court he will sign the reverse side of the Evidence/Property Inventory Receipt. Evidence will be returned to the evidence custodian, or will be placed in the evidence lockers.

10. When evidence is retained by the Prosecutor, the officer will write a supplementary report in court and have the Prosecutor sign the report indicating that he has taken possession of the evidence. The court officer will approve the report and submit it to the evidence custodian.

11. When returning evidence after a case has been adjudicated, the court file will indicate the disposition of the evidence. Officers will immediately obtain an order from the judge before leaving court directing the disposition of the evidence.

12. To maintain a record of physical evidence submitted to a laboratory for examination, the submitting officer will complete the State Evidence Receipt. The following minimum information is required:

Name of the officer last having custody of the item;

Date and time of submission or mailing and method of transmission;

Date and time of receipt in the laboratory; and

Name and signature of the person in the laboratory receiving the evidence.

13. The crime lab provides a written report of their findings on all requests for examination. Some cases can be disposed of by the prosecutor or arresting officer by calling the crime lab and getting an oral lab result. However, in all cases, the officer should indicate that a written lab result is necessary for our records.

TRAINING

1. Recruit police officers, as part of their basic law enforcement curriculum, are trained in crime scene processing. Additional training in crime scene processing and crash investigations is provided through the Field Training Program for new police officers.

2. Specialized training is provided to personnel assigned duties as an investigator. Training provided for crime scene processing will assist officers in developing the following skills:

Recovery of latent fingerprints and palm prints;

Recovery of shoe, tool, and tire impressions;

Photographing/videotaping crime or crash scenes;

Preparing crime or crash scene sketches; and,

Collecting, preserving, and transmitting physical evidence, including biological materials.

3. Investigators will be provided with refresher training in crime scene processing as a component of the in-service training program.

INVESTIGATOR RESPONSIBILITIES AND RESPONSE

1. The Department will maintain a specialized assignment call out list in the Communications Center to contact an investigator if one is not working and a scene needs to be processed. The watch commander must authorize the call out of an investigator.

2. The investigator will determine if the services of a State Evidence Technician is warranted.

3. When contact is made with a State Evidence Technician a summary of the events and description of the crime should be explained and if necessary instructions will be given by the State Evidence Technician on how to proceed until arrival.

4. When at the scene of an incident that requires the identification, collection, and preservation of physical evidence, certain functional relationships exist between the State Evidence Technician and others involved in the investigative process. Each person has certain responsibilities and is accountable for the following:

PATROL OFFICER

Emergency response procedures;

Preliminary report and investigation, initial scene protection; and,

Support role, if requested, for follow-up investigation.

SUPERVISOR

The watch commander on the scene is responsible for the direction and supervision of all crime scene personnel until relieved by an investigator.

INVESTIGATOR

Follow-up investigation.

Direct control of the crime scene.

Collection and preservation of physical evidence.

Processing, photographing and videotaping sketching.

Packaging and inventorying evidence.

Report detailing the crime scene processing, activities and results.

When a State Evidence Technician or Cook County Sheriff Evidence Technician is requested, the following will become the responsibility of the State Evidence Technician.

STATE EVIDENCE TECHNICIAN

Direct control of the crime scene during the investigation.

Collection and preservation of physical evidence.

Processing, photographing and videotaping sketching.

Packaging and inventorying evidence.

Report detailing the crime scene processing, activities and results.

EQUIPMENT AND SUPPLIES

1. Equipment and supplies provided to investigators will be stored in a designated office. Care and maintenance of the equipment and supplies is the responsibility of the investigator. This investigator will

ensure that enough supplies are on hand to handle any call to process a crime scene and the designated evidence case is appropriately stocked and ready for use.

2. Whenever equipment needs repair or supplies need to be replaced the investigator assigned to maintain the supplies will submit a request to the criminal investigations unit supervisor.

PALOS PARK POLICE DEPARTMENT

Title: *PROPERTY MANAGEMENT*

PROCEDURE: 5.600

Date Issued: *MAY 01, 2002*

Revised:

Reviewed: *October 2014*

PURPOSE:

To provide a management control system for property found, recovered, seized, or otherwise in the custody of this Department.

To provide a system to manage and control agency owned property.

POLICY:

The Department has adopted a property management system intended to maintain strict measures in the handling, security and disposition of all property coming into its custody.

DEFINITIONS:

FOUND PROPERTY: The owner is known or unknown and the property is waiting to be claimed.

CONFISCATED: The person in control of the property could not prove ownership or the property is classified as contraband.

EVIDENCE: The property is to be held as evidence in a criminal prosecution.

RECOVERED: The property was the object of a criminal act and is being held for a law enforcement agency.

SAFEKEEPING: The owner is in no condition to take care of the property.

PROCEDURE:

ADMINISTRATION AND RESPONSIBILITY

1. The property management function for found, confiscated, seized or held for safekeeping, is the responsibility of the Evidence officer
2. The Evidence officer is accountable for the control of all property accepted by or stored in the property storage room.
3. The record system maintained by the evidence officer will reflect the status of all property held by the Department. This system will include the following information:
 - The current location of the property;
 - The date and time when the property was received and released;
 - The character, type and quantity of property;
 - The chain of custody for each item; and,
 - The date and results of all inspections or audits.

PROPERTY INVENTORYING

1. All property found, confiscated, seized as evidence, recovered or held for safekeeping will be inventoried on an Evidence/Property Inventory Receipt form. The submitting officer is responsible for the completion of all relevant information on the form.
2. If the person turning in the found property is turning in any type of weapon, or any type of contraband (i.e., drugs or narcotics related item) regardless of where the property was found the Department will

accept the property, inventory it, and dispose of it accordingly.

3. If the person turning in the found property is a resident of the Village, and is turning in found property of any type the Department will accept the property regardless of where it was found, inventory it, attempt to trace the ownership, and return or dispose of it accordingly.

4. If the person turning in the property is a non-resident, but the property was found in our jurisdiction, the Department will accept the property, inventory it, attempt to trace ownership and return or dispose of it accordingly.

5. If the person turning in the found property is a non-resident and the property they are turning in is not contraband or otherwise dangerous, and was found outside our jurisdiction, refer them to the agency that has jurisdiction, or the law enforcement agency where they live.

6. Evidence will be tagged or marked with the evidence number, CR number, officer's initials, and the date.

7. The Evidence/Property Inventory Receipt (white copy), and State Evidence Receipt (if applicable) will be placed in an evidence locker and locked. The key to that locker will be deposited into the safe. The evidence will remain secured in that locker until relocated to the evidence room by the evidence custodian.

8. When a large quantity of items cumulatively presents the need for a storage area other than the evidence room special arrangements for security, integrity and chain of evidence will be made. The evidence officer will be immediately contacted for assistance in procuring the necessary secure storage facility. All items will be individually tagged and inventoried.

PROPERTY ROOM CONTROL AND SECURITY

1. Physical security of all property will be maintained once the property is received or recovered by a member of the

Department. Property will be stored in the evidence room or other suitable secure room.

2. Authorized personnel only, as designated by the Police Chief, will have access to areas used by the Department for storage of property.

3. Property requiring added protection, including money, precious metals, jewelry, gemstones, weapons, narcotics, and dangerous drugs will be stored in separate locked vaults in the evidence room.

4. The acceptance and release of narcotics and dangerous drugs from the evidence room are regulated by both a quality and quantity control system. Pills and capsules should be counted unless there is an excessive amount in addition to being weighed. Both weight and count will be noted on the evidence receipt. Exceptions to weighing narcotics and dangerous drugs are permissible when these items are sealed in tamper proof protective packages. Additionally, all containers of narcotics and dangerous drugs should be inspected for tampering as a safe guard against substitution of materials having the same weight.

5. All evidence leaving and returning to the evidence room will be recorded on the reverse side of the Evidence/Property Inventory Receipt.

INSPECTIONS

1. The Chief of Police, or his designee will conduct a quarterly inspection to ensure adherence to property control procedures. These inspections should verify the following:

Department guidelines and procedures are being followed;

Property is being protected from damage or deterioration;

Proper accountability procedures are being maintained;

Evidence is properly packaged; and

The evidence room is being maintained in a clean and organized manner.

2. Unannounced inspections of the evidence room areas are conducted semiannually as directed by the Police Chief. Property accountability and security procedures will be reviewed, along with a random comparison of records with physical property being held.

3. An annual inventory of property, held by the Department, will be conducted by a supervisor, assigned by the Police Chief, and not routinely or directly connected with the control of property. The purpose of the annual inventory is to ensure the integrity of the property system, rather than account for every item in custody.

4. Whenever a new employee is assigned to the evidence officer position an inventory of property will be conducted. This inventory is to ensure that all property is accounted for and all records are accurate.

DISPOSITION OF PROPERTY

1. Final disposition of found, recovered and /or evidentiary property will be accomplished within six (6) months after legal requirements have been satisfied.

2. Disposal will be accomplished in the following manner:

EVIDENCE AND COURT PROCEEDINGS

1. If the offender pled guilty and was found guilty disposal is permitted thirty (30) days after the finding or in accordance with the judge's order.

2. If the offender pled not guilty and was found guilty disposal will be determined by the Prosecutors office. Impoundment may be necessary in the event the verdict is appealed.

3. If the offender is found not guilty disposal will be accomplished according to the order of the judge.

4. If no order of the court is issued and the evidence is not contraband, it will be

returned to the owner. If the owner is not known the disposal will be accomplished in the same manner as unclaimed property.

EVIDENCE FOR ON GOING INVESTIGATION

1. Evidence will be held for six (6) months after which the evidence custodian will consult with the investigating officer to determine the status of the case. Evidence recovered in serious Part I felony cases will be retained for three (3) years after adjudication. Evidence recovered in non-violent misdemeanor cases will be disposed after court adjudication.

SPECIAL CIRCUMSTANCES

1. In instances when the evidentiary property is very bulky, dangerous to store, prone to easy deterioration, needs special storage or is of essential use to the owner, (if the owner is not the arrestee), the Prosecutors Office must be contacted for advice and guidance.

RECOVERED OR FOUND PROPERTY (NON CONTRABAND)

1. Provisions of State law that are applicable will apply.

2. Property believed to be abandoned, lost, stolen or otherwise illegally possessed shall be returned to the rightful owner upon reasonable and satisfactory proof of ownership.

3. If the rightful owner cannot be identified within six (6) months, the Department shall effect the sale of the property for cash by means of a public auction. Notice of the auction will be published at least once in a local newspaper ten (10) days before the auction.

DESTRUCTION OF PROPERTY

1. Alcoholic beverages and foodstuffs will be flushed or crushed.

2. Firearms and other dangerous weapons will be destroyed by either a melting or cutting process, or a combination

of both. A judge's order to destroy must be received and on file.

3. Drugs will be flushed or burned and two (2) members of the Department must witness the destruction and sign the inventory report form.

4. All other property will be destroyed by burning, crushing or shredding.

5. The Chief of Police or his designee will attest to the destruction by signing, dating, and naming the place of destruction on the Evidence/Property Inventory Receipt.

DEPARTMENT OWNED PROPERTY

1. The property management function for department owned property is the responsibility of the Chief of Police.

2. The Chief of Police is accountable for department owned property, its procurement, distribution, issuance and disposal. This includes installed property, uninstalled property, equipment, vehicles, and items owned or assigned by the department.

3. The Chief of Police will record all permanent property purchased by the department, with a value in excess of \$250.00, on an inventory control log sheet.

4. The Chief of Police, or his designee is responsible for maintaining department owned property in a state of operational readiness. Personnel coming into contact with equipment, such as cameras, radar units, or any other department property in need of repair, cleaning, or maintenance will notify the Administrative Service staff through their chain of command on a memo explaining the problem.

5. The Chief of Police will periodically inspect department property for operational readiness.

PALOS PARK POLICE DEPARTMENT

SUBJECT: Sexual Assault Evidence
Certification

ORDER NUMBER: 5-700

EFFECTIVE DATE: October 10, 2014

REVIEW DATE: March 1, 2018

PURPOSE:

submittal of evidence collected in sexual assault investigations to an Illinois State Police Crime Laboratory must occur within ten (10) business days of receipt.

6. The Sexual Assault Evidence Certification Form will be completed when evidence collected in a sexual assault investigation is submitted to an Illinois State Police Crime Laboratory.

B. Whenever physical evidence is submitted to a laboratory for examinations, the following information will be recorded:

1. The name of the Palos Park Police Department representative submitting the evidence to the laboratory.

2. The name of the laboratory to which the Evidence is being submitted.

C. Special handling procedures must be followed to maintain the chain of Evidence when Evidence is mailed to an outside laboratory:

1. Arrangements to mail Evidence must be made by the E.R.P.S. Supervisor, who will ensure proper packaging procedures are followed.

2. Documentation of the mailing will be recorded by either the E.R.P.S. or the case investigator.

3. The Evidence will be sent by certified mail with return receipt requested. When mailing any Evidence which contains possible biohazard standard precautions will be taken and specific courier's requirements will be followed.

4. The return receipt will be forwarded to the case investigator where a copy will be maintained with the case file. The original will be forwarded to the E.R.P.S. to be stored in the E.R.P.S. area.

D. Analysis.

1. When Evidence is processed or analyzed by Analysis by outside laboratories.

2.. Physical Evidence maybe submitted to an outside laboratory for analysis. If a fee is associated with an analysis, approval of the Commander of the Administrative/Technical

Services Division must be obtained prior to the transfer of any Evidence.

3. When Evidence is submitted to an outside laboratory for analysis, the Palos Park Police Department personnel transferring the evidence will utilize the laboratory's evidence receipt form to document the transfer. If the laboratory does not have its own receipt form, an Palos Park Police Department receipt will be utilized to document the transfer.

4. The Palos Park Police Department will only submit Evidence for analysis to laboratories which summarize their findings in written reports.

5. When reports of findings from outside laboratories are handled and received by the E.R.P.S. the Palos Park Police Case Report Number will be applied to the top right corner of each page of such report and the reports will then be distributed as follows:

a. Original to the Records Section through the Evidence and Recovered Property Section.

b. Copy to case investigator for the case file.

c. Copy attached to original case report.

5. The Investigations Division will receive all reports of findings from outside laboratories which were handled by the Investigations Division.

ORDER NUMBER: 5.800 (a)

SUBJECT: INFECTIOUS MATERIALS AND DISEASE CONTROL

EFFECTIVE DATE: 1 May 02

AUTHORITY: JOE MILLER

REVIEW DATE: 7 March 07, 4 January 10

REVIEWER: Chief of Police

Reviewed: October 2014

INDEX AS:

22.6.1. POLICY STATEMENT

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22.6.6. POST-EXPOSURE EVALUATION AND FOLLOW-UP

PURPOSE:

The purpose of this order is to provide guidance and direction to all employees in regard to issues related to infectious materials and the control of blood borne pathogens in compliance with the regulation of the Federal Occupational Safety and Health Act.

DEFINITIONS:

All definitions found in section 29 CFR 1910.1030 (b) of the Occupational Safety and Health Act entitled Bloodborne Pathogens, a copy of which may be found in the Operational Resource Manual, and is hereinafter made part of this document shall apply when referred to herein. A separate Compliance Manual in support of OSHA's Bloodborne Pathogens Standards is maintained in the Administrative Office of the Department and may be reviewed upon request.

ORDER:

22.6.1. POLICY STATEMENT

It shall be the policy of the Village of Palos Park Police Department to comply with regulations of the Federal Occupational Safety and Health Act relating to occupational exposure to blood or other potentially infectious materials, and to inform Department members of appropriate precautionary measures to be taken in circumstances where members may be exposed to infectious materials

22.6.2. EXPOSURE CONTROL PLAN:

A. The following members of the Palos Park Police Department can be reasonably anticipated to be exposed to blood or other infectious materials:

1. All sworn police personnel.
2. All community service officers.
3. The property/evidence custodian.
4. Personnel who serve as matrons.
5. In addition, Building Maintenance employees of the Village.

B. Precautions

1. Universal precautions as defined under 1910.1030 (b) shall be taken by all members of the Department to prevent contact with blood or other potentially infectious materials.

2. Department members shall treat all blood and other potentially infectious materials as defined in the O.S.H.A. regulations as potentially infectious, and follow all precautionary measures outlined in this document at all times.

3. Whenever any member's skin comes in contact with blood or other potentially infectious materials, the member shall immediately, or as soon as possible, wash their hands and any other skin with soap and warm water, or flush mucous membranes with water following the contact.

4. Whenever a member of the Department while at the police facility, is exposed to any blood or potentially infectious materials, the member, as soon as possible, shall be required to wash their hands in warm water with a non abrasive soap, and then dry their hands with a clean cloth, paper towel or hand blower device.

5. Members exposed to blood or other potentially infectious materials that are in the field and not in the police facility, shall use antiseptic hand cleaners or towelettes, when hand washing facilities are not available.

a. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and warm water as soon as possible.

6. Members wearing protective gloves or other personal equipment, as soon as possible after removal of same, shall wash their hands immediately or as soon as possible, using soap and warm water.

7. Whenever any member's skin comes in contact with blood or other potentially infectious materials, the member shall immediately, or as soon as possible, wash their hands and any other skin with soap and warm water, or flush mucous membranes with water following the contact.

C. Personal Protective Equipment

I. The Department shall provide personal protective equipment to Department members. This equipment shall not permit blood or other potentially infectious materials to pass through or reach the employee's **work clothes, street clothes, undergarments, skin, eyes, mouth, or mucous membranes under normal conditions when the personal protective equipment is worn.**

2. Personal protective equipment shall be available at the following locations:

- a. all marked and unmarked police vehicles;
- b. all work stations of members who may be exposed to blood or other potentially infectious materials;
- c. all supervisory offices;
- d. the Detention Center.

3. Personal protective equipment shall consist of the following:

- a. Disposable single use gloves;
- b. Face shields and masks;
- c. **Gowns;**
- d. Surgical caps or hoods and or shoe covers.
- e. C.P.R. pocket mask

4. Each officer shall additionally be issued rubber surgical gloves and a nylon carrier for the duty belt. This equipment shall be carried on the duty belt as standard equipment.

5. Each officer shall also be issued a CPR shield which will also be carried on the person of personnel in the field where it will be readily available.

6. Personal protective equipment shall be worn by Department members as follows:

a. Disposable gloves shall be worn whenever a member can be reasonably expected to have contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, and also, whenever a member handles or touches contaminated items or surfaces.

b. Face shields, masks and gowns shall be worn by Department members whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably expected.

c. Surgical caps or hoods and/or shoe covers shall be worn in instances where gross contamination can reasonably be expected. (Example: autopsy)

d. C.P.R. pocket masks shall be worn by members whenever they perform cardio-pulmonary resuscitation (CPR) to provide a physical barrier between the victim and the member performing mouth to mouth resuscitation.

5. Supervisory members shall ensure that subordinates use appropriate personal protective equipment as required in this document.

6. In those cases where a member temporarily and briefly declined to use personal protective equipment, when, under rare and extraordinary circumstances, it was the member's professional judgment that in the specific instance the use of such protective equipment would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the member or another member, the circumstances shall be investigated and documented by the member's immediate supervisor to determine whether changes can be instituted to prevent such occurrences in the future.

7. Personal protective equipment provided by the Department shall be of a disposable type, and not laundered or re-used.

8. Personal protective equipment shall be removed by Department members prior to leaving the location of the incident where protective equipment use was required.

9. All personal protective equipment once used, shall be disposed of by the member who used the equipment as follows:

a. The personal protective items shall be placed in the biohazard labeled bag provided with each personal protective kit;

b. The member shall place the biohazard labeled bag in the biohazard marked disposal receptacle placed in the property/evidence common area of the police department.

c. An additional biohazard disposal receptacle shall be placed in the Detention Center for use by personnel.

d. Biohazard labels shall conform to the requirements of the Occupational Safety and Health Act and be either fluorescent orange or orange-red in color.

e. The Department shall dispose of all biohazard labeled materials in accordance with current legal

requirements and regulations governing same.

D. Housekeeping- (General)

1. Members of the Department shall ensure that all worksite areas where they are assigned are maintained in clean and sanitary conditions.
2. All working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as possible after coming into contact with blood or other potentially infectious materials. Disinfectants shall be of a tuberculocidal type.
3. Surfaces, (i.e., the inside of police vehicles), where blood or other potentially infectious materials are overtly contaminated, or after any spill of blood or other potentially infectious materials has occurred shall, whenever possible, be cleaned and decontaminated immediately after the spill or overt contamination incident,
4. Surfaces which may have been contaminated since the last cleaning shall be cleaned and disinfected at the end of the member's shift, if the surface may have been contaminated since the last cleaning.
5. Receptacles used for disposing of blood or other potentially infectious materials shall be inspected for contamination on a daily basis, and cleaned and decontaminated immediately or as soon as possible once visibly contaminated. These containers, in addition to bearing the required biohazard labels shall:
 - a. Be closable;
 - b. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transpmnt or shipping;
 - c. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping;
 - d. If the containers themselves are contaminated on the outside, they shall be placed in a second container. The second container shall be:
 - {1} Closable;
 - {2} Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;
 - {3} Handled in accordance with section 2.C.9 a-d of this document as a biohazard.
 - {4} Closed prior to removal to prevent spillage or protrusion of contents during handling, storage,

transport or shipping;

6. Contaminated needles and sharps shall be disposed of without shearing or breaking. These items shall be disposed of puncture resistant, biohazard labeled containers, having leak proof sides and bottoms.
7. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, State of Illinois and any other County or local regulations.
8. Disposal of all regulated waste shall be performed by a vendor, approved by the Chief of Police, at a licensed disposal facility.

E. Laundry

1. Contaminated laundry shall include, but not necessarily be limited to the following:
 - a. Member uniforms and clothing items worn on duty, including undergarments, socks, shoes and outerwear, whether supplied by the Department or personally owned, which have been exposed to blood or other potentially infectious material while a member was performing his/her official duties.
 - b. All non-disposable blankets, bedding materials, prisoner clothing supplied by the Department, and wiping cloths of a non-disposable nature, used in the jail facility, regardless of whether the aforementioned items were exposed to blood or other potentially infectious material or not.
2. Contaminated laundry shall be contained in the location where used, and handled as little as possible, with a minimum of agitation, and bagged or containerized at the location where it was used, and not sorted or rinsed in the location of use.
3. Containers and bags used for storing contaminated laundry shall be constructed of materials which prevent soaking through or leakage of fluids to the exterior.
4. Any member handling contaminated laundry shall wear disposable protective gloves. When circumstances indicate the possibility of splashing or spillage of blood or other potentially infectious materials on (date) from laundry, whether contained or not, the appropriate additional personal protective equipment shall be worn by any member when handling same.
 - a. In the case of a member's uniforms or clothing items being exposed to blood or other potentially infectious materials, the member shall change clothes at the police facility as soon as possible after the exposure and bag the uniform items with a biohazard label.

b. In no case shall a member launder any clothing items, including uniform items at their home, a commercial laundromat or cleaners, or at the police facility, which have been exposed to blood or other potentially infectious materials.

c. All contaminated laundry shall be cleaned and decontaminated by the Department at Department expense.

22.6.3. EMPLOYEE TRAINING

A. All members of the Palos Park Police Department performing duties likely to involve occupational exposure to blood or other potentially infectious materials shall receive training within 90 days of the issuance of this procedure.

B. The training shall be provided by the Department and shall consist of the following:

I. A copy of the OSHA standards on bloodborne pathogens shall be provided to each member before or during the training.

2. A general explanation of the epidemiology and symptoms of bloodborne diseases.

3. An explanation of the modes of transmission of bloodborne pathogens.

4. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

5. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.

6. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.

7. An explanation of the basis for selection of personal protective equipment.

8. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.

9. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

10. Information on the post-exposure evaluation and follow-up that the Department/Village is required to provide for the employee following an exposure incident.

II. An explanation of the biohazard signs and color-coding methods used to mark blood or other

potentially infectious materials.

12. An opportunity for interactive questions and answers with the person conducting the training session.

C. Training shall be conducted by a person knowledgeable in the subject matter covered as it relates to the duties of those members who could be occupationally exposed to blood or other potentially infectious materials.

D. Newly hired Department members shall receive mandatory training on the OSHA bloodborne pathogen standards and this document during their initial orientation.

E. Additional training shall be provided to Department members when changes such as modification of tasks or procedures or the institution of new tasks or procedures affects the member's occupational exposure. The training may be limited solely to addressing the new exposures created.

22.6.4. RECORD KEEPING

A. The Division of Administration and the Human Resource Director shall establish and maintain an accurate record for each member with occupational exposure to include the following:

1. The name and social security number of each member.
2. A copy of all hepatitis B vaccination records of members, including the dates of vaccinations and any medical records relative to the member's ability to receive hepatitis B vaccinations.
3. Healthcare professional written opinions on whether a member has received hepatitis B vaccinations or any medical records relative to a member's ability to receive vaccinations.
4. Declination forms from members who do not wish to be vaccinated.
5. A copy of the information provided to the healthcare professional as specified in Section 6. G. of this document.
6. A copy of post-exposure information supplied to the Department by the healthcare professional as specified in Section 6. J. of this document.

B. All medical records as specified in this document shall be kept confidential, and are not disclosed or reported without the member's express written consent to any person within or outside of the Department

except as required by this document or as may be required by law.

C. Training Records

- I. The following information shall be maintained by the Training, Development and Review Office on the required training outlined in this procedure:
 - a. The dates of the training sessions.
 - b. Contents or a summary of the sessions.
 - c. The names and job titles of all persons attending the sessions.
 - d. The names and qualifications of the person (s) conducting the training.
2. The aforementioned records shall be maintained at least 3 years after the training was attended / provided.

22.6.5. VACCINATIONS

- A. Hepatitis B vaccinations shall be made available to all Department members, free of charge, after the member receives the initial training as specified in section IV of this document.
- B. The Midwest Center for Environmental Medicine shall be the Department's approved vendor for vaccinating Department members, unless otherwise provided.
- C. Members may receive the vaccinations, or decline them.
- D. Any member who declines to be vaccinated shall do so in writing in the manner prescribed by OSHA.
- E. If a member initially declines the hepatitis B vaccination but at a later date decides to accept the vaccination, the Department shall make available hepatitis B vaccination at that time.
- F. If a booster dose of hepatitis B vaccine is recommended at a later date, the Department shall make the vaccination opportunity available to all members requiring booster doses.

22.6.6. POST-EXPOSURE EVALUATION AND FOLLOW-UP

- A. If a member of the Department has an exposure incident, the Department shall make immediately available to the member a confidential medical evaluation and follow-up to include at least the following elements:

1. Documentation of the route (s) of exposure, and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless the Department can establish that

identification is infeasible or prohibited by state or local law.

B. The Shift Commander, or other supervisor responsible for the exposed employee, shall complete required documents and direct the employee to arrange an appointment with The Midwest Center for Environmental Medicine within 48 hours of the exposure.

I. Documents required for completion by supervisor include:

a. First Report of Injury Forms (2)

b. Exposure Incident Investigation Form (See Appendix A)

2. Completed documents shall be turned over to the Division of Administration

C. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Department shall establish that legally required consent cannot be obtained. When the source individuals' consent is not required by law, the source individuals' blood, if available, shall be tested and the results documented.

D. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

E. Results of the source individual's testing shall be made available to the exposed Department member, and the member shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

F. Collection of blood from Department members who may have been exposed to HBV or HIV shall be in accordance with all state and federal regulations pertaining to same.

G. Post-exposure prophylaxis, counseling and an evaluation of reported illnesses may also be recommended by the treating healthcare professional for any Department member.

H. The Department shall ensure that the treating healthcare professional is given a copy of the OSHA standard on bloodborne pathogens, of this document, in all cases where the healthcare professional is evaluating a member after an exposure incident. In addition, the healthcare professional shall receive the following:

1. A description of the exposed member's duties as they relate to the exposure incident.
2. Documentation of the route (s) of exposure and circumstances under which exposure occurred.
3. Results of the source individual's blood testing, if available.

4. All medical records relevant to the appropriate treatment of the member, including vaccination status, which the Department is responsible for maintaining.

I. The Department shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

J. The healthcare professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis

B vaccination is indicated for a member, and if the member has received such vaccination. This section only applies in those cases where a member, by himself/herself was vaccinated for hepatitis B prior to the implementation of this procedure, or in the event any member at any time elects to be vaccinated other than as provided by the Department.

K. In the case of a post-exposure incident, the following information shall be provided by the healthcare professional to the Department:

I. That the employee has been informed of the results of the evaluation; and

2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

L. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

M. Members who have an exposure incident shall immediately notify their supervisor. The member shall immediately seek treatment at a Department approved healthcare facility.

PALOS PARK POLICE DEPARTMENT

Title: TUBERCULOSIS (TB) EXPOSURE CONTROL PLAN

Procedure: 5.800(b)

Date Issued: 20 August 10

Reviewed: October 2014

PURPOSE:

Employees of the *[Insert Member Name]* provide services to citizens who may have either latent or active TB infection. Tuberculosis is caused by infection with the bacteria *Mycobacterium tuberculosis*. Initial infection usually goes unnoticed, with no clinical signs or symptoms. Ninety percent of people with this form of infection, also known as latent TB infection (LTBI), never develop active disease. However, approximately 10% of people with LTBI will develop TB disease months to years after initial infection. TB disease is characterized by clinical symptoms such as fever, fatigue, weight loss, and night sweats. These individuals can be infectious to others, which can occur as a regular part of the duties of emergency responders, such as our personnel within this department.

occupational exposure. This responsibility will be completed by the Program Administrator, who within the department is *[Insert Position Title]*.

II. EXPOSURE DETERMINATION

All employees in the following job classifications have or may have occupational exposure to TB when performing the listed tasks/procedures below:

Job Title	Tasks/Procedures
Sworn Police Officer	[insert as appropriate]
Community Service Officer	[insert as appropriate]
Matrons	[insert as appropriate]
Department Maintenance Worker	Cleaning Holding Cells
[insert as appropriate]	[insert as appropriate]

DEFINITION:

I. POLICY

[Insert Member Name] maintains, reviews, and updates this Exposure Control Plan as a supplement to the department's Infectious Materials/Bloodborne Pathogens Exposure Control Plan at least annually and whenever necessary to reflect new or modified tasks, procedures, and engineering controls that affect occupational exposure. This plan will also be updated to reflect new or revised employee positions with such potential

(This listing must be Member specific.)

III. NOTIFICATION

The Program Administrator will ensure that all applicable personnel are informed of this potential hazard and take necessary precautions against exposure to TB. In addition, all outside contractors or personnel from other departments that may perform duties within our facility, or any of those identified within Section III of this plan, will also be informed of the potential TB hazard and are required to take necessary precautions in order to minimize such exposure potential.

Signs shall be posted at rooms or areas used to isolate an individual with suspected or confirmed infectious TB or areas where procedures or services are being performed on an individual with suspected/confirmed infectious TB. Signs shall be posted at all entrances in order to inform both personnel and other individuals that a potential TB risk exists. Signs shall include a single word, e.g. STOP, HALT, or NO ADMITTANCE; or hazard symbol, and/or a descriptive message, e.g. Respiratory Isolation, No Admittance without Wearing a Type N-95 or more protective Respirator, or see a specific person or position as identified.

IV. EXPOSURE INCIDENT REPORTING

All employees must report exposure incidents immediately to their supervisor. This individual is responsible for investigating, evaluating, and documenting the circumstances surrounding the exposure incident using required department reporting forms, e.g. First Report of Injury (Form 45), Supervisor's Investigation Report, and Employee Statement of Incident Form. These forms shall be forwarded to the *[Member Name]* claims coordinator, who in turn, will submit them to our

workers' compensation administrator, Intergovernmental Risk Management Agency (IRMA) within five days of the alleged exposure and/or being informed of the potential infectious TB individual. The employee shall then seek appropriate medical treatment for this alleged exposure as soon as possible and adhere to all recommended testing procedures as deemed necessary by the treating physician.

V. SCREENING/ISOLATION

All Department personnel are responsible for the screening of all arrestees, detainees, and/or other individuals where direct contact is necessary for TB symptoms. These symptoms are a persistent cough lasting 3 or more weeks with 2 or more signs and symptoms of active infectious TB, e.g. bloody sputum, night sweats, weight loss, fever, anorexia, or has had a positive acid-fast bacilli (AFB) smear completed. An attempt should be made to complete this screening process as soon as it is feasible depending on various circumstances, e.g. combative suspect, intoxication, unconscious, etc.; at which times it would be difficult or even impossible.

Should the individual exhibit any of these symptoms, identify oneself as being infectious TB, or such condition verified via local or State health department, this person should be isolated as soon as feasible in order to prevent oneself and others from potential exposure. The individual should be placed in an isolation room or, if one is not available, segregated from other individuals and personnel. Department personnel shall don their assigned N-95 respirator as soon as possible prior to transport either by ambulance or squad car. The suspect or alleged infectious TB individual could also be masked so long as not to jeopardize either treatment or medical conditions that may exist. A surgical mask, O² mask, and/or tissue may be

used so long as no respiratory distress results in this individual.

During isolation or transport, minimal number of personnel should come in contact with this individual in order to prevent further potential TB exposure. Again, all access points leading to the isolation area shall be labeled, placarded, and/or marked as described previously in Section IV. These individuals should be transported and/or relocated to more suitable facilities that are equipped to handle such situations as soon as feasible.

VI. TRAINING, SCREENING, AND REPORTING

All Department personnel shall receive training at initial assignment for any identified position in Section III, and on an annual basis, thereafter, or sooner should tasks/duties change that could cause a TB exposure risk to exist. In addition, all personnel shall meet the requirements of the Department's Respiratory Protection Program prior to issuing of their personal N-95 respirator unit.

TB screening of all personnel should include a baseline be completed at time of hire and annually thereafter for ease of administration of this program. An alternative to annual screening frequency would be to conduct an annual risk assessment by keeping close communication with the local health department to monitor the incidence of TB within the community population served. All personnel shall be tested should a known exposure occur.

All positive infectious TB incidents shall be reported to either the County Health Department and/or State of Illinois Department of Public Health as required for both employees and those individuals that are encountered during the fulfillment of such assigned duties arising out of the course of employment.

VII. SUMMARY

The procedures in this Exposure Control Plan should minimize the likelihood of an occupational exposure to TB. The procedures for isolating and managing this potential exposure shall be utilized until such time the individual with suspected or confirmed infectious TB is determined to be non-infectious, until the diagnosis for TB is ruled out, or until the individual is transferred to the custody of others and/or no longer under our direct supervision.

PALOS PARK POLICE DEPARTMENT

**Title: Centers for Disease Control Policy
Review (Ebola)**

**ORDER NUMBER: 5-800(c) Special
Addendum**

EFFECTIVE DATE: October 10, 2014

REVIEW DATE: March 1, 2018

**Palos Park Police Department Fall
2014 CDC Requested Infectious
Materials & Disease Control Policy
Review 5.800**

**Guidance for handling inquiries and
responding to patients with
suspected Ebola symptoms, and for
keeping workers safe.**
**“EMS personnel” means pre-
hospital EMS, law enforcement and
fire service first responders**

NOTE: “EMS personnel” means pre-hospital EMS, law enforcement and fire service first responders. These EMS personnel practices should be based on the most up-to-date Ebola clinical recommendations and information from appropriate public health authorities and EMS medical direction.

Key Points:

- The likelihood of contracting Ebola is extremely low unless a person has direct unprotected contact with the blood or body fluids (like urine, saliva, feces, vomit, sweat, and semen) of a person who is sick with Ebola or direct handling of bats or nonhuman primates from areas with Ebola outbreaks.
- When risk of Ebola is elevated in their community, it is important for PSAPs to question callers about:
 - Residence in, or travel to, a country where an Ebola outbreak is occurring;
 - Signs and symptoms of Ebola (such as fever, vomiting, diarrhea); and
 - Other risk factors, like having touched someone who is sick with Ebola.
- SWCD should tell PPPD/ EMS personnel this information before they get to the location so they can put on the correct personal protective equipment (PPE) (described below).

•EMS staff should check for symptoms and risk factors for Ebola. Staff should notify the receiving healthcare facility in advance when they are bringing a patient with suspected Ebola, so that proper infection control precautions can be taken.

The guidance provided in this document is based on current knowledge of Ebola. Updates will be posted as needed on the CDC Ebola webpage. The information contained in this document is intended to complement existing guidance for healthcare personnel, Infection Prevention and Control

**Recommendations for Hospitalized Patients
with Known or Suspected Ebola Virus Disease
in U.S. Hospitals**

Background

The current Ebola outbreak in West Africa has increased the possibility of patients with Ebola traveling from the affected countries to the United States.¹ The likelihood of contracting Ebola is extremely low unless a person has direct unprotected contact with the body fluids of a person (like urine, saliva, feces, vomit, sweat, and semen) of a person who is sick with Ebola or direct handling of bats or nonhuman primates from areas with Ebola outbreaks.² Initial signs and symptoms of Ebola include sudden fever, chills, and muscle aches, with diarrhea, nausea, vomiting, and abdominal pain occurring after about 5 days. Other symptoms such as chest pain, shortness of breath, headache, or confusion, may also develop. Symptoms may become increasingly severe and may include jaundice (yellow skin), severe weight loss, mental confusion, bleeding inside and outside the body, shock, and multi-organ failure.³ Ebola is an often-fatal disease and care is needed when coming in direct contact with a recent traveler from a country with an Ebola outbreak who has symptoms of Ebola. The initial signs and symptoms of Ebola are similar to many other more common diseases

found in West Africa (such as malaria and typhoid). Ebola should be considered in anyone with fever who has traveled to, or lived in, an area where Ebola is present. Coordination among 9-1-1 Public Safety Answering Points (PSAPs), the EMS system, healthcare facilities, and the public health system is important when responding to patients with suspected Ebola. Each 9-1-1 and EMS system should include an EMS medical director to provide appropriate medical supervision.

It will be important for PSAPs to question callers and determine if anyone at the incident possibly has Ebola. This should be

communicated immediately to EMS personnel before arrival and to assign the appropriate EMS resources. PSAPs should review existing medical dispatch procedures and coordinate any changes with their EMS medical director and with their local public health department.

- PSAP call takers should consider screening callers for symptoms and risk factors of Ebola. Callers should be asked if they, or someone at the incident, have fever of greater than 38.6 degrees Celsius or 101.5 degrees Fahrenheit, and if they have additional symptoms such as severe headache, muscle pain, vomiting, diarrhea, abdominal pain, or unexplained bleeding. Risk factors include:

- Contact with blood or body fluids of a patient known to have or suspected to have Ebola;

- Residence in—or travel to—a country where an Ebola outbreak is occurring (a list of impacted countries can be accessed at the following link:

- Direct handling of bats or nonhuman primates from disease-endemic areas.

Recommendations for EMS and Medical First Responders, Including Firefighters and Law Enforcement Personnel

EMS Personnel should consider the symptoms and risk factors of Ebola:

- All patients should be assessed for symptoms of Ebola (fever of greater than 38.6 degrees Celsius or 101.5 degrees Fahrenheit, and additional symptoms such as severe headache, muscle pain, vomiting, diarrhea, abdominal pain, or unexplained hemorrhage). If the patient has symptoms of Ebola, then ask the patient about risk factors within the past 3 weeks before the onset of symptoms,— including:

- Contact with blood or body fluids

of a patient known to have or suspected to have Ebola;

▫ Residence in—or travel to—a country where an Ebola outbreak is occurring (a list of impacted countries can be accessed at the following link:

<http://www.cdc.gov/vhf/ebola/outbreaks/guinea/index.html>; or

▫ Direct handling of bats or nonhuman primates from disease-endemic areas.

- Based on the presence of symptoms and risk factors, put on or continue to wear appropriate PPE and follow the scene safety guidelines for suspected case of Ebola.

Use of Personal protective equipment (PPE)

Use of standard, contact, and droplet precautions is sufficient for most situations when treating a patient with a suspected case of Ebola as defined above. EMS personnel should wear:

- Gloves

- Gown (fluid resistant or impermeable)

- Eye protection (goggles or face shield that fully covers the front and sides of the face)

- Facemask

- Additional PPE might be required in certain situations (e.g., large amounts of blood and body fluids present in the environment), including but not limited to double gloving, disposable shoe covers, and leg coverings.

If blood, body fluids, secretions, or excretions from a patient with suspected Ebola come into direct contact with the EMS provider's skin or mucous membranes, then the EMS provider should immediately stop working. They should wash the affected skin surfaces with soap and water and report exposure to an occupational health provider or supervisor for follow-up.

Recommended PPE should be used by EMS personnel as follows:

- PPE should be worn upon entry into the scene and continued to be worn until personnel are no longer in contact with the patient.

- PPE should be carefully removed without contaminating one's eyes, mucous membranes, or clothing with potentially infectious materials.

- PPE should be placed into a medical waste container at the hospital or double bagged and held in a secure location.

- Re-useable PPE should be cleaned and disinfected according to the manufacturer's

reprocessing instructions and EMS agency policies.

- Hand hygiene should be performed immediately after removal of PPE.

The Ebola virus is a Category A infectious substance regulated by the U.S. Department of Transportation's (DOT) Hazardous Materials Regulations (HMR, 49 C.F.R., Parts 171-180). Any item transported for disposal that is contaminated or suspected of being contaminated with a Category A infectious substance must be packaged and transported in accordance with the HMR. This includes medical equipment, sharps, linens, and used health care products (such as soiled absorbent pads or dressings, kidney-shaped emesis pans, portable toilets, used Personal Protection Equipment [e.g., gowns, masks, gloves, goggles, face shields, respirators, booties] or byproducts of cleaning) contaminated or suspected of being contaminated with a Category A infectious substance. 4

Follow-up and/or reporting measures by EMS personnel after caring for a suspected or confirmed Ebola patient

- EMS personnel should be aware of the follow-up and/or reporting measures they should take after caring for a suspected or confirmed Ebola patient.

- EMS agencies should develop policies for monitoring and management of EMS personnel potentially exposed to Ebola.

- EMS agencies should develop sick leave policies for EMS personnel that are non-punitive, flexible and consistent with public health guidance

- Ensure that all EMS personnel, including staff who are not directly employed by the healthcare facility but provide essential daily services, are aware of the sick leave policies.

- EMS personnel with exposure to blood, bodily fluids, secretions, or excretions from a patient with suspected or confirmed Ebola should immediately:
 - Stop working and wash the affected skin surfaces with soap and water. Mucous membranes (e.g., conjunctiva) should be irrigated with a large amount of water or eyewash solution;

- Contact occupational health/supervisor for assessment and access to post-exposure management services; and

- Receive medical evaluation and follow-up care, including fever monitoring twice daily for 21 days, after the last known exposure.

They may continue to work while receiving twice daily fever checks, based upon EMS agency policy and discussion with local, state, and federal public health authorities.

- EMS personnel who develop sudden onset of fever, intense weakness or muscle pains, vomiting, diarrhea, or any signs of hemorrhage after an unprotected exposure (i.e., not wearing recommended PPE at the time of patient contact or through direct contact to blood or body fluids) to a patient with suspected or confirmed Ebola should:

- Not report to work or immediately stop working and isolate themselves;

- Notify their supervisor, who should notify local and state health departments;

- Contact occupational health/supervisor for assessment and access to post-exposure management services; and

- Comply with work exclusions until they are deemed no longer infectious to others.

We live in a world full of uncertainties most of which we have little or no control over. Our Safety does not have to be one of those uncertainties if we work together and follow the rules. Please, Stop to think before you act. Accidents are not always the result of bad luck. They occur when someone decides – consciously or not – to take a chance. Be smart and avoid taking unnecessary risks go home to your family!

**Joe Miller, Chief of Police
Dan Polk, MD Police Commissioner**

PALOS PARK POLICE DEPARTMENT

Title: **Electronic Red Light Enforcement Policy**

Procedure: 5.900

Date Issued: **November 01 2008**

Revised:

Reviewed: **October 2014**

I. PURPOSE:

To establish departmental guidelines for utilizing the Electronic Red Light Enforcement System.

II. POLICY:

It shall be the policy of the Police Department to the Electronic Red Light Enforcement System for the purpose of increasing compliance with traffic lights thereby reducing motor vehicle collisions at intersections.

III. DEFINITIONS:

RedSpeed Illinois Digital Video Based Red Light Enforcement System – A system which utilizes a unique combination of multiple cameras and digital video technology, which are transmitted electronically in real time to RedSpeed Illinois located in Lombard, Illinois.

IV. PROCEDURES

A. Operating Procedure

1. *Video monitoring* at the intersection is continuous, *video recording* only occurs when there is a violation.
2. A violation is defined as a vehicle that is behind the stop line when the traffic

light changes to red and the vehicle continues to travel through the intersection under red. The reference point of the vehicle will be the front tires regarding whether or not it was behind the stop line when the light changed to red.

3. Once a violation occurs, technicians from RedSpeed Illinois will review the photographic evidence to confirm the violation and obtain the registered owner/vehicle information from the applicable Division of Motor Vehicle Safety or similar entity
4. The photographic evidence is then electronically forwarded to the Palos Park Police Department for a final review to confirm the violation and that the registered vehicle information provided by RedSpeed Illinois matches the violation vehicle that is pictured in the photographic evidence.
5. Once the violation and registered vehicle information is confirmed by the Palos Park Police Department, RedSpeed Illinois, will mail a notice of

civil violation to the registered owner of the violation vehicle as reported by the applicable Division of Motor Vehicle Safety.

B. Department Review Process

1. The Traffic Enforcement Unit Supervisor shall serve as the Electronic Red Light Enforcement System Systems Administrator.
2. Authorized Review Personnel shall be:
 - a.) Traffic Enforcement Unit Supervisor
 - b.) Traffic Enforcement Officers
 - c.) Internal Affairs Commander
3. The Traffic Enforcement Unit Supervisor shall be assigned as the primary reviewing officer. The Traffic Enforcement Unit Supervisor can delegate this responsibility to other unit officers, but maintains the ultimate responsibility for having it completed. Violations shall be reviewed on a daily basis, according to his/her schedule.

C. Exempt Violation Vehicles

1. Emergency response vehicles, (to include undercover police vehicles), being operated in an official capacity at the time of the violation.
2. Violation vehicles moving through the intersection to avoid or clear the way for an emergency vehicle.
3. The violation vehicle is being operated by an authorized Federal, State or Municipal

employee/representative responding to an emergency situation.

4. The violation vehicle is participating in a funeral procession, if the vehicle is granted the right of way by opposing traffic.
5. The violation vehicle proceeded into the intersection pursuant to the direction of an authorized traffic control official manually directing traffic at the intersection.
6. If the reviewing officer's subjective opinion, the violation vehicles license plate or traffic light is unclear as depicted in the photographic evidence.
Note: Violation vehicles towing trailers (i.e. boats) that are not citable due to an obstructed plated shall be sent to the Palos Park Police Department for further research and possible citing.
7. The violation vehicle was stolen at the time of the violation. (Evidence must be provided)
8. The registration information provided by Red Speed Illinois does not match the violation vehicle depicted in the photographic evidence.
9. The violation vehicle was forced into the intersection as a result of a collision to avoid a collision.
10. The Traffic Safety Unit Supervisor shall be the final authority in determining "Exempt Violation Vehicles".

D. Scheduled Hearings

1. Registered owners will contact RedSpeed Illinois via a toll free number provided on the notice of civil violation. RedSpeed Illinois shall then notify the Palos Park Police Department of the registered owners request to have a hearing regarding the notice of civil violation.
2. The Palos Park Police Department shall then schedule and notify the Traffic Enforcement Unit Supervisor of the date and time of the hearing regarding the notice of civil violation.
3. RedSpeed Illinois shall maintain all notice of civil violation evidence. The evidence (specific violation videos) shall be downloaded to the laptop at the Palos Park Police Department for review and use in court.
4. On this date of the hearing, the Traffic Enforcement Unit Supervisor, or his/her designee, shall disconnect the laptop from the reviewing station and take it to court for the purpose of prosecuting the civil violation. Note: RedSpeed Illinois must be notified when the laptop is disconnected from the reviewing station, and once again when it is reconnected.
5. The laptop computer shall be reconnected to the reviewing station

immediately following any hearing.

E. Routine Red Light Enforcement at Electronic Red Light Enforcement Equipped Intersections

1. Officers shall refrain from routine red light enforcement at these intersections. In cases that require an officer to issue a uniform traffic citation at a photo enforced intersection the officer must make notification of such action to the traffic enforcement unit supervisor. The officer who issued the uniform traffic citation should include; the date, time, location, and citation number with report number when applicable as part of the notification.
2. In the event a motor vehicle collision occurs within an Electronic Red Light Enforcement Equipped Intersection, the officer shall handle the collision as usual, issuing the appropriate Uniform Traffic Citation which shall override any notice of civil violation.

