

SECTION A-1

TOPIC: PREPARATION FOR DUTY

GOAL: The officer will learn and understand the need to maintain a professional appearance; their responsibility in caring for issued equipment; how to prepare the duty uniform for wear and roll call orientation.

1. PERSONAL APPEARANCE

- ❑ SOP 04-003
- ❑ Grooming
- ❑ Jewelry

2. UNIFORM REQUIREMENTS

- ❑ SOP 04-002, Regulations 206.2 – 206.4, 206.10, and 206.11.
- ❑ Optional Clothing
- ❑ On-duty Civilian Dress
- ❑ Accessories & Insignias
- ❑ Ballistic Vest

3. POLICE EQUIPMENT

- ❑ SOP 04-002, Section IV, Regulations 206.1 and 206.9.
- ❑ Optional Items on Sam Browne Belt
- ❑ Mandatory Items on Sam Browne Belt
 - Approved holster with service handgun
 - Issued ammunition
 - Issued handcuffs (with or without case)
 - Issued OC dispenser with holder
 - Baton holder (Dept. issued or similar substitute) and approved baton

4. REPORTING PROCEDURES / LOST OR DAMAGED EQUIPMENT

- ❑ Regulations 206.5 and 206.6.

5. SIT/STAND/WALK DEMONSTRATION

- ❑ DCJS Mandate
- ❑ Observe trainee officer's ability to sit, stand, or walk for 4 hours or more on a continuous basis within an 8-hour time frame with no complications.

6. ROLLCALL

- ❑ Purpose
- ❑ Note-taking Responsibilities
- ❑ Daily Activity Report
- ❑ Local Lookouts
- ❑ Administrative Memo's
- ❑ Training Information
- ❑ Patrol Area Assignment
- ❑ Special Assignments
 - School crossings
 - Guard duty
 - Escorts
 - Traffic control

SECTION A-2

TOPIC: DEPARTMENT ORGANIZATION (see chart attached)

GOAL: The officer will learn and understand the organizational structure of the Police Department, its Mission and Goals.

1. OFFICE OF THE CHIEF OF POLICE

- Overall management of Department
- Reports directly to the County Executive
- Personnel Administration, Training, Fiscal Management, and Policy Formulation

A. Internal Affairs Bureau

- Regulation 104
- Oversees administrative investigations relating to the conduct of Department personnel
- Provides assistance to the Office of the County Attorney in the investigation of civil actions filed against the Agency, Chief of Police, or other members of the Department acting in the performance of their duties.

Community Policing Initiatives

- Responsible for coordination and implementation of internal workgroup results designed to further the mission and commitment of total community policing.

DEPARTMENT'S MISSION STATEMENT

The Fairfax County Police Department protects persons and property by providing essential law enforcement and public safety services, while promoting community involvement, stability and order through service, assistance and visibility.

VISION

The administration and operation of the Fairfax County Police Department will be executed to provide essential law enforcement, public safety, and related services to the public while utilizing the most efficient and effective methods available, maintaining established professional standards, and optimizing community support.

VALUES

We believe....

- The highest moral and ethical standards are the cornerstone of the agency, and all members are expected to adhere to these standards.
- The agency, through all of our employees and volunteers, strives to uphold the public trust and maintain accountability to the public.
- Our employees are the most important asset of the Department, and only through teamwork, mutual respect, and cooperation can the community be best served.
- The role of the police is determined by the community it serves; through a partnership with the citizens, the Department improves the quality of life through control and reduction of crime.
- The police and the community share in the responsibility for crime control and public safety.
- The capability to accomplish our mission is determined by the dedication to public service, diversity and quality of the work force; therefore, we seek to recruit and retain individuals who possess those qualities.
- The agency must seek to collaborate with neighborhoods to better understand the nature of local problems and to develop meaningful and cooperative strategies to solve these problems.
- The agency must enhance the skills of all personnel to ensure motivation, creativity, dedication and professionalism, while creating an atmosphere of job satisfaction, enthusiasm, security and personal career development.
- Available resources, both personnel and financial, must be expended with maximum efficiency in order to provide optimum service to the citizens of Fairfax County.
- State-of-the-art technologies and continuous up-to-date training are essential for the maintenance and enhancement of police service delivery to the citizens of the community.
- Through the application of these commonly held values, we will achieve excellence in policing in Fairfax County.

COMMUNITY POLICING DEFINITION

Community Policing is a proactive and cooperative partnership between the Fairfax County Police Department and the community to improve the overall quality of life by:

- Fostering and maintaining mutual trust and respect.
- Recognizing and solving problems,
- Preventing crime and disorder,
- Identifying and arresting offenders

DEPARTMENTAL GOALS

I. STRENGTHEN COMMUNITY PARTNERSHIPS

To develop and sustain strong community partnerships, the members of the Police Department and the citizens of this community must build relationships built on mutual respect, understanding and trust. The community must have confidence both in the process of law enforcement and in the people who are sworn to administer it fairly and judiciously. The community is encouraged and empowered to identify neighborhood problems, speak out on issues of concern, and help to shape the delivery of police services. The Police Department will strive to provide real solutions to problems of crime and public safety in the community while continuously seeking substantive feedback from the community regarding the quality and methods of police service delivery.

II. ENHANCE COMMUNITY-BASED POLICE SERVICES

To the extent possible, police services will be based in the community and will be delivered by Police Department professionals who have an intimate knowledge of the people, neighborhoods and cultures of that community. The Police Department will provide citizens easy access to the people and services of the Police Department and responsiveness to community issues while preserving, where justified, the economies and efficiencies of centralization, which are sometimes necessary for highly specialized and complex services.

III. PROMOTE RESPONSIBILITY & ACCOUNTABILITY

The Police Department exists to fulfill the responsibilities of law enforcement by using the authority and resources vested to it by the community. The Department is accountable to the community for the efficient and effective use of those resources, and the fair, impartial and judicious exercise of that authority. The Department will achieve this goal through management practices which place responsibility and accountability, both individual and team, at the core of our organizational culture.

IV. MAXIMIZE OUR HUMAN RESOURCES

At the heart of every success is a dedicated and motivated person whose courage, resourcefulness and creativity have made the difference. The Police Department will seek and hire such individuals, give them the best possible training throughout their career, empower them to make a real difference in their community, provide them with the tools necessary to succeed, and reward and recognize their accomplishments.

V. HARNESS PROVEN TECHNOLOGY

The Police Department must harness and be proficient with modern technology; it is an integral part of our society and the most powerful tool available to law enforcement in the fight against crime. The Department will aggressively seek to obtain practical and proven technology at an affordable price, and then utilize it effectively to reduce crime and support police services to the community.

SECTION A-3

TOPIC: SUPERVISOR ORIENTATION

GOAL: The probationary officer will learn and understand their immediate supervisor's duty expectations as it applies to being a member of a working patrol squad.

1. SQUAD SUPERVISOR EXPECTATIONS

A. Attendance for Duty

- Regulation 201.11

B. Leave Policy (Chapter 10 of the Personal Regulations)

- Annual Leave shall be taken in accordance with Chapter 10 of the Personnel Regulations. It is earned as:
 - Less than 3 year's service – four (4) hours per bi-weekly payroll period
 - 3 years but less than 15 years – six (6) hours per biweekly payroll period
 - 15 year and over years of service – eight (8) hours per biweekly payroll period
 - Employees with less than 10 years of service may accumulate annual leave of not more than 240 hours. Employees with 10 or more years of service may accumulate annual leave of not more than 320 hours.
- Sick Leave shall be used when an employee is incapacitated by sickness or injury; for medical, dental, or optical diagnosis or treatment; for necessary care and attendance or death of a member of the employee's immediate family or household; exposure to a contagious disease when the attendance at duty jeopardizes the health of others.
- Compensatory Leave for overtime worked shall be granted at the discretion of the employee at a time convenient to and approved by the appointing authority.

C. Preparation for Duty

- Personal Appearance
- SOP 04-003

D. Reports

- Regulations 204.1-204.3, RWM Section 1, Chap 3, page 31.

- Completed by end of shift unless excused by supervisor
- Supplemental reports submitted within 30 days of original report

E. Chain of Command

- Regulations 205.1-205.8
- Department Level
- Squad Level
 - Second Lieutenant
 - Sergeant
 - MPO
 - PFC
 - Officer

F. Other Expectations

- Cooperation amongst squad members
- Regulations 201.8, 201.9, 201.13, and 202.1.

2. FIELD TRAINING OFFICER RESPONSIBILITIES

A. Directly “supervise” probationary officer

- Minimum 42 day training cycle (with an exception for laterals)

B. Instruct/review following areas with probationary officer

- Department Organization
- Departmental Rules, Regulations and General Orders
- Virginia Training Mandates/laws (DCJS Requirements)
- On the Job Training Activities
- Review Training Issues/Conflicts
- Review probationary officer’s reports for completeness/accuracy

C. Daily Observation Reports

- Based on Standard Evaluation Guidelines
- Review with probationary officer/obtain signature
- Copy of DOR’s to Patrol Bureau Field Training Coordinator

SECTION A-4

TOPIC: BASIC FIREARMS SAFETY REVIEW

GOAL: The probationary officer will receive reinforcement training in weapons safety and the use of the firearm as deadly force.

1. GENERAL ORDER 540.1 (Read and Review)

- Relate circumstances in which deadly force would be justified.
- *Deadly force may be used to apprehend a fleeing felon if all other means of effecting an arrest have been exhausted and the officer has probable cause to believe that the escape of the felon **will pose an imminent threat of death or serious physical injury to an officer(s) or other person(s)**. The United States Supreme Court ruled in the 1985 case of Tennessee v. Garner, and recognizing constitutional authority for the use of deadly force to prevent escape and providing a two prong test to guide the exercise of that authority: (1) An officer must have **probable cause** to believe that the fleeing felon is dangerous; and (2) the use of deadly force must be necessary to effect the arrest.*
- *Deadly force shall not be used unless it is reasonably necessary. It shall be the officer's belief based on the totality of circumstances known to the officer at the time that imminent threat of death or serious injury to any person exists and that all other methods of force to control the subject(s) would be or have already proven to be ineffective. Any use of deadly force which is not reasonably necessary in view of the circumstances confronting the officer is prohibited.*
- *In any situation where an officer is otherwise acting lawfully, the use of deadly force is justified in the defense of the officer's life or other person's life. Also, the use of deadly force is justified in protecting the officer or public from serious injury.*
- ***Deadly force shall not be employed to apprehend a fleeing misdemeanor. Deadly force may be used to apprehend a fleeing felon if: all other means to effect an arrest have been exhausted, the officer has probable cause to believe that the suspect committed a heinous crime, and the felon's escape poses a threat of serious injury or death to the officer or to others.***

- *When affecting any lawful arrest, conducting an investigative detention, or while taking a mentally disturbed person into custody, only the amount of force which is reasonably necessary to ensure safe custody or overcome resistance to arrest or detention is justified. If during the course of a lawful arrest or custodial situation officers are met with resistance to the extent that the officer reasonably believes that death or serious injury will occur to any person the use of deadly force to overcome such resistance is justified.*
- *In any situation where an officer is otherwise acting lawfully, the use of deadly force is justified in the defense of the officer's life or a citizen's life. Also, the use of deadly force is justified in protecting the officer or a member of the public from serious physical injury.*
- *Relate circumstances in which deadly force would not be justified.*
 - *Deadly force shall not be employed to apprehend a fleeing misdemeanor.*
 - *In any situation where an officer is otherwise justified in using deadly force, the officer shall not use deadly force recklessly or in any place or under any circumstances where injury or death to an innocent bystander is likely.*
 - *Any use of force which is not reasonably necessary in view of the circumstances confronting the officer is prohibited.*

2. GUN SAFETY AND SECURITY

- Four Cardinal Rules of Firearms Safety
 - Treat all weapons as if they were loaded.
 - Never point a firearm at anyone unless you are ready and willing to kill that person.
 - Keep your finger off the trigger until you are ready to fire.
 - Be sure of your target and what is beyond.
- Securing Weapons (SOP 04-002, G.O. 540.1, Regulation 206.9, State Code 18.2-56.2)
 - *Officers shall not leave a Department issued or approved firearm unsecured. This shall apply to on duty as well as off duty situations.*

- Five Proper Steps for Unloading Semi-Auto Pistol
 - Point weapon in a safe direction
 - Finger off the trigger
 - Remove the magazine
 - Lock the slide to the rear
 - Visually and physically inspect the weapon
 - NOTE: To ensure a properly unloaded and safe weapon, these five steps must be followed, in order, each time.

- Primary Method for Clearing Malfunctions
 - Tap – Tap the bottom of the magazine to ensure that it is fully seated in the weapon.
 - Rack- Rack the slide to the rear with sufficient force to clear any defective rounds, stove-piped casings, etc. and also to chamber a new round in the weapon.
 - Bang (if necessary) – Bring the weapon back up on target and if an appropriate target is still present and the circumstances warrant, fire again.

- Secondary Method for Clearing Malfunctions
 - Lock – Lock the slide to the rear taking the pressure off the magazine.
 - Rip – Rip/remove the magazine from the magazine well to clear the double feed/defective rounds from the chamber area and magazine well.
 - Work – Work the slide several times to clear any defective or loose rounds from the source of the malfunction.
 - Tap – Tap in a fresh magazine. (Note: the magazine that was removed may have been the source of the malfunction.)
 - Rack – Rack the slide to the rear to chamber a round.
 - Bang (if necessary) – Bring the weapon back on target and if an appropriate target is still present and the circumstances warrant, fire again.

- Shotgun Safety Inspection
 - Maintain muzzle control (muzzle up)
 - Safety on
 - Open action (if not already open)
 - Visually and physically inspect chamber, loading port and magazine tube

- Assembly Loading the Shotgun
 - Hold weapon in port arms position
 - Birdcage trigger guard
 - Index finger on action bar release
 - Grip fore-end
 - Close the action
 - Transfer weapon to weak hand, thumb alongside the receiver, loading port facing self
 - Keep weapon off body
 - Retrieve rounds individually from pocket
 - Load 4 rounds into magazine tube
 - Transfer weapon back to original hand position (port arms)
 - Weapon is now in cruiser ready condition (4 rounds in magazine tube, chamber empty)

- Assembly Unloading the Shotgun
 - Weapon on safe
 - Pointed in safe direction
 - Finger off trigger
 - Open chamber
 - Unload magazine tube
 - Visually and physically inspect weapon

3. FIREARMS DISCHARGES

- Employees who discharge a firearm in the following circumstances **shall immediately inform their supervisor.** These incidents shall be immediately reported to the involved employee's station/division commander or the Staff Duty Officer.
 - Intentional discharge of a firearm, on duty or off duty. This does not apply to approved training exercises or lawful firearms related off duty activities, such as hunting or recreational shooting.
 - Accidental discharge of a firearm, on duty or off duty, resulting in the death or injury to any person.
 - Accidental discharge of a firearm, on duty or off duty, not resulting in the death or injury to any person.

4. POLICY FOR CARRYING A FIREARM WHEN OFF-DUTY

- SOP 04-002, Section VI and G.O. 540.1 (READ AND REVIEW)
 - *All members of the Department while off-duty and in Fairfax County are encouraged to carry their service handgun or a personal, non-issued weapon, which has been approved by the Chief of Police. If such weapon is carried off-duty, it shall be worn so as to be concealed from view.*
 - Approved off duty weapons -Only if you have received appropriate Range training may you carry these weapons. Only ammunition and firearms issued or authorized by the Fairfax County Police Department shall be used on-duty or carried in an off-duty capacity. This does not apply to lawful firearms related off-duty activities (e.g., hunting or recreational shooting).

ADDENDUM TO SOP 04-002

FIREARMS, HOLSTERS AND ASSOCIATED EQUIPMENT

Firearm	On – Duty Primary	Back – Up	Off-Duty	Magazine Capacity Original Manufactures Equipment Only
.40 cal. Sig-Sauer P-226	Yes(Issued)	Yes	Yes	12
.40 cal. Sig-Sauer P-229	Yes (Issued)	Yes	Yes	12
.40 cal. Sig-Sauer P-239	No	Yes	Yes	7
.40 cal. Sig-Sauer P-250*	No	No	Yes	17/13/9
.40 cal. Glock 22	No	No	Yes	15
.40 cal. Glock 23	No	No	Yes	13
.40 cal. Glock 27	No	Yes	Yes	9
9 mm Sig-Sauer P-225***	No	Yes	Yes	8
9 mm Sig-Sauer P-226	No	Yes	Yes	15
9 mm Sig-Sauer P-228	No	Yes	Yes	13
9 mm Sig-Sauer P-229	No	Yes	Yes	13
9 mm Sig Sauer P-239	No	Yes	Yes	8
9 mm Sig Sauer P-250*	No	No	Yes	20/16/12
9 mm Glock 17	No	No	Yes	17
9 mm Glock 19	No	No	Yes	15
9 mm Glock 26	No	Yes	Yes	10
.38 cal Revolver**	No	Yes	Yes	5/6 Cylinder

* Sig-Sauer P-250 is made in small, medium and large frames, with small, medium and large grips.

** Revolvers must be chambered in .38 calibers only, for 2 and 4 inch barrels.

*** No Longer manufactured.

NOTE: There are many variants of these weapons systems, such as triggers, sights, grips, etc. Check with the Firearms Training Unit to ensure compliance. Only approved weapons and accessories will be authorized.

- When off-duty carrying a concealed weapon, officers **must** carry their law enforcement identification with them.
- Off-duty and backup weapons will be carried in a holster.

HOLSTERS

Holsters utilized by Uniformed Personnel, while on duty, shall be Department issued with Firearms Training Unit approval.

Holsters utilized by Civilian Clothed Personnel, while on duty, shall be department issued or the equivalent. Those holsters must be the SLS or have a Thumb Break/Snap. Serpa Style holsters may also be used.

Shoulder holsters for plainclothes personnel must be pre-approved by the Commander of the Firearms Training Unit.

All off-duty and back-up weapons shall be carried in a holster. However, off-duty and back-up holsters are not regulated by department policy.

***Fairfax County Police officers are authorized to carry their weapons statewide and countrywide (with exceptions) as long as their law enforcement identification is carried also.**

HR 218 (now Public Law 108-277), Law Enforcement Officer's Safety Act, was signed into law in 2004 by President Bush. In 2010, President Obama signed into law an improved version of S. 1132 (now Public Law 110-272), Law Enforcement Officer's Safety Act. This Federal Law allows: Qualified Active and Retired Law Enforcement Officers (LEO) to carry concealed weapons without concealment carry permit or licenses with exceptions.

- However, an Active LEO is required to carry their photographic identification issued to them by their agency.
- Per this law, it does not allow you to carry machine guns, silencers, explosives, or other destructive devices defined by Federal Law.
- You can carry a concealed weapon almost anywhere in the United States because you are exempt from State and Local laws relating to concealed carry laws only. But you are not exempt from Federal laws or specific State laws such as regulations governing carriage of concealed weapons on to common carriers (aircraft, trains, and cruise ships), aircraft, Federal buildings, Federal property, or National Parks.
- In addition-State (not local) laws which prohibit the carriage of firearms onto State or Local Government property, and State (not local) laws which allow private entities to prohibit firearms on their private property, would still apply to Qualified LEO's.
- **The definition of a Qualified Law Enforcement Officer is:**
 - Active Duty LEO with powers of arrest; and you are carrying photographic identification issued by your agency.
 - Retired LEO in good standing that had powers of arrest; and employed with more than 10 years of service; and you are carrying photographic identification issued by your agency; and you are carrying a letter from your agency advising that you have had proper firearms training.
 - You are not under the influence of alcohol or another intoxicating or hallucinating drug or substance
 - You are not prohibited by Federal Law from possessing a firearm.

- Response to Being Stopped By On duty Police Officer
 - Remain motionless until otherwise directed. No quick or furtive movements.
 - Obey **all** commands whether or not challenging officer is uniformed. It may entail submission to arrest. **Do not argue.**
 - Do **not** attempt to produce I.D. until directed. Verbally announce your identity: “I am a police officer;” “I have a weapon;” and “My badge/ID is in my rear pocket.”
 - Follow instructions until the challenging officer acknowledges you as being a police officer. Ask challenging officer to repeat orders you are unclear of.
 - If movement is possible, show the universal sign of law enforcement (hands over head crossed at wrists with palms open)

- Alcohol Use While Carrying Off-Duty Weapons
 - Alcohol impairs judgment
 - Alcohol impairs coordination (increased reaction time)
 - Liability

SECTION A-5

TOPIC: BLOODBORNE PATHOGEN PROCEDURES

References - CSM 97-161 (5-12-97), CSM 98-161 (09-11-98), CSM 99-161 (7-15-99), CSM 10-368 (8-17-10)

GOAL: The probationary officer will learn how to deal with blood borne pathogen events, what equipment must be used to prevent contamination, and how to properly dispose of contaminated property.

The FTI will show and discuss the following:

1. Sharps containers for disposal purposes.
2. Sharps containers for evidentiary purposes.
3. Station hand washing facilities.
4. The need for having antiseptic towelettes readily available.
5. The proper use of the evidence storage refrigerators.
6. Identify the six pieces of personal protective equipment:
 - a. Gloves (different sizes, hypo-allergenic)
 - b. Eye Protection
 - c. Masks / Face Shields
 - d. Ventilation Devices (CPR Masks)
 - e. Protective Clothing
 - f. Other Protective Equipment
7. Identify the disposal / decontamination procedures:
 - a. Biohazard Bags
 - b. Biohazard Stickers
 - c. Disposal / Decontamination Procedures:
 - Biohazards Property handling
 - Equipment Decontamination (Cruiser, Cuffs, etc.)
 - Uniform decontamination and disposal (if necessary)
8. Identify the location where the Department Exposure Control Plan and 29 CFR 1910.1030 (OSHA Regulation) is maintained for access for employees.
9. Reporting procedures concerning employee exposure to bloodborne pathogens.
10. Regular inspection of personal protective equipment.

11. Items to carry while on-duty to comply with guidelines/regulations:

- a. Sharps containers
- b. Antiseptic towelettes
- c. Personal protective equipment
 - Gloves
 - Eye Protection
 - Masks/Face Shield
 - Ventilation Devices (CPR Mask)
 - Protective Clothing
 - Other Protective Equipment
 - Biohazard Bags
 - Biohazard Stickers

BLOODBORNE PATHOGENS

References.....Bloodborne Pathogen Exposure Control Officer

Engineering Controls

One of the aspects of the Exposure Control Plan is the use of engineering controls to eliminate or minimize employee exposure to bloodborne pathogens. Employees are to use cleaning, maintenance and other equipment designed to prevent contact with blood or other potentially infectious materials.

Work Practice Controls

- Employees will wash their hands or other exposed areas immediately, (or as soon as feasible): **Towelettes and hand sanitizer (containing at least 60% alcohol) are acceptable for immediate use; however hand washing with soap and water should be done ASAP.**
 - After removal of potentially contaminated gloves or protective equipment.
 - After contact with blood or any other infectious materials (soap/water, flush exposed mucous membranes with water).
- Contaminated needles and other contaminated sharps are not to be bent, recapped, or removed unless:
 - It can be demonstrated there is no feasible alternative.
 - The action is required by specific medical procedure.
- Contaminated reusable sharps are placed in appropriate containers immediately, or ASAP, after use.
- Eating, drinking, smoking, applying cosmetics or lip balms and handling contact lenses is prohibited in any work area where there is a potential for exposure to bloodborne pathogens.

- Mouth pipetting/suctioning of blood or other infectious materials is prohibited.
- For all procedures involving blood or other infectious materials minimize: slashing, spraying, or other actions generating droplets of these materials.
- Specimens of blood or other materials are to be placed in designated leak-proof containers, appropriately labeled, for handling and storage.
- Do NOT attempt to re-cap an exposed needle. Secure it in a bio-hazard, secure, safe and puncture proof container. If a non designated bio-hazard container is used, label the container as a bio-hazard using the appropriate marking items available at the district stations. This container must also be SAFE to secure any sharps to prevent punctures.
- If outside contamination of a primary specimen container occurs, the container is to be placed within a second leak-proof container and appropriately labeled for handling and storage. If the specimen can puncture the primary container, the secondary container must be puncture-proof.

Housekeeping

- Maintaining our equipment and facility in a clean and sanitary condition is an important part of the Bloodborne Pathogen Compliance Program.
 - All equipment and surfaces are to be cleaned and decontaminated after contact with blood or other potentially infectious materials.
 - All contaminated material should be placed in a proper container and properly marked "BIO-HAZARD".
 - See the current *Station Exposure Control Plan*. This deals with the decontamination procedures, equipment, house keeping, etc. There is one located at each district station. This document also covers the entire program for handling exposures, procedures and follow-ups.

Definitions:

Exposure Incident (Compromised)

A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Exposure Incident (Un-compromised)

Body fluids from another individual directly contact the body (intact skin, hair, etc.) of an employee.

On Duty Exposures

Employee report circumstances orally to their immediate supervisor as soon as possible.

Off-Duty Exposure

Any police department employee who sustains an exposure to bloodborne pathogens during the performance of a law enforcement function while off duty, such as a lawful arrest or rescue function, shall notify an on duty supervisor ASAP. The Supervisor shall ensure the employee's commander is immediately notified. If the commander is not available, notify the Duty officer. It is also imperative that the Exposure Control Officer be contacted **immediately** and provided with information on where to contact the exposed officer **and** the source individual.

12. Personal Injuries References.....General Order 330, 430.6, 530.9

A. Initial Reporting for On-Duty of Off-Duty Law Enforcement Related Injuries

- **On-Duty Injuries** – Department employees who sustain a personal injury during their normal tour of duty shall report the circumstances orally to their immediate supervisor. If the immediate supervisor is not available, the next level supervisor in the employee's chain of command shall be notified.
- **Off-Duty Injuries - Law Enforcement Related** - Any Department employee who sustains a personal injury during the performance of a law enforcement or rescue function shall notify an on duty supervisor.
- In instances where the nature of injury requires medical treatment, the supervisor shall ensure that the employee's commander is immediately notified of the incident. If the commander is unavailable, the Duty Officer shall be notified.
- If high blood pressure is detected during a private physical examination, an appointment will be made as soon as possible with the Fairfax County Public Safety Occupational Health Center. This is to conduct a monitoring period at the end of which time a determination will be made as to the existence of a high blood pressure condition.

B. To report an on-duty or off-duty work related injury

For purposes of Virginia Workmen's Compensation coverage, the employee or supervisor shall as soon as practical contact the Corvel Corporation by using the online system or the telephone reporting system at 1-866-252-4654. The online claim reporting system is accessed through www.claimline.com/fairfaxcounty. It is preferred, however, that claims be reported via the online process (more cost effective and faster).

The supervisor will confer with the affected employee in the completion of the Report of Work Related Injuries/Illness Form, review the completed form for accuracy and completeness, and then ensure the information is conveyed promptly to the Corvel Corporation by no later than the end of the work day. The supervisor will fax a copy of the completed online report to the Administrative Support Bureau by the end of the shift. The Corvel Corporation sends the injured employee's information to the Virginia Workers' Compensation, who in turn, mails the injured employee forms required to file a claim. These forms contain a summary of the benefits the injured employee may be entitled to if the injury is determined to be compensable. A claim has not been filed until the employee has completed and returned these forms to the Virginia Workers' Compensation Commission.

NOTE: The injured employee should provide a copy of the completed claim to the Administrative Support Bureau for record keeping purposes. It is the responsibility of the injured employee to file a claim with the Virginia Workers' Compensation Commission within two years from (1) the date of the injury or (2) the date a doctor diagnoses an occupational disease.

C. Medical Status Report- A Medical Status Report Form shall be taken by the employee to the hospital/physician each time the employee goes for follow-up appointments. A Medical Status Report Form must be filled out by the treating physician to coincide with any injury leave usage. You shall have the physician complete a Medical Status form each time that you receive medical treatment.

D. Emergency and follow up medical treatment for law enforcement related injuries must be performed by one of the facilities or physicians approved by the Office of Risk Management. The names of approved physicians and facilities are available at each district station and DPSC. The eligible list is periodically updated by memorandum as changes occur. Employees must obtain prior approval for treatment rendered by a facility or physician not listed or they will be personally liable for any payments due.

Personnel who receive medical bills for job-related injuries/illnesses shall forward the bills to the Administrative Support Bureau who will forward the bills to Risk Management for payment.

E. Off Duty Injuries - Not Law Enforcement Related

All Department employees, both sworn and civilian, shall report in writing to the Chief of Police the facts and circumstances of any personal injury sustained while off duty which may interfere with the performance of duty. Such report shall be made within 48 hours of the injury, or as soon as the employee is physically capable of doing so. If the off-duty injury renders the employee incapable of reporting to the next scheduled tour of duty, this shall be reported to the employee's immediate supervisor no later than the time scheduled for the beginning of the tour of duty. The employee, upon returning to duty, shall submit a "Medical Status Report" form indicating the employee's duty status and signed by the attending physician.

F. Auxiliary Police Officers -Injuries

- Injuries incurred by Auxiliary Police Officers shall be investigated and reported in accordance with General Order 530.9.
- APO's to report injury to on duty supervisor
- Medical Status form required if medical treatment is involved
- Auxiliary police officers are not covered under the "Worker's Compensation Act." Therefore, the form entitled Employer's First Report of Accident is not required. Auxiliary officers are covered under a group accident policy administered by a private agency. The Auxiliary Coordinator will maintain the current insurance policy information and will furnish such information upon request to hospital personnel.
- The Traffic Division Commander will file all claims on behalf of auxiliary officers injured on duty. The investigating supervisor will submit a copy of the investigation report to the Traffic Division Commander within 24 hours to facilitate the timely filing of the claim.

G. VIP's -Injuries

- Injuries incurred by VIP's shall be investigated and reported in accordance with General Order 430.6. All VIPS enter the VIPS program as volunteers. Work related illness and injuries are covered under the "excess insurance policy" for Fairfax County as described in the Risk Management Manual Section: INS-1-89.B.
- APO's to report injury to on duty supervisor
- Medical Status form required if medical treatment is involved
- In all cases, a supervisor shall investigate the circumstances of the injury and submit a report of findings. The injured volunteer, after reviewing and concurring with the findings, shall initial the report. It shall be directed to the Chief of Police via the appropriate commanders with a copy to the Auxiliary/Volunteer Coordinator and the OSB Commander.
- The Auxiliary/Volunteer Coordinator, on behalf of VIPS volunteers, shall file all claims for on-duty injuries. The investigating supervisor shall furnish the Auxiliary/Volunteer Coordinator with a copy of the investigation report within 24 hours of the injury to facilitate the timely filing of the claim.