


<b>LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL</b>		
General Order Number: 235	Section: OPERATIONS	Issue Date: SEPTEMBER 2022
Title: <b>SAFETY OFFICER PROGRAM</b>		
Accreditation Standards: N/A		
Review Date: JANUARY 2024	Total Pages: 2	Chief of Police: 

**I. PURPOSE**

This General Order establishes the Safety Officer Program and roles of the assigned Police Safety Officer within the police department. The Safety Officer Program is non-standing, and the Chief of Police will appoint a Sergeant as the department’s designated Safety Officer. The department’s Safety Officer is assisted by additional sworn members who have successfully completed basic workplace safety training, maintain applicable certifications, and augment the Safety Officer Program by functioning as Safety Officers in their respective areas of the department. In regards to career development, Safety Officer is an accepted ancillary duty for the purposes of promotion. The Administration & Support Services Commander or designee manages the Police Safety Officer program.

The Police Safety Officer program is responsible for the planning, implementation, education, and oversight of the police officers overall safety at work. The Police Safety Officer program approaches safety with an all hazards and comprehensive approach. This comprehensive approach is proactive in nature and lays the foundation for addressing day-to-day needs of the department rather than solely being reactive in response to emergencies. The Police Safety Officer program ensures compliance on behalf of the Town government with all OSHA general industry standards and directives pertaining to the delivery of police services by members of the police department to the community.

**II. DUTIES AND RESPONSABILITIES**

- A. Police Safety Officers are primarily responsible for planning, implementing and overseeing the safety of police officers at work. The main duty is to ensure that the police department is in compliance and adheres to all best practices and Occupational Health and Safety (OHS) guidelines.
- B. Police Safety Officers provide and coordinates crucial training to employees on OSHA standards, best practices, and departmental policy and procedures.
- C. Police Safety Officers reviews existing policy and draft new policy as needed to ensure compliance with standards that promote overall workplace safety.
- D. Police Safety Officers responds to major police emergencies, preplanned major events within the Town, and develop Safety Action Plans to facilitate the management of major emergencies and events.
- E. Police Safety Officers review and approve training lesson plans and provides guidance to instructors to develop individualized Safety Action Plans specific to the training event. (Firearms/Civil Disturbance/Unmanned Aircraft Systems/Scenario Based/First Aid/CPR). Police Safety Officers attend large-scale training exercises and provide on-site guidance and direction to ensure compliance.
- F. In coordination and cooperation with the Administration and Support Services Division’s designated Infectious Disease Control Officer (DICO), Police Safety Officers draft, maintain, and annually update the department’s Exposure Control Manual per OSHA regulations.
- G. Police Safety Officers review work place accidents and injuries, and determine root causes of incidents and provide recommendations to prevent similar accidents and injuries in the future. Police Safety Officers complete and submit memorandums to leadership regarding findings and recommendations to prevent similar incidents.

- H. Police Safety Officers assist and support the DICO with the departmental investigation and response to potential exposures of police employees to pathogens as detailed in General Order 409, Bloodborne Pathogens Exposure Control.
- I. Police Safety Officers works closely with the Town's Emergency Management Director, and the Administration, and Support Services Division's Property Officer to identify and maintain personal protective equipment (gloves/mask/gowns/cleaning solutions/trauma kits) to collaboratively manage the department's resources to ensure preparedness.
- J. Police Safety Officers conduct and coordinate the decontamination of police officers, police vehicles, police equipment, and police facilities.
- K. Police Safety Officers conducts yearly workplace safety inspections to identify potential hazards, along with observing police officers at work to ensure safety procedures are followed.
- L. Police Safety Officers work closely with the Recruit Training Unit to ensure all personnel are trained and certified in the use of First Aid, CPR, AED, Tourniquets, and Narcan.
- M. Police Safety Officers coordinate, conduct, and mandate all respirator fit testing (N95/P100/gas mask).
- N. In coordination and cooperation with the property officer, the Police Safety Officer oversees the inspection and makes recommendations concerning the replacement of all ballistic protective gear (ballistic vest/ballistic shields/helmets).
- O. Police Safety Officers provide support, guidance, and direction in the police response to criminal or suspicious hazardous material incidents to include:
  - a. Clandestine drug labs
  - b. Chemical, Biological, Radiological, Nuclear, and high yield explosives (CBRNE events)
  - c. Chemical suicides
  - d. Hoarding calls for service
  - e. Fire death investigations
  - f. Support to any police event deemed necessary to mitigate potential exposures of employees