

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 60.07 -		DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 5
ORDER TITLE RESPIRATORY PROTECTION PROGRAM	SERIES NO. 60	SERIES TITLE / SUBJECT AUXILIARY AND TECHNICAL	
TOPICS / REFERENCE Air-purifying Respirators, APR, Escape Device, Hazardous Material Escape, Respirator			APPENDICES None
EFFECTIVE / ORIGINAL ISSUE DATE January 10, 2008	REISSUE/ EFFECTIVE DATE August 18, 2010	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5 th Edition Standards) 22.2.5 • 26.1.1 • 33.5.1 • 41.3.4 • 46.1.5 • 46.1.6 • 46.1.8 • 46.3.4 • 53.1.1			

POLICY

It is the policy of the Rockford Police Department to provide respiratory protection for officers to use during an incident involving nuclear, biological, or chemical weapons. All sworn personnel will be issued an air-purifying respirator (APR) to aid in the escape of an area contaminated by a nuclear, biological or chemical weapon / agent.

PURPOSE

The purpose of this General Order is to establish the Department's Respiratory Protection Program and provide guidelines for the use and care of Department issued air-purifying respirators.

This General Order is comprised of the following numbered sections.

- I. DEFINITIONS**
- II. USE OF RESPIRATORS**
- III. LIMITATIONS ON RESPIRATOR USE**
- IV. PROGRAM ADMINISTRATION AND TRAINING**
- V. ISSUANCE OF RESPIRATORS**
- VI. FIT TESTING**
- VII. POST USE PROCEDURES**
- VIII. STORAGE, MAINTENANCE AND INSPECTION**
- IX. EFFECTIVE DATE**
- X. REVIEWS, REVISIONS AND CANCELLATIONS**

I. DEFINITIONS

- A. Air-purifying Respirator (APR):** A respirator equipped with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through an air-purifying element.
- B. Escape-Only Respirator:** A respirator intended to be used for emergency exit only.

- C. **Fit Test:** The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.
- D. **Qualitative Fit Test (QLFT):** A pass/fail test to assess the adequacy of respirator fit that relies on the individual's response to a test agent.
- E. **Quantitative Fit Test (QNFT):** An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

II. USE OF RESPIRATORS

- A. The APR should be used whenever an officer reasonably believes that an imminent threat of a nuclear, biological, or chemical nature exists.
- B. Since it is impossible to know where an incident may occur, or when the respirator will be needed, officers are strongly encouraged to always have their APR readily available to them (e.g., in their vehicle, riot gear bag, special event gear staging area) during their tour of duty.
- C. Once the APR is donned, the officer should perform a negative pressure test, as demonstrated in training, to ensure a proper seal is intact.
- D. The officer should then immediately remove themselves and citizens from the area of the threat.
- E. It is imperative that the APR remains intact with a proper seal around the face throughout the duration of the incident.

III. LIMITATIONS ON RESPIRATOR USE

- A. The APRs issued to all personnel are intended primarily for use as a means of emergency escape in an incident involving nuclear, biological or chemical hazards.
- B. Air-purifying respirators are not designed for and will **not** be used for fire fighting or entry into an oxygen deficient environment.
- C. It is not the purpose or intent of the Respiratory Protection Program (or this order) to provide policies or procedures for the use of APRs by personnel specially trained to use APRs in contaminated or potentially contaminated environments for extended periods of time (e.g., Bomb Unit, S.W.A.T Team, Field Force and clandestine drug laboratory enforcement officers).

IV. PROGRAM ADMINISTRATION AND TRAINING

- A. The Chief of Police will designate a Respiratory Protection Program Administrator responsible for managing the program.
- B. The Program Administrator should be qualified through appropriate training and experience to administer and oversee the program, and conduct an evaluation of the program effectiveness.
- C. Specific duties and responsibilities of the Program Administrator include:
 - 1. The Department will use a certified external agency to conduct annual Fit Testing for all affected personnel. In-house instructors will train

Department personnel in the proper use and maintenance of their APRs and

2. Coordination of initial APR training and qualification for all personnel assigned an APR.
 3. Coordinating the issuance of APRs to all trained and qualified personnel.
 4. Scheduling annual refresher training and an annual Quantitative Fit Tests (QNFT) for each officer issued an APR.
 5. After action reports on equipment use, an analysis of equipment effectiveness and the circumstances of equipment application.
 6. Conducting an annual evaluation of the Respiratory Protection Program.
- D.** The annual evaluation of the program will include a summary of equipment use, equipment inspections, equipment training and the Department's policy and procedures regarding the Respiratory Protection Program.
- E.** All sworn personnel assigned an APR will be trained prior to being issued a respirator.
- F.** The Respiratory Protection Plan training will cover the proper use of the respirators, including:
1. Putting on the APR.
 2. Putting the filter canister on the respirator.
 3. Removing the APR.
 4. Proper care and cleaning of the APR.
 5. Storage of the APR.
- G.** Refresher training will be conducted on an annual basis.

V. ISSUANCE OF RESPIRATORS

- A.** APR trained and qualified officers will be issued the following equipment:
1. Air-purifying respirator / gas mask.
 2. Sealed plastic bag containing a respirator filter canister.
 3. Carrying bag for respirator / gas mask and filter canister

VI. FIT TESTING

- A.** At the time of initial issuance and thereafter on an annual basis, respirator fit testing will be used to determine the ability of each officer to obtain a satisfactory fit with the issued APR.
1. It is imperative that the APR is worn and sealed properly to ensure the function of the APR. Officers should avoid wearing the APR if they are wearing any item or have any issue that may interfere with the seal between the users face and respirator face piece.
 2. Items or issues that may interfere with a proper seal include, but are not limited to:

- a. Eyeglasses or eyewear.
- b. Facial hair.
3. A trained employee from either the police department, fire department, medical agency or public health agency will conduct fit testing.
4. Fit testing will be conducted using either a qualitative or quantitative method.
5. A written record of the fit testing will be completed and maintained by the external agency conducting the Fit testing. The Training and Personnel Supervisor will maintain a checklist of officers attending the annual fit testing.

VII. POST USE PROCEDURES

- A.** Anytime an officer uses their APR during a suspected or actual nuclear, biological, or chemical threat they must submit an Officer's Report to the Deputy Chief of the Administrative Services Bureau advising the date and time used and the case number of the incident requiring it's use. The Officer's report should also include any problems encountered with using the APR or filter canister.
- B.** If an officer uses their APR during a suspected or actual nuclear, biological, or chemical threat they should contact their immediate supervisor if in need of an immediate replacement APR and/or filter canister.
- C.** Officers are responsible for proper cleaning and decontamination of their APR if used during a suspected or actual nuclear, biological, or chemical threat. Cleaning and decontamination will be done according to the procedures set forth during the Respiratory Protection Program training.
- D.** After use at a crime scene it may be necessary to place an APR and/or filter canister into evidence. When this occurs, special handling and preservation of hazardous materials procedures may need to be taken and will be set forth during the Respiratory Protection Program training.
- E.** The Respiratory Protection Program Administrator is responsible for ensuring the Department has a readily available supply of replacement filter canisters, supervisors are aware of their location and that officers are issued replacements when needed.

VIII. STORAGE, MAINTENANCE AND INSPECTION

- A.** When not being carried by an officer, in their vehicle or otherwise, APRs will be stored in a location where they are protected from sunlight, dust, heat, cold, moisture, and damaging chemicals. They shall be stored in a manner to prevent deformation of the face piece and exhalation valve. Detailed instruction on proper storage of APRs will be part of the initial Respiratory Protection Plan training and annual refresher training.
- B.** The normal shelf life of a filter canister in a sealed bag is ten (10) years. Once the bag is opened the shelf life is reduced to approximately one year. Therefore, filter canisters are to remain in their sealed bag until needed.

- C. Periodic maintenance, inspections and cleaning will be done according to the procedures set forth in the training conducted for the APR.
- D. If an officer discovers their APR or filter canister is damaged or defective or the seal of the filter canister's plastic bag has been broken, they must submit an Officer's Report to the Deputy Chief of the Administrative Services Bureau explaining the damage or defect and advise the Training and Personnel Supervisor or their designee for an immediate replacement. The Training and Personnel Unit will store and distribute the air purifying respirator / gas masks.

IX. EFFECTIVE DATE

- A. The effective date of this Order is January 10, 2008

X. REVIEWS, REVISIONS AND CANCELLATIONS

- A. This General Order will be reviewed each **November** by the **Respiratory Protection Program Administrator** and, when necessary, revised or cancelled, in accordance with the procedures for reviewing written directives established in General Order 10.01 – *Written Directives*.
- B. This order does not supercede or cancel any previously issued Department policy or procedure.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police