



City Manager's Approval: \_\_\_\_\_

## THE CITY OF POMONA

### SAFETY POLICIES AND PROCEDURES

#### METER TECHNICIAN OLEORESIN CAPSICUM (OC) SPRAY USE POLICY

##### I. PURPOSE

This Policy describes the general requirements of the City of Pomona's Meter Technician Oleoresin Capsicum (OC) Spray Use Policy that will enable Meter Technicians to safely protect themselves from aggressive dogs that may be encountered during the course of their normal job duties.

##### II. APPLICABILITY

This Policy applies to all Lead Meter Technicians and Meter Technicians.

##### III. POLICY

It is the policy of the City of Pomona that Oleoresin Capsicum (OC) spray will only be used as a defensive weapon in those instances where Meter Technicians encounter an aggressive dog. Only Oleoresin Capsicum authorized by the Safety Officer will be used.

##### IV. DEFINITION OF TERMS

**Definitions.** For the purposes of this section, the following shall apply:

*"Aggressive Dog"*- A dog that based on its behavior presents a reasonable likelihood of chasing, biting, or attacking someone either on public or private property.

*"Incident Investigation Report"*- The form used by Risk Management to document either employee injury and/or property damage incidents, or near miss incidents such as incidents involving aggressive dogs when the employee may be bitten or attacked by an aggressive dog.

*"Oleoresin Capsicum (OC) Spray"*- A highly concentrated form of peppers or similar synthetic substance that affects the mucous membranes, involuntary closing of the eyes, gagging, coughing, shortness of breath, and an intense feeling of burning on the exposed areas. These symptoms are temporary and, if left untreated, may last up to 45 minutes. OC may be effective against vicious animals.

## **RESPONSIBILITIES**

### **A. Department Directors shall:**

1. Ensure that the Meter Technician Oleoresin Capsicum (OC) Use Policy is implemented. The Department Director has the authority to delegate any or all portions of this Policy to subordinates, but the Department Director will be held responsible for compliance.

### **B. Supervisors shall:**

1. Purchase approved OC spray for Meter Technicians.
2. Immediately document and report all incidents involving the use of OC spray to Risk Management. Supervisors shall use the Incident Investigation Report to document all actual or near-miss incidents involving aggressive dogs.

### **C. Meter Technicians shall:**

1. Always carry OC spray containers on their person while in the field performing regular job duties.
2. Immediately report all actual or near miss incidents involving the use of OC spray and/or other encounters with aggressive dogs to their immediate Supervisor.

### **D. The Safety Officer shall:**

1. Update and maintain the Meter Technician OC Spray Use policy on an annual basis.
2. Review and approve OC spray and other personal protective equipment.

## **V. PROCEDURES**

The Meter Technician OC Spray Use Policy contains the following elements:

- Restricted Uses
- General Safety Considerations
- Training
- Reporting Use of OC Spray
- First Aid/Medical Treatment

### **A. Restricted Uses**

1. Generally, OC spray will only be used when Meter Technicians encounter aggressive dogs. However, its use may be justified against a person who poses an imminent physical threat to a Meter Technician, and no other options are available to protect the Meter Technician from imminent danger. OC shall not be used against non-combative persons.
2. If Meter Technicians encounter a person who poses an imminent threat, the Meter Technician shall not spray OC into the face of a person who is less than twelve (12) inches away.

## B. General Safety Considerations

1. Meter Technicians who use OC spray on an aggressive dog that poses a threat to the Meter Technician, should be aware of conditions that could be detrimental to the Meter Technician, such as: wind direction, close confined areas (small rooms or sheltered areas), or other people in close proximity.

## C. Training

1. Initial and periodic training of Meter Technicians in the correct use of OC spray shall be the responsibility of the Customer Service Manager.
2. In the event the Customer Service Manager becomes aware of the need to have Meter Technicians receive remedial training, it is their responsibility to notify the Safety Officer to schedule additional training.

## D. Reporting Use of OC Spray

1. All uses of OC spray shall be documented using the Incident Investigation Report.
2. The Incident Investigation Report shall be completed by the Customer Service Manager or their designee and forwarded to the Safety Officer.

## E. First Aid/Medical Treatment

1. Since OC is irritating to the eyes, nose, and skin, Meter Technicians using OC spray shall flush the exposed areas of the body with water.
2. Persons with highly sensitive skin or severe exposure may require first aid at a medical facility. Personnel should call 911 immediately, or contact customer service to call 911. Some persons who exhibit respiratory difficulties may need to be transported to a medical facility for examination.
3. After a dog bite, or near miss type incident, the Meter Technician will first seek medical attention for themselves. In addition, they will attempt to contact the dog owner in order to apprise them of the incident.

## VI. **ACTION**

This Policy is effective this date.