
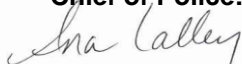
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/26/04	STANDARD OPERATING PROCEDURE	Revised Date: 03/11/24
Chief of Police: 	Automated External Defibrillators, 108.1	
Cross Reference:		Policy Sections: 108.1.1 AED Administration 108.1.2 AED/CPR Training 108.1.3 AED Deployment

PURPOSE

The purpose of this policy is to establish guidelines for automated external defibrillators used by the Elgin Police Department.

POLICY STATEMENT

It is the policy of the department to ensure automated external defibrillators (AED) are available for use by employees in the case of sudden cardiac arrest of an individual. All department members shall be trained in the use of these devices along with cardiopulmonary resuscitation (CPR).

DEFINITIONS

AED/Emergency Medical Dispatch Coordinator – Fire department employee responsible for oversight over the city's AED Program and the Emergency Medical Dispatch Program to ensure Telecommunicators assigned to the Emergency Communications Division are trained in handling calls for service requiring a medical response from first responders.

Automated External Defibrillator (AED) – A machine that reads and analyzes a sudden cardiac arrest victim's heart rhythm and advises a rescuer if a lifesaving shock should be delivered. The machine will then deliver the shock when triggered by a rescuer. The shock is designed to re-start a heart that is experiencing a common arrhythmia called ventricular fibrillation.

Cardiopulmonary Resuscitation (CPR) – A set of lifesaving skills performed by a trained rescuer designed to provide blood and oxygen flow to the brain, heart and other vital organs of a person that is suffering from respiratory or cardiac arrest.

PROCEDURES

108.1.1 AED ADMINISTRATION

- A. The AED/Emergency Medical Dispatch Coordinator is assigned to the fire department. However, for ease of accessibility to the Emergency Communications Division, the coordinator's office is located at the police department.
- B. The AED/Emergency Medical Dispatch Coordinator ensures the functionality of AEDs, the availability of supplies, and documentation on the use of AED devices.
- C. AED devices shall be designated for use in the field and assigned to designated marked police vehicles. In instances where an AED device is needed for an unmarked police vehicle, the supervisor shall forward a request to the AED/Emergency Medical Dispatch Coordinator who will ensure the vehicle is equipped with an AED. The inventory maintained by the AED/Emergency Medical Dispatch Coordinator shall be updated to reflect the placement of an AED in the vehicle.
- D. An AED device shall be designated for use in the Holding Facility and maintained in the Lead Jailer's office.

- E. AED devices and storage boxes are centrally located on the first, second and third floors adjacent to the elevator towers and on the wall outside the Fitness Room located in the basement of the police department. Once a storage box is accessed, an alarm will sound for 30 seconds, unless deactivated by a key. A key is maintained in the Emergency Communications Division, patrol key cabinet, and the AED/Emergency Medical Dispatch Coordinator's office.

108.1.2 AED/CPR TRAINING

- A. All employees shall be trained in CPR and AED usage every two years as recommended by the American Heart Association and is documented by the Training Division.
- B. All training shall be conducted in accordance with standards set by the American Heart Association.

108.1.3 AED DEPLOYMENT

- A. AED devices shall only be utilized by trained employees of the department.
- B. AED devices shall only be used in accordance with department AED/CPR training on subjects who are suspected to be experiencing cardiac arrest.
- C. The Emergency Communications Division will dispatch fire department personnel and provide the location of a suspected cardiac arrest subject to responding officers. Additional officers may respond when available. Where appropriate, personnel will perform early defibrillation utilizing the AED and CPR prior to the arrival of the fire department.
- D. At the beginning of an officer's shift, the AED device shall be inspected. AEDs are also inspected during the monthly vehicle inspections which are required for workgroups having assigned police vehicles and documented on the vehicle inspection form.
 - 1. During the inspection, officers shall ensure a check mark is visible on the main panel of the AED device which indicates the AED is fully functional. When the AED device is not fully functional, an "X" will appear on the main panel and accompanied by an audible sound.
 - 2. The AED device will also emit an audible sound when the battery is low.
 - 3. Any maintenance issues found during an inspection shall be reported in writing to the AED/Emergency Medical Dispatch Coordinator.
 - 4. The AED device shall be given to the AED/Emergency Medical Dispatch Coordinator when the functionality of the AED device may be compromised or in any of the above described circumstances.
- E. A police report containing the AED identification number shall be generated anytime an AED device is utilized, even in instances in which a shock was not delivered to the subject.
- F. The respective on-duty supervisor shall ensure a copy of the report is forwarded to the AED/Emergency Medical Dispatch Coordinator. The respective on-duty supervisor shall also ensure that the AED device, when used, is placed in the AED/Emergency Medical Dispatch Coordinator's office and is placed out of service.
- G. If a police vehicle is involved in a traffic crash or is out of service for a prolonged period of time, the AED device shall be removed from that vehicle to be submitted to the AED/Emergency Medical Dispatch Coordinator.
- H. The AED/Emergency Medical Dispatch Coordinator inspects AED devices after use and is responsible for replacing AED device pads, as necessary. Upon inspection, the AED/Emergency Medical Dispatch Coordinator will place the AED device back in service through the respective on-duty supervisor.