


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 216	Section: OPERATIONS	Effective Date: SEPTEMBER 2022
Title: AUTOMATIC EXTERNAL DEFIBRILLATOR		
Accreditation Standards: PER.10.02		
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I. **AUTOMATIC EXTERNAL DEFIBRILLATOR**

The purpose of the automatic external defibrillator (AED) is to provide immediate advanced care to a victim until EMS arrives on scene. Personnel certified in CPR and AED courses approved by Loudoun County Fire and Rescue and the Virginia Department of Health-Office of Emergency Medical Services will use the AED and CPR in accordance with departmental policy and in a manner consistent with their training.

A. **Deployment Policy**

The use of the AED will be conducted in accordance with the guidelines and procedures of the Virginia Department of Health – Office of Emergency Medical Services. Our department's program is conducted in accordance with the Loudoun County Department of Fire and Rescue Services and the training guidelines set forth by the American Heart Association (AHA) as approved by the Office of Emergency Medical Services.

B. **Deployment in the Field**

1. The AED units will be stored in the patrol supply cabinet when not in use in the field. In addition to the AED units, the pre-deployment checklist clipboard will also be stored in the patrol paperwork matrix. Spare supplies will be kept in the patrol supply cabinet.
2. All AED's will be assigned to officers by the shift supervisor at roll call. When assigned an AED by the shift supervisor, the pre-deployment checklist shall be completed by the officer on Sundays only and forwarded to the shift supervisor. The line-up sheet will indicate which officers have been assigned an AED during the shift.
3. The assigned AED will be carried in the front seat passenger compartment area of the police vehicle and out of direct sunlight during the warm summer months. The AED has an operating efficiency of temperatures between 32 degrees and 122 degrees Fahrenheit. At no time will an AED be left in a police vehicle while the vehicle is not being used during a shift.
4. If all officers carrying AED's are on assignment, the medical alert will take priority over any non-emergency call, and the closest officer with an AED will clear their call and respond to the medical emergency.
5. An incident report will be completed each time an AED is placed on a patient. The report will carry an offense classification of "Use of AED." In addition to the incident report, the shift supervisor will assure that the Leesburg Police Department AED Incident Report (LPD Form #397) is also completed every time the AED is placed on a patient.

C. **Care and Maintenance of AED**

The shift supervisor will assure that a visual inspection is conducted on each AED at the beginning of each shift. A pre-deployment checklist will be completed and forwarded to the AED Coordinator. A file will be maintained by the AED Coordinator and all pre-deployment checklists will be kept on file. If any defects are discovered, the AED will be taken out of service by the shift supervisor and turned over to the AED Coordinator. The AED performs its own self-test and will indicate if there

is a malfunction. If an AED is taken out of service it should be returned to headquarters until repairs have been made. Additional AED equipment will be made available to refresh items used during an AED Incident. It will be the responsibility of the officer who used the AED during an AED Incident to replenish any expended items.

D. Training

All personnel using the AED will have current certification and training approved by the Loudoun County Fire and Rescue and the Office of Emergency Medical Services. The records of personnel and their training will be kept in accordance with part 4.2D of the Guidelines and Procedures. Recertification will occur on a biennial basis.

E. Records and Reports

The AED Coordinator shall maintain all maintenance and safety inspection records. In addition to these records the AED Coordinator shall maintain copies of all AED Incident Reports, LPD Incident reports for "Use of AED" and any other pertinent records required by the Virginia Department of Health. Records and reports shall be stored in such a manner as to insure reasonable safety from water and fire damage and from unauthorized disclosure to persons other than those authorized by law. Secure storage shall be provided for medical records. These records shall be prepared and maintained for a period of not less than five (5) years.

F. Maintenance of Records

The following records and reports shall be prepared and maintained for a period of not less than five (5) years:

1. Current personnel records of each Early Defibrillation Service member or employee including a file for each which provides documentation of training and qualifications including evidence of certification.
2. Records of each automated external defibrillator currently in use to include maintenance records and records of safety inspections.
3. Records of Early defibrillation Service activity including call reports which specifically identify agency personnel, dispatch records and summary data.