GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY

I. PURPOSE

The purpose of this general order is to set guidelines for the use and maintenance of the department's automated external defibrillators (AEDs). This general order also informs the officer of the report documentation required when an AED is used at a medical emergency and the department's training requirement for officers on the use of the AED.

II. POLICY

It shall be the policy of this department to provide people experiencing a medical emergency, should the need arise, with an AED and a trained user.

III. PROCEDURES

A. Every on-duty shift officer assigned to a patrol car shall equip their assigned patrol car with an AED unit.

B. AEDs are only to be used on subjects who are unconscious, are not breathing, have no pulse, and have no *Do Not Resuscitate* (D.N.R.) order.

C. AEDs shall not be used on subjects experiencing chest pains or who are obviously deceased.

D. Officers shall take an AED with them to all medical emergency calls and use the AED as follows:
   1. Verify the patient is in cardiac arrest by assessing the ABCs – Airway, Breathing, and Circulation.
   2. If the patient is not breathing and has no pulse, turn on the AED and follow the voice prompts.
   3. Current training procedures involving the AED shall be followed.

IV. AED MAINTENANCE

A. The responsibility for the care and maintenance of the AEDs shall reside with each individual officer. At the start of their shift, officers shall check the condition of the AED and ensure the unit is properly working. If it is not, take the AED out of service and advise the Administrative Sergeant.

B. If an item contained in the AED case is used or needs to be replaced, the officer shall advise the Administrative Sergeant.

C. The AED shall be left in the interior of the patrol car during the shift and shall be returned to the Patrol Storage Room at the end of shift. Under no circumstances is the AED to be left in the cruiser after the end of shift or placed in a patrol cars' trunk.

D. If an AED is beeping, the officer may run self-test from the administrative menu to assist in determining the reason for the beeping.

E. If an AED battery is low, it may be placed on the charger in the Patrol Storage Room.

V. REPORTING

Each incident that involves the use of an AED by a police officer shall be documented as soon as possible after the patient is transported by EMS. An IOR (Incident Offense Report) shall be completed when the circumstances are of a criminal nature or when the patient dies, otherwise a CFS report shall be completed. The AED and any related paperwork (e.g. Kalamazoo County MFR EMS Field Note report) shall be attached to the AED and submitted as evidence.

VI. TRAINING

Every sworn officer must be CPR/AED certified within 6 months of employment and attend recertification training every 2 years.

VII. COMPLIANCE

All officers shall comply with all the conditions set forth in this general order. Violations of this general order, or portions thereof, shall result in disciplinary action, up to and including discharge. Officers of this department assigned to or assisting other law enforcement agencies will be guided by this general order.

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Issued by

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Director of Public Safety