

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/26/04	STANDARD OPERATING PROCEDURE	Revised Date: 05/30/18
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 Elgin Police Department to make Automated External Defibrillators (AED) available for use by employees in the case of sudden cardiac arrest of a citizen or fellow employee. All department members shall be trained in the use of these devices along with cardiopulmonary resuscitation (CPR).

DEFINITIONS

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.

Emergency Medical System Director – Sherman Hospital employee tasked with oversight of the department's AED Program.

PROCEDURES

108.1.1 AED ADMINISTRATION

- A. The emergency medical dispatch coordinator is designated as the department's AED coordinator.
- B. The AED coordinator shall be responsible for:
 1. Monitoring the perishable supplies (pads & batteries) to ensure replacement prior to the expiration date.
 2. Documenting AED use and inspection of AED units after use; refer to Section 108.1.3 for more information.
 3. Providing the required documentation to the emergency medical system director.
 4. Completing the annual inventory of the AED units. The inventory shall include a review of, but is not limited to the AED's location, maintenance in accordance to the manufacturer's recommendation, perishable supplies, serial numbers and usage.
- C. AED devices shall be designated for use in the field and assigned to designated marked squad cars.

- 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. Once a storage box is accessed, an alarm will sound for 30 seconds, unless deactivated by a key. A key is maintained in Communications, patrol key cabinet, and the AED coordinator's office.

108.1.2 AED/CPR TRAINING

- A. All department members shall be trained in CPR and AED usage as recommended by the American Heart Association.
- 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 used by trained members of the Elgin Police Department.
- B. AED devices shall only be used in accordance with department AED/CPR training on victims who are suspected to be suffering from cardiac arrest.
- C. The Emergency Communications Division will dispatch fire department personnel, and broadcast to beat cars, the location of a suspected cardiac arrest victim. Area beat cars may respond when available. Where appropriate, personnel will perform early defibrillation utilizing the AED and CPR.
- D. At the beginning of an officer's shift, the AED devices shall be inspected by the officer. Any problems found during an inspection or other maintenance issues observed by the officer shall be reported in writing to the AED coordinator.
- 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 coordinator. The respective on-duty supervisor shall also ensure that the AED, when used, is placed in the emergency medical dispatch coordinator's office and is placed out of service.
- G. If a designated marked squad car is involved in a crash or is going to be out of service for a prolonged period of time, the AED device shall be removed from that squad car and turned in to the AED coordinator.
- H. The AED coordinator shall inspect an AED device after any use and is responsible for replacing AED device pads, as necessary. Upon inspection, the AED coordinator will place the AED back in service through the respective on-duty supervisor.