



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 60.10

TITLE: Automated External Defibrillator (A.E.D.)

SERIES NUMBER: 60

SERIES TITLE / SUBJECT: Auxiliary and Technical

TOPICS/ REFERENCE: A.E.D., Emergency Response, First Aid, Heart Attack, Medical Aid

APPENDICIES: A

ORIGINAL / EFFECTIVE ISSUE DATE: December 01, 2006

DATE OF LAST REVISION: May 01, 2013

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS:

Policy:

It is the policy of the Rockford Police Department to train employees in the use of the Automated External Defibrillator (A.E.D.); to offer aid consistent with the A.E.D. training; and to offer to medical personnel assistance consistent with A.E.D. training.

Purpose:

The purpose of this Order is to establish policy, procedures and guidelines regarding the training, use, reporting and maintenance of the Department's Automated External Defibrillator (A.E.D.) machines.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

- I. DEFINITIONS
- II. EQUIPMENT
- III. TRAINING
- IV. A.E.D. RESPONSE
- V. REPORTING REQUIREMENTS
- VI. MAINTENANCE
- VII. EFFECTIVE DATE
- VIII. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES

- A. Rockford Police Department Automated External Defibrillator Checklist Form.
- I. Definitions:
- A. AED: An Automated External Defibrillator (AED) is an advanced medical device used by the first responders and emergency medical service to deliver an electrical shock through the chest wall to the heart. The AED has built-in computers which allow the device to determine if the patient's heart rhythm is eligible for shock.
 - B. Trained A.E.D. User: A person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Red Cross or the American Heart Association or a course of instruction in accordance with the rules adopted under *410 ILCS 4/1 et al.*
- II. Equipment:
- A. The Rockford Police Department has assigned six (6) Welch Allyn AED10 machines registered and approved by OSF Saint Anthony Medical Center EMS System.
 - B. AEDs are assigned to following areas of the Department for ready access:
 - 1. Mobile Command van
 - 2. Field Services-Hallway
 - 3. Investigative Services-Hallway
 - 4. Property and Evidence-Hallway
 - 5. Public Safety Building-Lobby
 - 6. Training UnitUnits may be moved to various locations within the Rockford Police Department with prior approval from the Commander of Administration.
- III. Training:
- A. All Sworn personnel will receive initial training in the use of the A.E.D.
 - B. CPR/A.E.D. training is not required for newly hired non-sworn personnel, but the opportunity for the training will be offered and provided if they choose to undergo the training.
 - C. Sworn and non-sworn personnel having received CPR /A.E.D. training meet the necessary requirements for operation of a Department A.E.D.
 - D. Re-certification is required every two years and will be scheduled by the Training and Personnel Unit.
- IV. A.E.D. Response:
- A. Use of the AED will be in accordance with the American Heart Association Protocols or a course of instruction in accordance with rules adopted under *410 ILCS 4/1 et al.*
- V. Reporting Requirements:
- A. Sworn personnel are also required to complete an incident report.

- B. Non-sworn personnel will provide information on the use of the A.E.D. to a sworn officer who will complete the required incident report.
- C. All required reporting documents will be forwarded to the supervisor of the Training and Personnel Unit for proper forwarding and/or follow-up on the use of the A.E.D.
- D. When an A.E.D. is used in a resuscitation attempt, the unit will be forwarded to the supervisor of the Training and Personnel Unit for downloading of the call summary information.

VI. Maintenance:

- A. The Training and Personnel Unit Supervisor or designee will be responsible for the monthly inspection and maintenance of all A.E.D.'s in use and deployed by the Department. A record of these inspections will be kept in the Training and Personnel Unit files (Appendix A).
- B. Any person finding a damaged or malfunctioning A.E.D. will inform the supervisor of the Training and Personnel Unit of the specific damage or problem encountered so proper repairs or replacement of the A.E.D. can be done.

VII. Effective Date:

- A. The Department's policy on Automated External Defibrillators (A.E.D) became effective on December 01, 2006

VIII. Reviews, Revisions and Cancellations:

- A. This General Order will be reviewed annually by the Accreditation Section and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
- B. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

_____ /_____/_____
Chet Epperson
Chief of Police

APPENDIX A



ROCKFORD POLICE DEPARTMENT Automated Defibrillator Checklist

Date _____ Location _____

Inspection Performed by _____

Serial Number _____

Criteria	Status	Corrective Action /Comments
AED		
Placement visible,		
unobstructed and near phone		
Verify battery installation		
Check the status/		
service indicator light		
Note absence of visual/		
audible service alarm		
Inspect exterior components		
and sockets for cracks		
Supplies		
Two sets of AED pads		
in sealed package		
Check expiration date		
on pad packages		
Pocket mask with		
one-way valve		
Examination gloves		
Razors		
Absorbent gauze or hand towels		