

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject AUTOMATED EXTERNAL DEFIBRILLATORS (AED)	Policy Number GJ-34
		Effective Date 11-03-16
Related Information	Supersedes NEW POLICY	

PURPOSE

The purpose of this Policy is to establish standardized procedures for the use, maintenance, and training of Automated External Defibrillators (AED).

POLICY

It is the policy of the Office that employees holding the rank of sworn sergeant and below or detention lieutenant and below, shall be trained in the proper use of an AED to assist the inmates, employees, and members of the public in event of a cardiac event.

DEFINITIONS

Automated External Defibrillator (AED): A portable electronic device that diagnoses the life-threatening cardiac arrhythmias of ventricular tachycardia. The application of the AED electrical therapy which stops the arrhythmia, may allow the heart to possibly reestablish an effective rhythm.

Cardio-Pulmonary Resuscitation (CPR): An emergency procedure consisting of external cardiac compressions and respiration. CPR is the first treatment for a person who has collapsed, is unresponsive, has no pulse, and has stopped normal breathing.

Rescue Ready Kit: The essential tools that can be used in a sudden cardiac emergency rescue. The Rescue Ready Kit may contain one pair of scissors, one pair of protective gloves, one CPR barrier, one razor, one alcohol prep cloth, gauze, and a waste disposal bag.

PROCEDURES

1. **AED Programs:** The Office shall have a physician to oversee public access to defibrillation. Each Office facility with AEDs shall establish the location of AEDs and post AED signs locating the AED wall boxes for rapid retrieval during medical emergencies. ARS § 36-2262 requires a person who uses an AED to call 9-1-1, as soon as practical.
2. **Procedures for the Use of an AED:**
 - A. When a medical emergency has been identified requiring CPR and the need for an AED, an employee shall retrieve the nearest available AED only after someone has started CPR.
 - B. Once the AED is on scene, only employees certified in the use of the AED shall initiate the use of the AED while CPR is continued.

- C. The use of the AED shall be documented in an *Incident Report* (IR) and a copy of the report shall be retained by the Office facility or the district where the medical emergency occurred.
 - D. The CPR Coordinator at the Training Division shall be notified of all AED usages. The CPR Coordinator shall schedule required maintenance after all AED deployments.
 - E. An incident debriefing shall be held for all employees who respond to a medical emergency requiring CPR and the use of an AED, as specified in Office Policy GC-22, *Critical Incident Stress Management Program*.
3. **Maintenance and Care:** Each division commander shall designate an employee to ensure that all AEDs are maintained in good working order and tested according to the manufacturer's guidelines.
- A. All AEDs shall be inspected once per shift to include a visual inspection of the unit and the status indicator light. A green light indicates the unit is ready for use, a red light or an audible warning tone indicates the unit is in need of service and is not ready for use. Inspections shall be documented in the Operations Journal (OJ) or a logbook.
 - 1. All employees shall be responsible for immediately notifying a supervisor if an AED's rescue ready light is red and or if the AED is producing an audible warning tone.
 - 2. The supervisor shall contact the CPR Coordinator to schedule required maintenance.
 - 3. If the AED unit is not operable, an "Out of Order" sign shall be placed on the AED wall box. The "Out of Order" sign shall indicate the location of the nearest AED.
 - B. The CPR coordinator shall keep inventory and inspection records for Office AEDs. The inventory shall include documentation with the following information:
 - 1. Location of each AED;
 - 2. Expiration date of the AED electrodes pads; and
 - 3. The AED battery, the Rescue Ready Kit, and the bag valve mask.
4. **AED Downloads:** Following the use of an AED, a report shall be generated by completing a download of the AED information. The download shall be completed following the procedures in the AED Data Downloads and Management folder located in the U:Drive under Training\AED Information Resources.
- A. In the event of a death, the division commander or the assigned Office detective shall direct the AED to be secured and downloaded. The detective or a designated employee shall download the AED and print four copies of the report. The AED shall **not** be entered into evidence on a proper deployment or use, regardless of the medical situation's final results. The downloading of the data and the print out provided is sufficient for the evidentiary requirements. The AED could potentially be seized for evidentiary purpose if it were to be used in a manner other than its intended purpose.
 - 1. One copy of the AED report shall be attached to the IR;
 - 2. One copy of the AED report shall be given to Correctional Health Services (CHS) staff who responded to the medical emergency, if deployment was within a jail facility;
 - 3. One copy of the AED report shall be secured by the division where the medical emergency occurred; and

4. One copy of the AED report shall be given to the case agent.
- B. Placing the AED back in service requires:
 1. Completion of the AED downloads;
 2. Proper biohazard disposal of any used electrodes pads;
 3. Replacement of the electrodes pads with new, unopened pads;
 4. Resetting the time of the AED as noted in the U:Drive under Training/AED Information Resources; and
 5. Returning the AED back to the designated location.
- C. When an AED cannot be downloaded on scene due to unforeseen circumstances, it may be removed from the Office facility to have the data retrieved. If a spare AED is not available, an “Out of Order” sign shall be placed on the AED wall box. The “Out of Order” sign shall indicate the location of the nearest AED. The AED shall be returned back to the original Office facility location within three days from the time it was used.
5. **Training:** Training in the proper use of an AED shall be made available to all Office employees during their mandatory CPR course.
 - A. Employees holding the rank of sworn sergeant and below or detention lieutenant and below, shall be trained in the proper use of an AED as part of the mandatory CPR/First Aid course taken every two years.
 - B. AED training shall be documented by the CPR Coordinator and retained by the Training Division.