



RICHMOND POLICE DEPARTMENT GENERAL ORDER



Subject: AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROCEDURES	Chapter 3	Number 7	Pages 7
References: 17.5.2 VA Code §8.01-225.A.6, 32.1-111.1	Related Orders: N/A	Effective Date: 07/30/2021 By: Pd-132 Prv. Rev. Date: 11/18/2020	
Chief of Police: <div style="text-align: center; margin-top: 10px;"></div>			

I. PURPOSE

The purpose of this order is to establish the proper response to sudden cardiac death/arrest using Automated External Defibrillators (AED); to define Department policy regarding the use, storage, and maintenance of the AED Machines; and to establish the procedure for deployment of the AED machines by personnel of the Richmond Police Department.

II. SUMMARY OF CHANGE

This revision comes from a modification request as it relates to the make and model of the AEDs. Changes can be found italicized and bold throughout the text.

III. POLICY

It is the policy of the Richmond Police Department to properly prepare all first responders to respond appropriately and efficiently in the event of a medical emergency. As first responders, the first responsibility of a police officer at the scene of a crime, accident involving injuries or medical emergency, is scene safety, then to render assistance, medical aid or otherwise. This responsibility must be performed immediately, even if it means that a suspect will escape or valuable clues will be destroyed. The preservation of human life is the most important consideration. However, if there are other persons on the scene who are able to render medical assistance, the police officer should arrange for them to take care of the injured parties. When sudden cardiac death/arrest occurs, early defibrillation is often critical to the victim's survival.

Although police officers are usually considered as the first responders to persons in need, this policy also includes CPR and AED training and certification by the American Safety and Health Institute (ASHI) for civilian employees who may also be involved in situations where they are able to recognize, assess and support the most common emergencies until help arrives.

IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

V. DEFINITIONS

- A. AUTOMATED EXTERNAL DEFIBRILLATOR (AED) – a medical device which combines a heart monitor and defibrillator and (i) has been approved by the United States Food and Drug Administration, (ii) is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, (iii) is capable of determining, without intervention by an operator, whether defibrillation should be performed, and (iv) automatically charges and requests delivery of an electrical impulse to an individual's heart, upon determining that defibrillation should be performed. (VA Code §32.1-111.1)
- B. SUDDEN CARDIAC DEATH/ARREST – Sudden cardiac death (also called sudden arrest) is death resulting from an abrupt loss of heart function (cardiac arrest). The victim may or may not have diagnosed heart disease. The time and mode of death are unexpected. It occurs within minutes after symptoms appear. The most common underlying reason for patients to die suddenly from cardiac arrest is coronary heart disease (fatty buildups in the arteries that supply blood to the heart muscle).

VI. PROCEDURE

A. General Information:

1. The Richmond Police Department will use the *Medtronic Lifepak 1000*, On-Site Defibrillator machines.

2. The AED machines can be found in the following locations:

Building	AED Location
Police Headquarters	Info Desk
Police Headquarters	3 rd Floor Lobby
Police Headquarters	SID/Basement - Break room
Police Headquarters	5 th Floor near freight elevator
1 st Precinct	Breakroom
2 nd Precinct	Main hallway, across from the Sergeant's Office
3 rd Precinct	Main hallway, Outside of the DPR office
3 rd Precinct	2 nd Floor, Gym
4 th Precinct	Main hallway, Across from the DPR office
Police Training Academy	2 nd Floor outside weight room entrance
SOD	Main Hallway
K-9	Main Room
Mounted	Office

3. Any time that an AED machine is attached to an individual, regardless of whether or not shock is delivered, it is considered to be an AED use.

B. Training and Certification:

1. Training on the use of the AED and CPR will, periodically, be offered to both sworn and civilian employees and will be included in the Recruit and In-Service Training. However, personnel who have not received the training are permitted to use the AED and will not be liable for use of the AED in good faith, pursuant to VA Code §8.01-225.A.6.
2. Training for use of the AED machine:
 - a) The training requirements for the use of an AED shall consist of a four (4) hour course that includes the following two subjects: CPR and practical use of the AED machine.

- b) Upon completion of the class and successfully passing written tests and practical skill tests, the employee shall become certified by the ASHI in the subjects of CPR and the AED machine.

3. All training given will be coordinated through and documented by the Department's Training Academy.

C. Responding to a Sudden Cardiac Death/Arrest:

1. If an employee witnesses an individual collapsing or an individual having no visible signs of life, the employee should:
 - a) Immediately contact DEC to request medical assistance either by radio or calling 911.
 - b) Check for Breathing – Observe the chest area for rise and fall, check the face and lips for bluish tint, which would indicate a lack of oxygenated blood flow. If the individual has stopped breathing, the employee should attempt to open the airway by gently tilting his/her head back. This maneuver may be all that is required to cause the individual to resume breathing. If the individual is not breathing, this does not mean that he/she has died. The employee will assess the individual for signs of an open airway and breathing. If the individual is unresponsive and has signs of a pulse, the AED machine shall NOT be attached to the person. If the available AED is only equipped with Adult pads, the employee may use Adult pads on a child/infant victim. The first pad will be placed on the center of the chest of the patient. The second pad will be placed on the patient's back between the shoulder blades.
 - c) Check for a Pulse – The heart of a dying person may continue to beat for a short time after breathing has stopped. If the victim's heart is still beating, there will be signs of a pulse. If the individual has no signs of a pulse and is not breathing and after arranging for medical assistance, the employee should deploy the AED as soon as possible. If an AED is not available, an employee properly trained and certified in CPR should perform CPR until EMS arrives.

NOTE: PRIOR TO DEFIBRILLATION, THE EMPLOYEE MUST ENSURE THAT ALL OTHER PERSONS ARE "CLEAR" OF THE VICTIM TO PREVENT INJURY. THE SAFE USE OF AN AED IS THE RESPONSIBILITY OF THE EMPLOYEE WHO IS IN CONTROL OF THE AED.

2. Upon arrival of EMS personnel, the employee shall immediately begin a dialogue briefing them on the victim's condition, if AED intervention has occurred thus far and provide any other information that may be requested.
3. CPR should always be administered in the proper sequence of importance:

- a) Airway: Check to see if the victim has an open airway using the head tilt/chin lift maneuver.
- b) Breathing: If no breath, or sign of chest rise or fall is present.
- c) Circulation: Check for signs of a pulse.

If no sign of a pulse, or breathing *is* present, and the patient is unresponsive, the employee(s) should deploy the AED. If not properly trained or if an AED is unavailable, the employee certified in CPR should immediately start CPR procedures until such time that an AED and a properly trained employee are available or EMS personnel arrive. If the patient is unconscious, not responsive, and has no signs of breathing, the officer should start CPR or deploy the AED, if it is available.

- d) Bleeding: Check for excessive bleeding and control that bleeding by direct pressure on the wound. (Never remove a knife or other object stuck into a victim.)
- e) Treat for Shock: The victim's legs and feet may be elevated. Keep the victim warm.
- f) Keep the victim calm and assured that medical help is on the way.

4. After rendering aid, the employee shall perform the following next steps:

- a) If the victim is unable to speak, the employee shall make a quick check of his/her clothing or pockets for identification papers.
- b) If the victim can speak, he/she may reveal his/her identity and describe or identify the suspect. As the victim talks, the officer shall take notes to ensure documentation.

D. Operation of an AED Machine:

- 1. The AED machine will only be utilized when the following indications are observed:
 - a) An individual is unresponsive;
 - b) The individual is not breathing;
 - c) There are no signs of circulation, or signs of a pulse;
 - d) Once the AED has been deployed (pads applied to the patient) - only EMS /Fire personnel should remove them.

NOTE: Extreme caution should be used when using the AED with drowning victims

2. The AED machine will NOT be utilized in the following special situations:
 - a) If the individual is a trauma victim;
 - b) If there is a direct pathway for the flow of electricity with any type of direct contact between the patient and the employee or any other person, such as an individual lying on a steel table or a handcuffed suspect with another person, etc.; or,
 - c) In rain or standing water.
- E. Police officers or civilian personnel shall follow the instructions listed within the recorded operating message of the AED machine when it is used.
- F. If the AED detects motion during analysis, observe the following:
 1. If motion is detected, the motion detected and stop motion messages will be displayed and the motion detected, stop motion voice will prompt the user to stop moving the patient.
 2. Ensure that there is no contact with the patient during analysis.
 3. If motion is ceased within 20 seconds, analysis will continue automatically.
- G. Post Usage:
 1. IMMEDIATELY after an AED has been utilized and after the patient has been taken care of, the officer must contact DEC at 646-5110 and have DEC notify the OIC or Occupational Safety and Health Specialist (Safety Officer).
 2. The officer must complete an Early Defibrillation Incident Report (PD-88) describing the event and his/her actions. That report will be forwarded through the officer's chain of command and the approved copies distributed as listed on the PD-88 form. The Safety Officer will fax a copy of the PD-88 to the Medical Director providing physician oversight.
 3. At any time there is a problem with an AED machine, a supervisor designated by the Officer-In-Charge (OIC) of each Precinct/Unit/Division having an AED machine will contact the Safety Officer which will remove the machine from service.

NOTE: If an AED is utilized by Police personnel, the Watch Commander will be notified as soon as possible.
- H. Maintenance:
 1. A quarterly maintenance inspection shall be conducted on each AED machine in service. The Automated External Defibrillation (AED) Inspection Report (PD-88a) will be used to document the inspection. The Safety Officer will

conduct the inspection of all AED machines. The maintenance inspection will include: *[CALEA 17.5.2]*

- a) Condition;
 - b) Battery check; and,
 - c) Function check (Machine will be turned on to verify verbal instructions and visual status).
2. Documentation of this inspection will be filed with and maintained by the Safety Officer. The Safety Officer will forward one copy to the Commission on Accreditation for Law Enforcement Agencies (CALEA) Unit.

VII. FORMS

- A. PD-88, Early Defibrillation Incident Report
- B. PD-88a, Automated External Defibrillation (AED) Inspection Report