

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

July 29, 2015

Policy Number 2.40

AUTOMATED EXTERNAL DEFIBRILLATORS

POLICY

It is the policy of the Honolulu Police Department to support the use of automated external defibrillators (AEDs) by:

- I. Making AEDs available to officers; and
- II. Establishing and maintaining an AED training program under the direction of a State of Hawaii licensed physician.

PROCEDURE

I. PROGRAM COORDINATOR

The Training Division commander is the department's AED program coordinator, who shall:

- A. Serve as the liaison to the department's AED medical director and the Honolulu Fire Department's (HFD) medical branch representative;
- B. Be responsible for providing training in the use of AEDs;
- C. Be responsible for maintaining training records for all personnel who have successfully completed the AED training program; and
- D. Ensure that an AED medical director is on contract with the department.

II. DEPLOYMENT

- A. Elements are responsible for assigning/reassigning AEDs to qualified program participants in their elements.

- B. The Vehicle Maintenance Section (VMS) shall be responsible for placing AEDs in city-owned patrol vehicles assigned to Districts 1, 6, and 7. The VMS will make checks to ensure that the AED is in the city-owned patrol vehicle.
- C. Patrol commanders or designees of Districts 2, 3, 4, 5, and 8 shall be responsible for assigning AEDs to all city-owned patrol vehicles within their district.

III. PROPERTY AND SUPPLY SECTION

The Property and Supply Section of the Finance Division shall be responsible for:

- A. Issuing AEDs to all elements; and
- B. Replacing related components/supplies as needed.

IV. OPERATOR

A. Qualification

Personnel shall operate an AED only if they have successfully completed the training program conducted by the Training Division in the use of the department-issued device and cardiopulmonary resuscitation.

B. Documentation And Downloading

1. When an AED is used, the operator shall complete an Incident Report in accordance with the AED training program. A copy of the Incident Report shall be sent to the AED coordinator assigned to the Training Division.
2. When an AED is used, the operator shall take the entire unit to the nearest HFD station as soon as practicable prior to the end of their workday.

Note: Users of older Cardiac Science AEDs shall have downloads performed at the HFD Training Center located at 890 Valkenburgh Street.

The operator shall provide HFD personnel with the following information:

- a. Operator's name;
 - b. Element;
 - c. Date of use; and
 - d. Incident Report number.
3. The operator shall retrieve the entire AED unit from the HFD. The downloading process should be completed prior to the end of the workday.

C. Storage, Maintenance, and Care

1. Officers who are assigned AEDs and drive subsidized vehicles shall store the units in their subsidized vehicles whenever the units are not in use.
 - a. Officers who are assigned AEDs and drive take-home, city-owned vehicles shall store the units in their take-home vehicles whenever the units are not in use.
 - b. Officers who are assigned AEDs and drive city-owned vehicles that they do not take home shall store the units in the city-owned vehicles only while they are on duty.
 - c. Officers who are assigned to drive city-owned vehicles in Districts 1 through 8 and not personally assigned an AED, shall be responsible for inspecting and caring for the AEDs in their assigned vehicles in accordance with the AED training program.
2. Personnel who are assigned AEDs are responsible for inspecting and caring for their devices in accordance with the AED training program.

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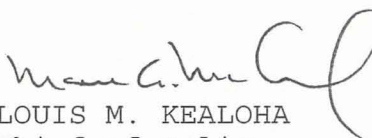
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3. An AED battery that is expended or defective may be replaced on a one-for-one basis at the Property and Supply Section. All AED electrode pads and razors that are expended shall be disposed of in accordance with Policy 4.06, BLOODBORNE PATHOGENS AND OTHER COMMUNICABLE DISEASES, and be replaced at the Property and Supply Section. Officers shall follow procedures as established by departmental policy to replace AED components.

D. AED Reassignment

Personnel shall give their AEDs and related components/supplies to their element commanders as soon as possible when an:

1. AED is reassigned;
2. Employee chooses not to participate; or
3. Employee transfers to another element.


LOUIS M. KEALOHA
for Chief of Police

Post on bulletin
board for one week

Policy first issued
October 15, 1999