



Eric Hawkins  
Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

**AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)**  
**GENERAL ORDER NO: 3.2.10**

<b>Issue Date:</b> October 25, 2015	<b>Effective Date:</b> October 2003
<b>Revision Date:</b> July 18, 2014	<b>CALEA:</b> N/A
<b>Volume 3:</b> Operations	<b>Chapter 2:</b> Uniforms and Equipment
<b>Distribution:</b> All Personnel	<b>NYSLEAP:</b> N/A
<b>Issuing Authority:</b> Chief Eric Hawkins	<b>Page:</b> 1 of 4

**PURPOSE:** The purpose of this policy is to establish procedures for the deployment and use of Automated External Defibrillators (AEDs) by personnel of this department.

**POLICY:** It is the policy of the Albany Police Department to deploy AEDs in a manner that provides ready access within all police facilities. The use of AEDs by department personnel is not meant to replace services of the Albany Fire Department's Emergency Medical Services (EMS), but to supplement them, and to offer assistance to persons in need prior to the arrival of EMS.

**I. AUTOMATED EXTERNAL DEFIBRILLATORS**

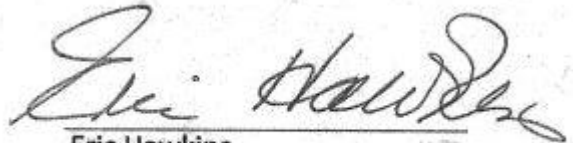
- A.** Automated External Defibrillators, mounted in wall cabinets, shall be deployed in the following locations:
  - 1. City Hall - 12 Eagle Street;
  - 2. Public Safety Building Headquarters - 165 Henry Johnson Boulevard;
  - 3. City Court Lobby - 1 Morton Avenue;
  - 4. Central Booking - 126 Arch Street;
  - 5. South Station - 126 Arch Street;
  - 6. Communications Center - 170 Henry Johnson Boulevard;
  - 7. Center Station - 536 Western Avenue; and
  - 8. The Training Center - 223 Washington Avenue-Extension.
- B.** All personnel, sworn and non-sworn, shall be certified in CPR on a biennial basis.
- C.** CPR certified personnel shall periodically receive refresher training in the proper use of AEDs.

**II. PROCEDURES**

- A.** Defibrillation is a means of terminating potentially fatal heart arrhythmia, however, other medical intervention and support is required. Therefore, the following procedures shall be employed in the event a person appears to be suffering the onset of sudden cardiac arrhythmia and/or arrest;

1. Summons EMS by contacting Communications, either by radio or by phone.
  2. Verify that the subject is in cardiac arrest through some of the following signs, which include, but are not limited to the following:
    - a. The subject is unconscious and not breathing; and
    - b. The subject shows no signs of circulation (i.e. no pulse).
  3. Initiate CPR.
  4. Press the ON/OFF button on the AED to turn it on:
    - a. The green LED will light; and
    - b. The "Connect Electrodes" message and voice prompt will occur until the subject is connected to the AED.
  5. Prepare the subject for electrode placement:
    - a. Place the subject on a hard surface, away from standing water, and any other conductive material;
    - b. Remove clothing from the subject's upper torso;
    - c. Remove excess hair from the electrode sites, if possible; and
    - d. Clean the skin and dry it with a towel or gauze, if possible.
  6. Apply the electrodes to the subject's chest according to the voice prompted instructions.
  7. Make sure the electrode connector is properly connected to the AED.
  8. Follow the screen messages and voice prompts provided by the AED.
  9. If the subject regains consciousness, try to keep them comfortable until the arrival of EMS personnel.
  10. If the subject does not regain consciousness, more than one CPR/AED analysis/shock cycle may be required.
  11. Upon arrival, EMS personnel shall assume care for the subject. Officers will continue to assist, as directed by EMS personnel.
- B.** A record of the action and the subject is created by the AED when it is connected to the subject. As soon as practical after using the AED, the following shall be completed:
1. The AED shall be turned over to the Albany Fire Department's Captain of Operations – 26 Broad Street, so that the record can be downloaded.
    - a. One copy shall be maintained with AFD records; and
    - b. One copy shall be turned over to the hospital to be maintained with the patient's records.
  2. A Standardized Incident Report (SIR) shall be completed; and
  3. An Intra-Departmental Correspondence (IDC) shall be completed detailing the event.
- C.** Maintenance and Testing of AEDs:

1. The AEDs are supplied with a non-rechargeable battery, which has a shelf life of several years. However, the units and battery life must still be inspected on a regular basis.
  - a. Those personnel assigned to a post where a fixed AED is located, and/or assigned to a mobile unit which contains an AED, shall visually inspect said AED upon commencing their tour of duty.
    - i. If the battery needs to be replaced, personnel shall contact the Albany Fire Department's Captain of Operations at 26 Broad Street.
  - b. On the first of every month, the AEDs shall be tested and inspected by the respective unit/station commanding officer or his/her designee, as outlined in the AED operating manual.
    - i. This inspection shall be recorded on an Albany Police Department [AED Monthly Inspection Report](#), APD Form # 321 shown on page 4 of this order.



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## LIFEPAK AED Monthly Inspection Report

Uttrak

AED Location: \_\_\_\_\_

<b>AED Serial #</b> _____			
<b>Battery Installation Date:</b> ___ / ___ / ___		<b>Battery Expiration Date:</b> ___ / ___ / ___	
<b>Expiration Dates:</b>	<b>Adult Pads:</b> ___ / ___ / ___	<b>Back-Up Pads:</b> ___ / ___ / ___	
	<b>Child Pads:</b> ___ / ___ / ___	<b>Back-Up Pads:</b> ___ / ___ / ___	

### Monthly Inspection Log

Year: _____			
MONTH	Inspectors Signature	Issues (If none check N/A):	
January		N/A	
February		N/A	
March		N/A	
April		N/A	
May		N/A	
June		N/A	
July		N/A	
August		N/A	
September		N/A	
October		N/A	
November		N/A	
December		N/A	