



The Briefing Board

Number 24-48
August 12, 2024

IMMEDIATE POLICY CHANGE GJ-34, AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Employees are **required** to read the Office Policy below to ensure they are familiar with the changes that have been made. All Employees are **required** to log into [TheHUB](#), to review and acknowledge an understanding of the Office Policy within **30 days**.

Employees are reminded that *The Briefing Board* has the same force and effect as Office Policy. Division commanders shall ensure that employees have access to a copy of this *Briefing Board* announcement. Policy changes should be discussed during shift briefings, as specified in [Office Policy GB-2, Command Responsibility](#).

GJ-34, AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Effective August 13, 2024, Office Policy GJ-34, *Automated External Defibrillator (AED)*, is revised as follows (Changes indicated in ~~strikethrough~~ and **UPPER-CASE BOLD UNDERLINED** text):

PROCEDURES

3. **AED Inspections, Maintenance, and Care:** ~~Each division or district commander shall designate an employee to ensure all AEDs are maintained in good working order and tested according to the manufacturer's guidelines.~~
 - A. All AEDs shall be inspected, as specified in this policy, to include a visual inspection of the unit and the status. A green rescue ready light indicates the unit is ready for use. A red light or an audible warning tone indicates the unit requires service and is not ready for use.
 - BA.** Detention:
 1. Jail facilities and other custody bureau facilities shall inspect their AEDs ~~weekly~~ **AT THE BEGINNING OF EACH SHIFT**. AED inspections shall be documented in the Sheriff's Inmate Electronic Data (SHIELD) or when SHIELD is not available, a hardbound logbook.
 2. Detention personnel shall be responsible for immediately notifying a supervisor if an AED has an out of service indicator.
 3. If an AED needs repair, a detention supervisor or designee shall contact the Training Division CPR/AED Coordinator for guidance or to schedule any required maintenance or replacements.
 - a. If the AED unit is not operable, an "Out of Order" sign shall be placed on the wall box. The "Out of Order" sign shall indicate the location of the nearest AED.



- b. Repairs or modifications are prohibited by personnel. Only qualified personnel are authorized to make repairs. This does not include battery changes or AED pad replacements.

CB. Enforcement:

1. District buildings and patrol vehicle AEDs shall be inspected monthly.
2. All personnel shall be responsible for immediately notifying a supervisor if an AED has an out of service indicator.
 - a. 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. Repairs or modifications are prohibited by personnel. Only qualified personnel are authorized to make repairs. This does not include battery changes or AED pad replacements.
3. If an AED needs repair, an enforcement supervisor or designee shall contact the EMS Program Coordinator or the Training Division CPR/AED Coordinator for guidance to schedule any required maintenance or replacements.

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject AUTOMATED EXTERNAL DEFIBRILLATORS (AED)	Policy Number GJ-34 Effective Date 07-17-24
Related Information ARS 36-2262 GC-22, <i>Critical Incident Stress Management Program</i> GJ-11, <i>Serious Diagnosed Illness, Serious Physical Injury or Death of a Prisoner or Inmate</i>	Supersedes GJ-34 (11-03-16)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and 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 inmates, prisoners, employees, and members of the public in the event of a medical emergency, such as 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.

Emergency Equipment: Any mechanical or electronic device used to support detention personnel in the suppression of emergency situations, including, but not limited to, Automated External Defibrillators (AEDs), fire extinguishers, fire hoses, smoke detectors, generators, and Self-Contained Breathing Apparatus (SCBA).

Emergency Medical Services (EMS): Emergency services that provide urgent pre-hospital treatment and stabilization for serious illness and injuries.

Exigent Circumstances: The sum of the conditions and information available in any event which, taken in totality, dictates a need for immediate action.

Field Training Officer (FTO): A detention officer who has received specialized training, has demonstrated a professional demeanor, is able to communicate effectively, has good organizational skills, is self-motivated and decisive, has an above average knowledge of Office Policy, and who has been delegated the responsibility of guiding a detention officer-in-training through the Field Training Program. This individual has successfully passed the rigors of a Professional Standards Bureau (PSB) disciplinary review as required by this policy.

Hardbound Logbook: A hardbound logbook using consecutively numbered pages to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in a custody facility. A

hardbound logbook is normally used in those custody components that do not have access to SHIELD or as a backup log when SHIELD is down.

Qualified Personnel: Any trained employee of the Office, or a representative of an emergency equipment company, who is authorized to inspect, repair, or test emergency equipment.

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 device, one razor, one alcohol prep cloth, gauze, and a waste disposal bag.

Sheriff's Inmate Electronic Data (SHIELD): An Office jail management system containing information about individuals who are, or have been, incarcerated or booked into an MCSO jail facility. Information is entered in this database when an individual is booked and updated throughout the term of incarceration. This includes but is not limited to: inmate charges; holds; court dispositions; bond and fine amounts; inmate listed booked in personal property; locker assignments; housing locations; restrictions; emergency medical information; scheduled inmate appointments; and the day-to-day operations of jail facility housing unit shift logs.

PROCEDURES

1. **AED Program:** The Automated External Defibrillators (AED) program, in compliance with ARS 36-2262, requires the Office to have an agreement with a physician to oversee aspects of public access to defibrillation. Each Office building with AEDs shall establish AED locations and provide proper AED signage indicating the AED wall box locations for rapid retrieval during medical emergencies.
2. **Procedures for the Use of an AED:**
 - A. When a medical emergency has been identified requiring Cardio-Pulmonary Resuscitation (CPR) and the need for an AED, personnel shall retrieve the nearest available AED and bring it to the scene of the medical emergency.
 - B. Once the AED is on scene, personnel trained in the use of the AED shall initiate the use of the AED during a medical emergency. CPR shall be continuously administered during the application of the AED equipment and paused when prompted by the AED automated voice service. **Non trained personnel may use the AED in exigent circumstances when trained personnel are not available.**
 - C. In all cases requiring life-sustaining equipment such as when an AED is used, medical assistance shall be requested.
 1. Personnel should ensure the Communications Division is contacted to request medical assistance;
 2. Detention personnel working inside a custody facility should contact Correctional Health Services (CHS) for medical assistance;
 3. In circumstances where contacting the Communications Division or CHS is not practical, personnel may request medical assistance by calling 9-1-1 directly; or
 4. When an AED is used on an inmate, and medical assistance has been rendered, detention personnel shall be responsible for notifying a supervisor as soon as practical of the medical emergency.
 - D. The use of the AED shall be documented in an *Incident Report (IR)*.

- E. The MCSO Training Division CPR/AED Coordinator or the Emergency Medical Services (EMS) Program Coordinator shall be notified of all AED usages as soon as practical.
 - F. An incident debriefing may be requested for all personnel who respond to a medical emergency that may require CPR or the use of an AED, as specified in Office Policy GC-22, *Critical Incident Stress Management Program*.
 - G. The CPR/AED Coordinator or EMS Program Coordinator shall schedule any required maintenance after all AED deployments.
3. **AED Inspections, Maintenance, and Care:** Each division or district commander shall designate an employee to ensure all AEDs are maintained in good working order and tested according to the manufacturer's guidelines.
- A. All AEDs shall be inspected, as specified in this policy, to include a visual inspection of the unit and the status. A green rescue ready light indicates the unit is ready for use. A red light or an audible warning tone indicates the unit requires service and is not ready for use.
 - B. Detention:
 - 1. Jail facilities and other custody bureau facilities shall inspect their AEDs weekly. AED inspections shall be documented in the Sheriff's Inmate Electronic Data (SHIELD) or when SHIELD is not available, a hardbound logbook.
 - 2. Detention personnel shall be responsible for immediately notifying a supervisor if an AED has an out of service indicator.
 - 3. If an AED needs repair, a detention supervisor or designee shall contact the Training Division CPR/AED Coordinator for guidance or to schedule any required maintenance or replacements.
 - a. If the AED unit is not operable, an "Out of Order" sign shall be placed on the wall box. The "Out of Order" sign shall indicate the location of the nearest AED.
 - b. Repairs or modifications are prohibited by personnel. Only qualified personnel are authorized to make repairs. This does not include battery changes or AED pad replacements.
 - C. Enforcement:
 - 1. District buildings and patrol vehicle AEDs shall be inspected monthly.
 - 2. All personnel shall be responsible for immediately notifying a supervisor if an AED has an out of service indicator.
 - a. 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. Repairs or modifications are prohibited by personnel. Only qualified personnel are authorized to make repairs. This does not include battery changes or AED pad replacements.

3. If an AED needs repair, an enforcement supervisor or designee shall contact the EMS Program Coordinator or the Training Division CPR/AED Coordinator for guidance to schedule any required maintenance or replacements.
- D. Other Office Buildings:
 1. Other Office building AEDs shall be visually inspected once a week for a green rescue ready light.
 2. If an AED needs repair, the MCSO Training Center CPR/AED Coordinator shall be contacted for guidance.
4. **AED Downloads (Detention):** Following the use of an AED, an event record shall be generated by completing a download of the AED information.
 - A. The division commander or designee, or in those cases being investigated by jail crimes, the case agent shall direct the AED to be secured and downloaded. The download and event record shall be printed or sent electronically, as specified in this policy. The AED shall **not** be entered into evidence on a proper deployment or use, regardless of the medical situation's outcome. The downloading of the data and the printout 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 event record shall be attached to the IR;
 2. One copy of the AED event record should be provided 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 event record should be provided to and secured by the affected division where the medical emergency occurred;
 4. One copy of the AED event record should be provided to the case agent; and
 5. One copy of the AED event record should be provided to the CPR/AED Training Coordinator.
 - B. Placing the AED back in service by the Field Training Officer (FTO) or designee requires:
 1. Completion of the AED downloads;
 2. Proper biohazard disposal of any used electrode pads;
 3. Replacement of the electrode pads with new, unopened pads;
 4. Resetting the time of the AED; and
 5. Returning the AED to the assigned location.
 - C. When an AED cannot be downloaded on scene due to unforeseen circumstances, it may be removed from the assigned location 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 to the assigned location as soon as practical from the time it was used.

5. **AED Downloads (Enforcement):** Following the use of an AED, an event record may be generated by completing a download of the AED information. The download shall be completed by the EMS Program Coordinator at the discretion or request of the case agent responsible for investigating the event in which the AED was used.
 - A. The event record from the download shall be generated and attached to the IR in TraCS by the case agent or designee. The AED shall **not** be entered into evidence on a proper deployment or use, regardless of the medical situation's outcome. The AED could potentially be seized for evidentiary purposes if it were to be used in a manner other than its intended purpose.
 - B. Placing the AED back in service by the EMS Program Coordinator or designee requires:
 1. Completion of the AED downloads if requested or required;
 2. Proper biohazard disposal of any used electrode pads;
 3. Replacement of the electrode pads with new, unopened pads;
 4. Resetting the time of the AED; and
 5. Returning the AED to the assigned location.
 - C. When an AED cannot be downloaded on scene due to unforeseen circumstances, it may be removed from the assigned location 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 to the assigned building location as soon as practical from the time it was used.
6. **Death of an Inmate or Prisoner:**
 - A. In the event of a death of an inmate, notification shall be made to the Jail Crimes Unit for immediate investigative assignment as specified in Office Policy GJ-11, *Serious Diagnosed Illness, Serious Physical Injury or Death of a Prisoner or Inmate*.
 - B. In the event of a death of a prisoner, notification shall be made to the Major Crimes Division as specified in Office Policy GJ-11, *Serious Diagnosed Illness, Serious Physical Injury or Death of a Prisoner or Inmate*.
7. **Training:** Training in the proper use of an AED shall be made available to all personnel through in person training by the Training Division. All records are retained by the Training Division.