



**Sonoma County Junior College
DISTRICT POLICE DEPARTMENT**

INTERIM DIRECTIVE – EFFECTIVE DATE, AUGUST 2012

Automated External Defibrillator (AED)

PURPOSE AND SCOPE:

As part of a district wide effort, the Sonoma County Junior College District Police Department has been assigned a total of six AEDs to be used in patrol capacities. Along with the AEDs assigned to the district police, there are several more units deployed throughout the district. All use of district deployed AEDs falls under the terms of the District's AED Program. The purpose and scope of this directive is to outline a police department's policy and procedures for the following –

- Training and familiarization for department personnel
- Storage areas for the devices within the department
- Deployment of the devices in to the field by police officers and community service officers for both the Santa Rosa and Petaluma campuses
- Sign out forms and external test check lists for each device
- Maintenance of the individual devices

I. Training

The training for the AEDs will correlate with the biennial (i.e. every two years) First Aid/CPR training as mandated by POST. Training will be coordinated by the department's certified First Aid/CPR trainer.

- A) Training will be conducted in accordance with standards set forth by the American Red Cross and/or American Heart Association.
- B) Training must be administered by a certified American Heart Association, American Red Cross Instructor who also possesses California POST certification specific to training in First Aid/CPR/AED.
- C) The department trainer will conduct monthly checks of the signoff sheets and act as the first point of contact should an AED require service or is found to no longer function safely.
- D) Training will include procedures for internal and external daily checks of the AED units.

II. Storage

Five AED devices will be stored at the main police department on the Santa Rosa Campus. Of those five devices, four of them will be stored in the patrol officer's room, ready for easy deployment in to the field by personnel. The fifth AED device will be stored in the front dispatch area, which will be readily available for all personnel.

At the Petaluma Campus, the AED device will be stored within the office where the portable radios and key lock box is located, also readily available for deployment.

III. Deployment For Patrol Personnel

It is the intent of this policy to have all available personnel who are trained in the use of the AED devices, to deploy them in their vehicles when they go in to service. Both police officers and community service officers will receive the proper AED training and ***shall take one in to service at the start of their shift***, if one is available in the patrol room.

- Police Officers and CSOs shall deploy an AED unit with them, when available.

IV. Device Forms and Check Lists

Each device will be stored in an all purpose red carrying case. Within the unit, there will be an assigned sign out sheet and external testing check list.

- Department personnel shall perform external and internal checks of the AED units, upon deploying them in to service.

V. Routine Device Maintenance

Maintenance of the devices will be conducted on a monthly basis, by Environmental Health and Safety, or their designee. Environmental Health and Safety will coordinate the efforts for these routine monthly checks.