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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Automated External Defibrillator

Distribution:	All Personnel	Policy Number:	ADM 0504
Responsible Unit:	Agency Safety Officer	Rescinds:	MAN4900 dated 12-23-13
Original Issued Date:	02/16/22	Revision #:	Latest Revision Date: 03/26/25
Latest Required Review was Completed:	03/26/25	Next Review Due:	03/31/28

1. Purpose

To provide employees of the Harford County Sheriff's Office (HCSO) with guidelines regarding the use of the Automated External Defibrillator (AED).

2. Policy

The HCSO will provide AEDs for use by Agency employees and ensure proper training.

3. Definitions

AUTOMATED EXTERNAL DEFIBRILLATOR (AED): an electrical apparatus that can detect certain life-threatening arrhythmias in the heart and deliver controlled shocks. The shocks are delivered through electrode pads that are placed on the chest of the patient who is suffering from a cardiac arrest.

CARDIAC ARREST: a state in which effective circulation of the blood throughout the body ceases, due to inability of the heart to contract effectively and maintain circulation; this condition causes the person to become unresponsive, with no palpable pulse or spontaneous breathing.

4. Procedures

A. General

1. The AED will be used only when the patient is in cardiac arrest (pulseless, not breathing, and no spontaneous movement).

B. Contraindications

1. The AED will not be used in the following situations, unless stated otherwise:
 - a. A patient who has a valid Maryland Emergency Medical Services (EMS) Do Not Resuscitate (DNR) order-Option A, who has loss of spontaneous respiration and palpable pulse; or

- b. A patient who has a valid Maryland EMS/DNR order-Option B.

C. Precautions

1. Precautions should be considered prior to use of the AED.
 - a. Ensure that the patient and the environment are dry.
 - i. The patient should be moved into a dry area whenever evidence of rain, snow, excessive amounts of blood or other bodily fluids are present.
 - b. Do not touch the patient while the AED is analyzing the patient or charging.
 - c. Never defibrillate a patient in or on a moving vehicle, boat or while moving the patient.
 - d. Cardiopulmonary resuscitation (CPR) will still be performed on these patients.

D. Operational Procedures

1. The AED operator will:
 - a. Verify unresponsiveness;
 - b. Activate EMS;
 - c. Check for absence of pulse and breathing; and
 - d. Initiate CPR and deploy AED as per training.
2. Do not initiate operational procedures if the victim is Presumed Dead on Arrival (PDOA).
3. Presumption of Death in the field should only be considered in the following instances:
 - a. Decapitation;
 - b. Decomposition;
 - c. Rigor Mortis; or
 - d. Other obvious signs of death.
4. The AED electrode pads are disposable and remain with the patient, unless otherwise directed by the EMS/Fire personnel.
5. The employee will attempt to obtain replacement electrode pads from the responding EMS/Fire unit prior to leaving the scene or notify the Safety Officer for replacements.

E. Reporting

1. Whenever an AED has been utilized the operator will:
 - a. Notify EMS if a shock was advised and how many shocks were administered;
 - b. Notify the Safety Officer via email of the incident; and
 - c. Complete the Maryland Institute for Emergency Medical Services Systems (MIEMSS) AED report located in the PowerDMS and email to the Safety Officer.

F. Maintenance

1. The AED will be visually inspected on every shift.
2. If the AED indicates that a service representative should be contacted or if a battery is low or faulty, the employee will immediately contact the Safety Officer.
3. The AED will be removed from service until a replacement unit is available or the unit is serviced.
4. A minimum of two sets of adult electrode pads and one pediatric pad will be maintained with the AED at all times.
5. Supervisors will inspect the condition of the AED of personnel under their command and note on the monthly inspection.

G. Training

1. All employees issued an AED will attend an initial training program as part of the CPR class and refresher course every two years.
2. In the event of a written protocol or standards change, all employees trained in AED, regardless of rank, will be required to attend a mandatory roll call session.
3. In the event of a change in the skill requirement, employees may be required to attend a skills training session that will be coordinated by the Safety Officer with the Training Academy.

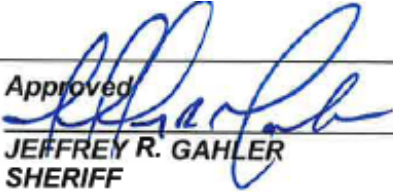
H. The Safety Officer will:

1. Perform the download of the AED and print the download report;
2. Email the MIEMSS AED report and download report to MIEMSS;
3. Maintain AED reports for a minimum of five years;
4. Be the liaison with the Harford County Volunteer EMS and MIEMSS regarding AED issues; and

5. Work with the othe CPR instructors to conduct the initial and any subsequent AED training.

5. Summary of Changes

- A. On 03/26/25 the scheduled 3-year policy review was conducted, and no changes were made.

Approved 
JEFFREY R. GAHLER
SHERIFF
DATE 2-16-2022