



KANSAS CITY MISSOURI POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

9/16/2021

EFFECTIVE DATE

9/16/2021

NO.

21-11

SUBJECT

Automatic External Defibrillation (AED) Program

AMENDS

REFERENCE

RSMo. 190.092
Code of Ordinances, City of Kansas City Missouri Section 34-551 through
34-560
P.I. Fiscal Procedures

RESCINDS

P.I. 15-08

I. INTRODUCTION

- A. This written directive provides guidelines and procedures for members handling an Automatic External Defibrillator. The Kansas City Missouri Police Department (Department) has a program that enables first responders to deliver early defibrillation to victims of sudden cardiac arrest within the first critical moments. The use of an AED is intended to be a lifesaving bridge while awaiting Emergency Medical Services (EMS).
- B. This program must meet requirements determined and set forth by the Office of the EMS Medical Director (Director). Those requirements are outlined within this directive.
- C. Authority for the oversight of all AED programs in Kansas City, Missouri has been delegated to the EMS Medical Director (Chapter 34, Article XIV, Code of Ordinances of KCMO and RSMo. Chapter 190.092).

II. GENERAL GUIDELINES

- A. The use of an AED will not replace the care provided by EMS.
- B. Any member who gratuitously and in good faith renders emergency care by the use of an AED shall not be held liable for any civil damages as a result of such care or treatment, unless the member acts in a willful and wanton or reckless manner in providing care, advice, or assistance.

III. PROCEDURES

- A. Use of an AED
 - 1. Without delaying emergency treatment to an individual, an attempt should be made to contact a trained and certified department member to operate an AED. Any delay in deployment of an AED decreases the likelihood for survivability.
 - 2. If a member is not a trained or certified user of an AED, the member should perform lifesaving measures, which include the option of using an AED.

3. Operation of an AED can be easily done by following the voice prompts on the unit.
4. EMS will be notified anytime an AED is utilized in an attempt to render emergency aid.
5. The AED Event Report, Form 259 P.D. (Event Report) will be completed once emergency medical services have been rendered to the patient. On completion of the Event Report:
 - a. The original will be submitted through the administering member's chain-of-command and forwarded to the Office of the General Counsel.
 - b. Copies will be forwarded from the division commander where the deployment occurred:
 - (1) To the Building Operations Unit (BOU), and
 - (2) The Kansas City Missouri EMS Medical Director via:
 - (a) Email: oemsmd@kcmo.org, or
 - (b) Fax: 816-513-6294

B. BOU Responsibilities

1. The BOU will be responsible for all affixed AEDs.
- *2. When a division receives a new or replacement AED from BOU (one that has not previously been registered with the Director) a new certificate will be updated by the Office of the EMS.
- *3. Coordinate with each division on new or replacement affixed AEDs.
 - a. Complete the Public Access Defibrillator AED/PAD Program Application, Form 255 P.D. (Program Application). If the new AED is a replacement for an older one, list the old AED information on the form.
 - b. Forward the completed form to the EMS Medical Director as listed on the form.
 - c. For elements in which undercover operations are conducted, list the "Facility Name" as Headquarters, 1125 Locust, Kansas City, MO 64106.

- d. On review and approval of the form, the EMS Medical Director will forward the Emergency Medical Services Certificate for the AED to BOU via e-mail and/or U.S. Mail.
 - e. The Emergency Medical Services Certificate should then be affixed to the AED.
- 4. Conduct an audit/inventory of all AEDs at each department facility on an annual basis.
- *5. Conduct inspections at least every 90 days, and test all AEDs every two (2) years and after each use. Members will complete the AED Maintenance/Inspection Record, Form 258 P.D. (Inspection Record).
 - a. An Inspection Record must be completed for each AED.
 - b. Ensure that an Emergency Medical Services Certificate is affixed to each AED.
 - *c. AEDs located in elements in which undercover operations are conducted will use "Undisclosed Location" and unit name on the Inspection Record.
- *6. Test the unit according to the manufacturer's operational guidelines.
- 7. Records of inspections/maintenance and testing will be made available to the Director upon request.
- *C. Division Commander or designee responsibilities
 - 1. The Division Commander or designee will be responsible for all portable AEDs in Department vehicles.
 - 2. Ensure that Program Applications, inspections and testing follow the same protocols outlined in Section III, B.
 - 3. AED replacements will be handled through the Purchasing Section.
 - 4. Members who are issued AEDs for use in Department vehicles will check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the division commander or designee.
 - 5. Portable AEDs are sensitive to extreme weather conditions. All portable AEDs assigned to Department vehicles will be brought inside at the end of each members' shift.

D. Training and Re-certification

1. The Professional Training Division will be responsible for:
 - a. Providing AED training and re-certification for members upon request.
 - b. Provide Training Records of each AED certified member for submission to the Director upon request. This will be coordinated with BOU.
- *2. Members will be responsible for scheduling re-certification training with the Professional Training Section when their certification is nearing expiration as indicated on their Emergency Care and Safety Institute (ECSI) card. Certification is good for two (2) years after course completion.

E. AED Supplies/Equipment

1. Replacement supplies, AED machines, pads, etc. will be requested through the Financial Services Unit in accordance with the current written directive entitled, "Fiscal Procedures."
2. The memorandum or email will include:
 - a. Brand name.
 - b. Serial number.
 - c. Items to be replaced, e.g., battery, adult defibrillation pads, pediatric pads, etc.
 - d. Location of AED machine.

F. Compliance and Authorization

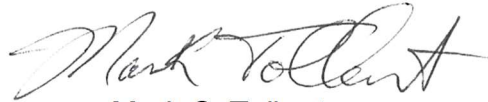
- a. The Director is responsible for assuring that programs comply with the requirements of all applicable state, city, and local statutes and ordinances.
- b. Authorization to maintain and operate an AED on premises in the City of Kansas City, Missouri must be approved by the Director.
- c. The Director will conduct a re-approval process every two (2) years to ensure that program requirements are being met.

- d. The Director will be directed to contact BOU to coordinate with the Professional Training Division for submission of requested information.



Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners this 31st day of August, 2021.



Mark C. Tolbert
Board President

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