

# OGDEN CITY POLICE

## Office of the Chief

### Policy No: 70

Subject Phlebotomy	Effective Date November 9, 2022
Department Police	Replaces Policy Dated N/A
Division All Police Personnel	Review Date November 2024
Authorized Signature 	

**NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.**

#### I. PURPOSE

Establish guidelines and procedures for Ogden City Police Department Phlebotomists when performing blood draws to determine blood alcohol or drug content.

#### II. POLICY

It is the policy of the Ogden Police Department that sworn officers, who will be drawing blood, be properly trained as a Phlebotomist and meet all requirements set forth by the Department of Health in (Utah Administrative Code, Rule R426-5-2800) and in Utah Code Section 41-6a-523. Officers must successfully complete training administered by the Department of Health and possess a Department of Health permit to withdraw blood as a Phlebotomist for the police department.

#### III. DEFINITIONS

1. Phlebotomy – The surgical opening or puncture of a vein in order to withdraw blood or introduce a fluid.

2. Department Phlebotomist – Sworn Officer, approved by the department, who possesses a valid Health Department permit to engage in blood withdrawal procedures for the purpose of determining blood alcohol or drug content.
3. Department Phlebotomist Coordinator – Sworn Officer, designated as a Department Phlebotomist, who possesses a valid Health Department permit to engage in blood withdrawal procedures.

#### IV. PROCEDURE

##### A. OFFICER RESPONSIBILITIES

1. Before an officer of the department can become a Department Phlebotomist, the officer must successfully complete required training by the Department of Health.
2. Officers desiring to become a Department Phlebotomist shall:
  - a. Obtain Supervisor approval to apply for a Health Department permit to engage in blood withdrawal procedures.
  - b. Upon Supervisor and departmental approval, complete and submit an application to the Health Department for a valid permit card to withdraw blood for the purpose of determining blood alcohol or drug content.
  - c. Attend and successfully complete required Health Department Phlebotomy course(s).
  - d. Obtain Department of Health permit card, keep permit card on person, and ensure the permit remains valid.
3. Department Phlebotomists performing blood withdrawal on living subjects will draw only in the arms in the manner in which they were trained.
4. Department Phlebotomists must maintain certification through the Department of Health.
5. Department Phlebotomists will perform blood withdrawals only for the Ogden City Police Department. Any exception shall require exigent circumstances and Watch Commander approval.

## B. BLOOD SAMPLE COLLECTION

1. Each Department Phlebotomist will be responsible to locate an area within the police department where the bio-hazardous waste can be disposed of when conducting a blood withdrawal.
2. Prior to blood withdrawal, Department Phlebotomists shall have:
  - a. Tourniquet.
  - b. Disposable gloves.
  - c. Gauze sponges.
  - d. Iodine solution to cleanse the withdrawal site (all cleansing material must be alcohol free).
  - e. Envelope or kit to seal blood tubes.
  - f. Gray cap blood tubes.
  - g. Needles.
  - h. Sharps container.
  - i. Container for bio-hazardous waste.
3. Department Phlebotomists shall:
  - a. Have their Department of Health Permit available for inspection during any blood draw.
  - b. Conduct themselves in a professional and courteous manner to all subjects.
  - c. Take blood samples to a controlled environment.
  - d. Have an officer not conducting the blood draw witness the blood draw.
  - e. Wear personal protective equipment, including scrubs or disposable outerwear, aprons, clear eye protection, and disposable medical gloves at all times when drawing blood.
  - j. Cleanse the draw site with alcohol-free cleanser.
  - k. Follow all training protocols for drawing blood.
  - l. Use only gray-capped tubes and mix the anticoagulants by slowly inverting the tubes (do not shake).

- m. Apply bandage to the injection site once the blood draw is complete and properly dispose of all needles and other material in bio-hazardous containers.

### C. BLOOD EVIDENCE

All Department Phlebotomists will follow Department of Health guidelines and Ogden Police Evidence policy when handling blood evidence during:

1. Collection;
2. Labeling;
3. Preservation;
4. Chain of Custody; and
5. Documentation.

Blood evidence samples must be kept cool in a refrigerator or a cooler. The specimen should be delivered to the toxicology lab as soon as possible.

### D. DOCUMENTATION

1. Department Phlebotomists will:
  - a. Label the specimen tubes with the name of the subject, blood collector's initials, date and time collected, and the arresting officer's initials.
  - b. Seal the tubes with provided evidence seal.
  - c. Seal the tubes in an envelope or the provided kit.
  - d. Complete the "DUI Toxicology Analysis Request Form" provided by the department of Forensic Toxicology and send a copy to the Department's Phlebotomy Coordinator.
  - e. Maintain a log of all blood withdrawals.
  - f. Complete an Incident Report or Supplemental Report if Incident Report was written by another officer.

## E. DEPARTMENT PHLEBOTOMY COORDINATOR

The Special Services Bureau Lieutenant will designate a Department Phlebotomist as the Department Phlebotomy Coordinator. The Department Phlebotomy Coordinator is responsible for:

1. Coordinating training for Department Phlebotomists,
2. Verifying that the Department's Phlebotomists maintain certifications and possess valid permits.
3. Maintaining records for Department Phlebotomists.
4. Maintaining a current roster of all Department Phlebotomists.
5. Providing annual in-service training of Department Phlebotomists.
6. Maintaining, stocking, disinfecting, locking, and storing the Department's Phlebotomy cart after each use.

## F. STAFFING

When needed, officers will utilize the services of on-duty Department Phlebotomists. Off-duty Department Phlebotomists will not be used unless specifically authorized by the Watch Commander. Any approved requests for response will be made to the Department Phlebotomist Coordinator who shall maintain of list of available certified Phlebotomists.

Department Phlebotomists will receive a two-hour minimum amount of paid work time for any call-back to duty during an otherwise scheduled off-duty workday., which will be paid as overtime if applicable. (See also compensatory time off policy, work schedules and compensation plan policies in the City manual.)