



Atlanta Police Department – Standard Operating Procedure			
	APD.SOP.4015 – Qualified Law Enforcement Phlebotomists Effective Date: July 22 nd , 2025		
Chief Darin Schierbaum	Signature by: DS	Date Signed: 7/22/2025	Renewal: 2027

New Policy

APD Staff,

The Georgia Office of Highway Safety has teamed with the Georgia Public Safety Training Center to create a state-wide Law Enforcement Phlebotomy Program to provide officers with the training needed to become qualified law enforcement phlebotomists.

The Law Enforcement Phlebotomy Program is taught by Dr. Phyllis Ingham, Dean of the School of Health Sciences and Program Director over the Medical Laboratory Technology and Phlebotomy at West Georgia Technical College. The program consists of 3 weeks of self-paced training followed by 32 hours of clinicals with live patients. The training is comprehensive and in-depth covering anatomy, physiology, law, ethics, and practical exams.

The program began in Arizona in 1995 and was adopted by Georgia, along with 14 other states to create a comprehensive program that provides training for Law Enforcement. In the state of Georgia, 72 agencies are currently participating in the program, and the number is growing at an exponential rate.

Qualified Law Enforcement Phlebotomists assist in the prosecution of DUI cases with the addition of critical toxicology evidence at trial. Obtaining the blood evidence sooner in the investigative process provides a more accurate measure of the blood content of a suspected impaired driver.

Thank you and stay informed!

**Policy and Standards Section
Planning, Research, and Accreditation Unit**



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1. PURPOSE

This policy establishes the protocol for collecting a blood sample from an individual by a City of Atlanta (APD) employee who has been trained in blood draws and meets the statutory definition of a qualified person as set out in OCGA 40-6-392(a)(2).

2. POLICY

Trained and certified personnel will follow the guidelines within this policy when requested to complete a blood draw for purposes of criminal or administrative investigations.

3. RESPONSIBILITIES

- 3.1 It will be the responsibility of the Training Academy to ensure the participating law enforcement officers are authorized to participate in the Law Enforcement Phlebotomy Program.
- 3.2 Supervisors will ensure that this policy is being followed by both the arresting officer and the Phlebotomist.
- 3.3 The Primary officer will comply with this directive in its entirety.
- 3.4 Department Phlebotomist or qualified personnel will be reasonable, and appear to be reasonable and conduct all blood draws in accordance with OCGA 40-6-392(a)(2) and 40-5-67.1(d.1)
- 3.5 Supply will ensure that blood kits, blood-drawing needles, gloves, and disposable tourniquets required for blood collection are stocked and available at all times.
- 3.6 It is the Phlebotomist or qualified personnel 's responsibility to ensure the safety of the subject and cleanliness of the collection area.

4. ACTION

4.1 QUALIFYING OFFICERS

- 4.1.1 Officers interested in becoming an approved department phlebotomist must:
 - Be off their probationary period
 - Not be suspended or currently relieved of duty
- 4.1.2 Officers will complete a training request and submit it for approval through the Academy.
- 4.1.3 Only sworn qualified personnel already certified through the State of Georgia or those that pass a Georgia POST certified Qualified Law Enforcement Phlebotomy class will be authorized to be a designated department phlebotomist.
- 4.1.4 The Chief of Police, or their designee, has the right to revoke the authorization of personnel certified as a qualified department phlebotomist at any time and discontinue their participation in the law enforcement phlebotomy program.

4.2 TRAINING

- 4.2.1 Department members who perform the duties of a designated department phlebotomist must attend training and be qualified through a recognized Georgia POST law enforcement phlebotomy program. If an employee is certified to draw blood by the State of Georgia through other education/training, they must seek approval from the SOS commander.



4.2.2 Department members will be required to undergo refresher training every two years through Governors Office of Highway Safety (GOHS) as well as be responsible for upkeeping their log and required blood draws of 15 draws yearly, or as the GOHS Law Enforcement Phlebotomy program dictates.

4.3 AUTHORIZATION FOR BLOOD COLLECTION

4.3.1 Blood collection by a qualified law enforcement phlebotomist, are permitted under the following situations:

- a. Consent provided under implied consent notice.
- b. Search warrant obtained pursuant to OCGA 40-5-67.1(d.1)
- c. Voluntary consent pursuant to 40-5-67.1(d.1)
- d. Upon request from City of Atlanta Office of Professional standards, in accordance with administrative purposes only, a department designated Phlebotomist, may conduct a blood draw, obtain samples, and provide to OPS or designated person, such sample to be submitted to a private lab. Such samples may ONLY be used for administrative purposes that are compelled under Garrity.

4.3.2 The department qualified law enforcement Phlebotomist, is permitted to conduct blood draws for any requesting member on the department. The arresting officer should witness the phlebotomist draw the suspect's blood if circumstances allow.

4.3.3 If a qualified department Phlebotomist, is not available to perform a blood draw for a department member, the arresting officer may request the services of a qualified personnel from another law enforcement agency. The arresting officer should witness the blood draw performed by the phlebotomist, or qualified personnel.

4.3.4 The arresting officer will notify their supervisor that a blood draw will be conducted. A supervisor will be required to review the Blood Draw Report.

4.3.5 Blood collection is authorized if the subject verbally consents. The consent must be captured via Body Worn Camera. Verbal consent will be sufficient, and the Phlebotomist or qualified personnel may write "VERBAL" in the signature box. The Phlebotomist or qualified personnel may request a signature, but if the subject refuses to sign, the Phlebotomist will write "Refused to Sign" in the signature block. A witness must be present in these instances and audio, or video recording of the verbal consent must be recorded on the officer's body camera.

4.3.6 Qualified department phlebotomists are prohibited from collecting blood from minors. If a search warrant for blood is signed by a judge for a minor, it will be required that a health care professional completes the blood draw at a health care facility.

4.4 EQUIPMENT & PERSONAL PROTECTIVE EQUIPMENT (PPE)

4.4.1 Supply will maintain a sufficient supply of Blood/Urine Collection kits, blood drawing equipment, personal protective gear and any other items needed for the health and safety of the Phlebotomist and arrestee.

4.4.2 All equipment used to perform a blood collection will be sterile, single-use items. Reusable items are prohibited.



- 4.4.3 Prior to blood collection, a designated department phlebotomist will verify the expiration on the outside container matches the expiration date on the blood tubes enclosed. The use of expired blood kits is prohibited.
- 4.4.4 A designated “SHARPS” container must be present at every designated blood collection site for the disposal of needles and blood tube holders. Red Biohazard waste bags for all other waste used during the blood collection process must also be available.
- 4.4.5 Designated department phlebotomists will be issued an empty sharps container to keep with their gear, in the event a sharps container is not available at the location where the blood draw occurs. If no Sharps container is available, the phlebotomist will not perform the blood draw.
- 4.4.6 Any full sharps containers will be handled and disposed of in the following manner:
1. The sharps container will be closed and sealed according to the manufacturer’s instructions prior to transport for disposal.
 2. The sharps container should remain in an upright position. Do not invert or place a sharps container on its side; this may result in leakage of biological and hazardous waste.
 3. Used sharps containers will not be placed or sealed into any other container for transport. Do not place used sharps containers in yellow bags or other containers for disposal.
 4. Damaged used sharps containers will be placed in a large secure rigid container which is properly labeled as container biohazard material and sharps.
 5. Sharps containers will be transported to a facility that accepts such materials to be handled and disposed of appropriately (Fire station or Grady.)
- 4.4.7 The Qualified Phlebotomist must wear gloves during the collection of blood. Gloves must be changed when blood is being collected from multiple subjects.
- 4.4.8 If Personal Protective Equipment or Blood Kits are unavailable within the department, the officer can raise an outside agency to request the equipment, or request that they complete the blood draw. If no kits are available, the Officer will seek the assistance from a healthcare facility and note the shortage in their report.

4.5 BLOOD COLLECTION & EVIDENCE SECURITY

- 4.5.1 Blood Collection will be administered in accordance with all training received by the qualified department designated phlebotomist and State Law.
- 4.5.2 The Qualified Law Enforcement Phlebotomist is responsible for collecting blood in a safe and clean environment. To ensure the health and safety of both the subject and APD personnel, the phlebotomist will use an OSHA-Approved disinfectant to clean the blood collection site both before, and after, the blood draw.
- 4.5.3 No less than two persons will be with the arrestee during a blood draw. The draw will be performed in location with a controlled environment (SOS Precinct, City facility, designated mobile blood-draw van, hospital, ambulance etc.).

The collection of blood inside a patrol vehicle or on the roadway is strictly prohibited.



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- 4.5.4 The department designated phlebotomist will use a State authorized Blood / Urine Collection kit and ensure that it has a seal intact prior to use. If the seal is broken, the blood kit will not be used.
- 4.5.5 The Phlebotomist or qualified personnel, will verify that the tubes inside the blood kit are intact, not expired and visually ensure that a chemical additive is present inside the tube. The use of expired collection tubes is prohibited.
- 4.5.6 Alcohol-based hand sanitizer and disinfectants are not to be used by the phlebotomist or directly on the arrestee at the site of the venipuncture. This can interfere with the results of the blood test.
- 4.5.7 In the event two unsuccessful blood draws have occurred, the Phlebotomist or qualified personnel will rely on their training procedures regarding whether an additional blood draw should be performed.
- 4.5.8 If a third or subsequent blood draw is performed, document the blood draw on a second Phlebotomy Blood Draw Report.
- 4.5.9 Once a blood specimen has been collected in the two designated tubes, the Phlebotomist or qualified personnel will prepare the blood tube labels in front of the arrestee with the following information:
1. The subject's name
 2. Date and time of the draw
 3. The name of the phlebotomist performing the draw.
- 4.5.10 Blood tube labels must be adhered lengthwise on each tube. The containers will then be sealed with the appropriate clear label indicating "Evidence Seal Do Not Tamper." The Qualified Phlebotomist must initial with the date, on the label of the container.
- 4.5.11 Once the Tubes have been sealed and prepared with labels, the Phlebotomist will gently invert the filled tubes 8-10 times to ensure the tube additives are thoroughly mixed with the blood.
- 4.5.12 Appropriately discard all materials used for collection and any unused specimen containers.
- DO NOT SEND ANY USED OR UNUSED SYRINGES to the GBI crime lab.**
- 4.5.13 To prepare the Blood Collect Kit for transport, the Phlebotomist, or qualified personnel, will:
1. Return the sealed specimens to the foam holder and place into the plastic evidence bag titled "Specimen Bag," peel off the red release liner, and seal the bag.
 2. Place bag containing specimens in foam holder into cardboard box and seal the cardboard box with two (2) red "Box Security Seals".
 3. Once the seals have been affixed to the box, the phlebotomist, or qualified personnel, will initial and date the red security seals.
 4. The phlebotomist, or qualified personnel, will complete the Medical/Law Enforcement Personnel section on the Blood Alcohol & Toxicology Request Form, included in the blood collection kit.
 5. Once completed, the submission card is to be secured in the outside envelope.

DO NOT place the submission card inside the sealed evidence bag.



6. Ensure the agencies' return address is provided on the exterior of the box and return the complete and secured Blood Collection Kit to the arresting officer. The kit must be delivered to the Georgia Bureau of Investigations/Division of Forensic Sciences ("GBI - DOFS" or "DOFS").
 7. A biohazard label is required to be affixed to the outside of the outer transport container, if the container is not already labeled.
- 4.5.14 The arresting officer will take possession of the blood kit once the blood draw has been completed and packaged and sealed in accordance with the above procedures.
- 4.5.15 Once the blood kit has been sealed, it must be dropped off at the GBI prior to the end of the officer's shift.
- 4.5.16 With the exception of officers assigned to SOS, if the officer is unable to deliver the kit before the end of their shift, the GBI blood kits are to be taken to Property to be stored in a cool, dry and safe location.
- 4.5.17 Officers assigned to SOS are authorized to store their blood kits in a locked and secure refrigerator inside the SOS precinct.
- 4.5.18 The SOS and Property Commander will ensure that blood kits are delivered to the GBI no less than twice a week.
- 4.5.19 GBI Blood kits must be hand delivered and are prohibited from being mailed.
- 4.6 OTHER AGENCY COLLECTION REQUESTS**
- 4.6.1 A department phlebotomist is permitted to conduct a blood draw for another agency, provided that the blood draw is compliance with OCGA 40-5-67.1.
- 4.6.2 If a department phlebotomist administers a blood draw for another law enforcement agency, the phlebotomist, or qualified personnel, is required to:
1. A City of Atlanta incident number must be generated and included in the jurisdictions report.
 2. Record the other agency's incident report number in the space provided on the Phlebotomy Blood Draw Report.
 3. Complete an incident report indicating the following in the narrative section:
 - The agency that requested a City of Atlanta Phlebotomist.
 - The incident number of the requesting agency.
 - The arresting Officer's information to include name and identifying badge or unique ID number.
 - The subject of the blood draw's Name and DOB.
 - Any notation the phlebotomist deems necessary.
- 4.7 REPORTING REQUIREMENTS**
- 4.7.1 The Phlebotomy Blood Draw Report is a form that contains information the phlebotomist, or qualified personnel, is required to document during the course of contact with the subject. This form will be used for each blood draw and must be filled out completely.



- 4.7.2 Department phlebotomists must complete a supplemental narrative for each draw, if they are not the arresting officer. The narrative must include any affirmative answers from the medical questionnaire provided by the subject.
- 4.7.3 To protect the health and safety of the arrestee, a reasonable attempt should be made to obtain information relating to their health and medical history. All medical information will be documented in the Phlebotomy Blood Draw Report as well as within the supplemental.
- 4.7.4 Blood collection is not considered to be a Use of Force, unless reasonable physical restraint is required during the collection under a valid and signed search warrant for a non-compliant subject.

4.8 SEARCH WARRANT PROTOCOL

- 4.8.1 When a search warrant is required to obtain a blood sample, the arresting officer will be responsible for securing the warrant prior to requesting a department designated phlebotomist.
- 4.8.2 Once the search warrant for blood is received by the arresting officer, the department phlebotomist, is given the authority by court order to retrieve the blood sample from the subject.
- 4.8.3 A copy of the warrant will be served on the subject prior to the blood collection and a **copy of the blood draw report** will be given to the subject upon completion of the blood collection.
- 4.8.4 When a search warrant is served on the subject, the qualified department phlebotomist or arresting officer will explain the significance of a signed Search Warrant and that additional criminal charges that will incur, if the subject does not comply.

4.9 COMBATIVE SUBJECTS

- 4.9.1 When obtaining a blood sample from a combative or uncooperative subject, officers will take all steps necessary to ensure only reasonable force is used in accordance with APD SOP 3010 "Use of Force."
- 4.9.2 The department designated phlebotomist will make the final determination on whether the circumstances or situation is sufficiently safe for all parties involved.
- 4.9.3 Department members will only use the amount of force reasonable and necessary to execute the warrant. Department members are prohibited from using any conducted electrical weapon s(CEW), hard impact weapons, chemical irritants, or any other weapon in order to subdue the subject for the purpose of blood collection.

4.10 NEEDLE STICKS & INFECTION DISEASES EXPOSURE

- 4.10.1 If a department phlebotomist or other employee is exposed to blood or other bodily fluids through contact with mucous membranes, a needle stick or an open wound, the employee will immediately notify their supervisor and follow the Following CDC guidelines:
 - 1. Provide Immediate care to the exposure site by:
 - a. Wash puncture and small wounds with soap and water for 15 minutes.
 - b. Apply direct pressure to lacerations to control bleeding and seek medical attention.
 - c. Flush mucous membranes with water for at least 15 minutes.



2. Evaluate Exposure report:

- a. Seek medical care to determine risk associated with exposure. Certain exposures require medication to stop the spread of an infectious disease, such as HIV and Hepatitis, and must be taken within hours of the exposure.
- b. Report blood and body fluid exposure immediately to supervisors.
- c. Complete an incident report

4.10.2 If bodily fluids such as urine or blood is spilled, a 10% bleach solution will be applied to the fluid and remain for 10 minutes prior to cleaning up the spill. Officers cleaning the spill will take all safety precautions, including wearing the appropriate Personal Protective Equipment per OSHA.

5. **DEFINITIONS**

Qualified Law Enforcement Phlebotomist: Department personnel who have successfully completed a course or training that qualifies them through the GPSTC training to be qualified to draw blood.

Phlebotomist: A qualified individual trained and qualified to draw blood.

OCGA 40-6-392(a)(2): When a person shall undergo a chemical test at the request of a law enforcement officer, only a physician, registered nurse, laboratory technician, emergency medical technician, or other qualified person may withdraw blood for the purpose of determining the alcoholic content therein, provided that this limitation shall not apply to the taking of breath or urine specimens. No physician, registered nurse, or other qualified person or employer thereof shall incur any civil or criminal liability as a result of the medically proper obtaining of such blood specimens when requested in writing by a law enforcement officer.



CITY OF ATLANTA POLICE DEPARTMENT PHLEBOTOMY BLOOD DRAW REPORT

CASE NUMBER

SUBJECT	LAST NAME	FIRST NAME	M.I.	DATE OF BIRTH (MM/DD/YYYY)		
	STREET ADDRESS	CITY		STATE	ZIP	
	CHARGES	SEARCH WARRANT		CONSENT TO DRAW		FELONY
		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> S
OFFICER BADGE NO.		OFFICER NAME (PRINTED)		AGENCY		
PHLEBOTOMIST BADGE NO.		PHLEBOTOMIST NAME (PRINTED)		AGENCY		

FIRST DRAW	DATE (MM/DD/YYYY)	TIME (24HR)	PHYSICAL ADDRESS OF DRAW	B/A KIT MANUFACTURER	B/A KIT LOT NO.
	OTHER EQUIPMENT		TYPE OF GLOVE USED		B/A KIT EXPIRATION
			<input type="checkbox"/> LATEX <input type="checkbox"/> NITRILE <input type="checkbox"/> OTHER		
	BLOOD DRAWN FROM				
	<input type="checkbox"/> LEFT BASILIC <input type="checkbox"/> LEFT CEPHALIC <input type="checkbox"/> LEFT MEDIAN	<input type="checkbox"/> LEFT DORSAL	<input type="checkbox"/> RIGHT BASILIC <input type="checkbox"/> RIGHT CEPHALIC <input type="checkbox"/> RIGHT MEDIAN	<input type="checkbox"/> RIGHT DORSAL/WRIST	<input type="checkbox"/> OTHER

SECOND DRAW	DATE (MM/DD/YYYY)	TIME (24HR)	PHYSICAL ADDRESS OF DRAW	B/A KIT MANUFACTURER	B/A KIT LOT NO.
	OTHER EQUIPMENT		TYPE OF GLOVE		B/A KIT EXPIRATION
			<input type="checkbox"/> LATEX <input type="checkbox"/> NITRILE <input type="checkbox"/> OTHER		
	BLOOD DRAWN FROM				
	<input type="checkbox"/> LEFT BASILIC <input type="checkbox"/> LEFT CEPHALIC <input type="checkbox"/> LEFT MEDIAN	<input type="checkbox"/> LEFT DORSAL	<input type="checkbox"/> RIGHT BASILIC <input type="checkbox"/> RIGHT CEPHALIC <input type="checkbox"/> RIGHT MEDIAN	<input type="checkbox"/> RIGHT DORSAL/WRIST	<input type="checkbox"/> OTHER

MEDICAL QUESTIONS	<u>YES</u>	<u>NO</u>	SITE CLEANER USED		HAND WASHING		SUBJECT'S POSITION DURING DRAW	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POVIDONE IODINE	<input type="checkbox"/>	SOAP/WATER	<input type="checkbox"/>	SEATED
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BENZALKONIUM CHLORIDE (BZK)	<input type="checkbox"/>	SANITIZER	<input type="checkbox"/>	LYING DOWN
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	RESTRAINED
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

COMMENTS/EXPLANATIONS:

I have granted permission for the blood sample to be taken. (Yo Doy permiso que toman una muestra de mi sangre.)

SUBJECT'S SIGNATURE		DATE	TIME (24HOUR)
X PHLEBOTOMIST SIGNATURE	BADGE NO	DATE (MMDDYYYY)	TIME
X WITNESS SIGNATURE	BADGE NO	DATE (MMDDYYYY)	TIME