



# FIELD ORDERS

## PHLEBOTOMY COORDINATOR

- A. the DUI squad sergeant or a designated DUI squad member serves as the department Phlebotomy Coordinator (PC).
- B. The PC:
  - 1. Is responsible for:
    - Ordering supplies.
    - Coordinating initial and proficiency training.
    - Assuring police phlebotomists are properly trained and hold necessary qualifications.
  - 2. Conducts semi-annual audits (January and July) of all department-qualified phlebotomists' logs.
  - 3. By June 30<sup>th</sup>, notifies phlebotomists with less than 12 enforcement draws that they are potentially short of the amount required to maintain qualification.

## SENIOR PHLEBOTOMIST

Officers who meet the below requirements may be designated as senior phlebotomists:

- Nighttime Traffic Unit, DUI squad member.
- Field Training Officer.
- Qualified as a phlebotomist in good standing with the department and Phlebotomy Program.

## PHLEBOTOMIST QUALIFICATIONS

- 1. Qualified employees trained through a department-approved Phlebotomy Program may draw blood for law enforcement purposes.
- 2. Employees who have completed the Phlebotomy Program are qualified to perform venipunctures.
- 3. Phlebotomists must adhere to a bi-annual requalification process designated by the PC. Requalification includes:
  - Drawing at least 24 blood samples per year.
  - Attending a bi-annual policy/protocol lecture offered by the PC or other qualified phlebotomist.
  - Newly qualified phlebotomists must perform two draws a

month beginning the month of qualification.

° For example, qualification in September requires a total of eight draws by December 31<sup>st</sup>.

### MAKE-UP DRAWS

1. Qualified phlebotomists may do additional draws or practice draws under PC or senior phlebotomist supervision if additional draws are needed to reach the 24 draw requirement.
2. Practice draws may be done on squad mates or other employees who volunteer. These draws must occur in the presence of the PC or a senior phlebotomist at a city facility and should be added to the phlebotomist's log.
3. Do NOT conduct practice draws:
  - On family members.
  - Outside the presence of the PC or a senior phlebotomist.
  - On individuals who are not city employees, such as when volunteering at a clinic or hospital.

### INACTIVE PHLEBOTOMISTS

1. Inactive phlebotomists cannot conduct blood draws without the PC or a senior phlebotomist being present. Draws conducted by inactive phlebotomists are for training purposes only until placed on active status.
2. The PC inactivates a phlebotomist's qualification if the phlebotomist fails to maintain minimum standards or fails to perform blood draws within phlebotomy guidelines. Inactivation also occurs for missing the required re-certification classes conducted every two years.
3. The PC can return phlebotomists to active status after they demonstrate proficiency. Proficiency is demonstrated in the presence of the PC or a senior phlebotomist when either:
  - a. The PC or a senior phlebotomist is satisfied the phlebotomist is conducting proper blood draws; or
  - b. Through make-up blood drawing opportunities.
4. The PC and the DUI supervisor must approve reactivating and/or reinstating a phlebotomist's blood draw qualification.

