

ILLINOIS STATE POLICE DIRECTIVE OPS-093, PHLEBOTOMY BLOOD DRAWS

RESCINDS: New Directive	REVISED: 11-06-2025 2025-032
RELATED DOCUMENTS: ENF-018, OPS-009	RELATED CALEA STANDARDS (6th Edition):

I. POLICY

The Illinois State Police (ISP) will train sworn personnel as Forensic Phlebotomy Officers. The Forensic Phlebotomy Officers shall properly collect blood evidence from a person safely and securely. The mission of the Department's Forensic Phlebotomy Program is to promote public safety with a safe, secure means to collect blood for evidentiary purposes and to accomplish the procedure with integrity and accountability. Forensic Phlebotomy Officers can be used in cases involving driving under the influence (DUI), death investigations, and other criminal offenses approved by Command.

II. AUTHORITY

- II.A. 625 ILCS 5/11-500 et. Seq. – Illinois Vehicle Code, Rules of the Road, Driving While Intoxicated, Transporting Alcoholic Liquor, and Reckless Driving.
- II.B. 20 Ill. Admin. Code 1286.320 – Blood Collection for Determining the Presence of Alcohol, Other Drugs, or Intoxicating Compounds

III. DEFINITIONS

- III.A. Blood draw – the act of performing venipuncture.
- III.B. Forensic Phlebotomist – an individual specifically trained to perform venipunctures on individuals involved in legal matters for investigative and evidentiary purposes.
- III.C. Forensic Phlebotomy Coordinator – an ISP employee, who is a certified phlebotomist and appointed by the Alcohol and Substance Testing Section (ASTS) Supervisor and reports to the ASTS Impaired Driving Coordinator, that directs and monitors the activities of the ISP Forensic Phlebotomy Program.
- III.D. Forensic Phlebotomy Officer – an ISP officer specifically trained as a Forensic Phlebotomist and authorized by the Department Forensic Phlebotomy Coordinator to perform venipuncture on an arrestee or subject as part of their scope of duties.
- III.E. Forensic Phlebotomy Officer Log – a record maintained by the Forensic Phlebotomy Officer containing information on each blood draw they have performed, such as control number, subject name, date of birth, location, date, time, kit number, draw location, and notes.
- III.F. Forensic Venipuncture Checklist, form ISP 8-048 – a detailed outline of forensic venipuncture procedures for ISP Forensic Phlebotomy Officers to follow during each blood draw.
- III.G. Illinois Law Enforcement Phlebotomy Program (ILEPP) Coordinator – oversees, coordinates, and assists law enforcement Forensic Phlebotomy Officers who have been qualified in the procedures of venipuncture for investigatory purposes.
- III.H. Immunity – a person authorized under 625 ILCS 5/11-500.1 to withdraw blood and collect urine or other bodily substances shall not be civilly liable for damages when the person, in good faith, withdraws blood or collects urine or other bodily substance for evidentiary purposes under this Code, upon the request of a law enforcement officer, unless the act is performed in a willful and wanton manner. (625 ILCS 5/11-500.1)
- III.I. Phlebotomy Draw Report, form ISP 8-053 – an ISP report containing the required information the Forensic Phlebotomy Officer is to document during contact with the subject of a blood draw.

- III.J. Post-Venipuncture Information Card – an information card provided to subjects submitting to a blood draw containing contact information in case they experience complications or have additional questions.
- III.K. Standard blood draw kit – a kit issued by the Department Forensic Phlebotomy Coordinator that contains the items necessary to collect, identify, secure, and ship samples for testing.
- III.L. Venipuncture – the process of obtaining intravenous access for intravenous therapy or blood sampling of the venous blood. This procedure is performed by medical laboratory scientists, medical practitioners, paramedics, some EMTs, trained phlebotomists, dialysis technicians, and other nursing staff. (See Ill. Admin. Code 1286.320).
- III.M. Willful and wanton manner – as used in 625 ILCS 5/11-500.1, is a course of action that shows an actual or deliberate intention to cause harm or which, if not intentional, shows an utter indifference to or conscious disregard for the health or safety of another.

IV. RESPONSIBILITIES

- IV.A. The Forensic Phlebotomy Coordinator will:
 - IV.A.1. Review, monitor, and update the phlebotomy program policy, procedures, needs, equipment, and inventory.
 - IV.A.2. Coordinate and monitor Forensic Phlebotomy Officer certification training and biennial proficiency requirements.
 - IV.A.3. Act as a spokesperson for the program.
- IV.B. The Forensic Phlebotomy Officer:
 - IV.B.1. Is not prohibited from being the arresting or investigating officer.
 - IV.B.2. May not conduct a venipuncture once the subject is under a higher level of care including, but not limited to, the care of an ambulance service or under the care of a physician.
 - IV.B.3. Must complete and remain current with all certification requirements.
 - IV.B.3.a. Initial certification requirements include:
 - IV.B.3.a.1) Completing training and receiving a certification to perform venipuncture from an ISP-approved accredited forensic phlebotomy training program.
 - IV.B.3.a.2) Being issued an ISP Forensic Phlebotomy Officer Certification by the Department Phlebotomy Coordinator.
 - IV.B.3.b. Biennial certification requirements include:
 - IV.B.3.b.1) Drawing 12 blood samples per year.
 - IV.B.3.b.2) Attending biennial policy/protocol lectures by the Forensic Phlebotomy Coordinator or another ISP-approved phlebotomist.
 - IV.B.3.b.3) Remaining current with the Clinical and Laboratory Standards Institute policies and procedures.
 - IV.B.3.b.4) Being issued an ISP Forensic Phlebotomy Officer Biennial Certification by the Department Forensic Phlebotomy Coordinator.

V. PROCEDURES

- V.A. Forensic Phlebotomy Officers:

- V.A.1. May draw blood from a suspect that has been arrested for driving under the influence (DUI), or other criminal investigations.
- V.A.2. Will complete a Phlebotomy Draw Report for each subject blood draw.
- V.A.3. Will utilize and follow the Forensic Venipuncture Checklist for each blood draw.
- V.A.4. May conduct a draw blood anywhere the subject can be safely seated and secured. Blood draws will not be completed in a vehicle.
- V.A.5. Will wear protective gloves and appropriate personal protective equipment (PPE).
- V.A.6. Will ensure a witness is present, preferably the arresting or investigating officer, to observe the blood draw, when possible.
- V.A.7. Have the right, for any reason, to request a different Forensic Phlebotomy Officer perform a blood draw or request that the blood draw be conducted at a hospital. The reason for the request will be documented in the Phlebotomy Draw Report.
- V.A.8. Will have the subject provide written consent and verbal consent to have their blood drawn. The subject will provide the written consent on the Phlebotomy Draw Report. If written consent is unable to be obtained, verbal consent is acceptable with documentation.
- V.A.9. Will not attempt to draw blood if the subject is uncooperative in any manner (active or passive resistance). Any resistance or revocation of consent will be documented in the Phlebotomy Draw Report.
- V.A.10. Must inform the subject that they are a certified Illinois State Police Forensic Phlebotomy Officer.
- V.A.11. Will inform the subject of the number of tubes of blood that will be collected during the blood draw.
- V.A.12. Will ask the subject if they are currently using blood thinners or any other medications.
- V.A.13. Will utilize a standard blood draw kit to complete the blood draw. Butterfly needles may also be used.
- V.A.14. Not exceed two attempts to complete a successful draw.
- V.A.15. Will ensure the puncture site has clotted before placing tape over the area. If complications occur, a local fire department or EMS must be contacted for assistance.
- V.A.16. Will dispose of needles and hubs in an appropriate sharps container and not separate these parts prior to disposal.
- V.A.17. Will label and package the blood tubes by filling out all labels provided in the standard blood draw kit, adhering to ISP Directive ENF-018, "Driving Under the Influence Enforcement and Processing."
- V.A.18. Will transfer the packaged blood evidence and copy of the Phlebotomy Draw Report to the arresting or investigating officer when completed.
- V.A.19. If an exposure incident occurs, the Forensic Phlebotomy Officer shall adhere to ISP Directive OPS-009, "Bloodborne Pathogens."
- V.A.20. Will clean small blood spills according to OSHA training and procedures. Larger biohazards will be reported to a Command officer to contact the appropriate cleaning contractor.

- V.A.21. Will retain a copy of the Phlebotomy Draw Report for their records and submit a copy to the Department Forensic Phlebotomy Coordinator.
- V.A.22. Will post an entry in the Forensic Phlebotomy Officer Log for each blood draw in the order they are performed.
- V.A.23. Will provide the subject with a Post-Venipuncture Information Card.
- V.B. Forensic Phlebotomy Officer Call Outs
 - V.B.1. On-duty Forensic Phlebotomy Officers:
 - V.B.1.a. Will be contacted first for a call out to administer a blood draw.
 - V.B.1.b. From another ISP Troop may be called out to administer a blood draw. The request must be made through the Patrol Shift Commander.
 - V.B.2. Off-duty Forensic Phlebotomy Officers may be called if an on-duty Forensic Phlebotomy Officer is not available. The request must be made through the Patrol Shift Commander.
 - V.B.3. Call outs should be done immediately upon determining the need for a blood draw as:
 - V.B.3.a. Blood draws involving suspected cannabis impaired drivers must be performed within 2-hours from the time of the first contact with the driver to the time of the blood draw.
 - V.B.3.b. Inhalants or synthetics can be short-lived in the blood and circulatory system, making the blood draw time sensitive.
 - V.B.4. Phlebotomy Equipment
 - V.B.4.a. All phlebotomy equipment must be approved by the Department Forensic Phlebotomy Coordinator.
 - V.B.4.b. The Forensic Phlebotomy Officer will complete an equipment inventory after each blood draw and will be responsible for requesting needed equipment of supplies from the Department Forensic Phlebotomy Coordinator.
 - V.B.4.c. Appropriate medical supplies may be obtained from a hospital or paramedic in emergency cases.
- V.C. Forensic Phlebotomy Officer Selection

Forensic Phlebotomy Officer applicants must:

 - V.C.1. Have at least two years of law enforcement experience.
 - V.C.2. Be presently assigned to patrol duties. Those not assigned to patrol duties are eligible for consideration on a case-by-case basis.
 - V.C.3. Express their willingness to serve as an ISP phlebotomist for the required minimum two-year period.
 - V.C.4. Fully complete the application. All applications are reviewed by the Department Forensic Phlebotomy Coordinator and recommended to the ILEPP Coordinator for final approval. Incomplete applications will not be considered.

-End of Directive-