

**SAN DIEGO POLICE DEPARTMENT  
CRIME LABORATORY**

**NARCOTICS VAULT UNIT  
MANUAL**

(Barcode Version)

Approved By Kristin Froetscher

## **I. INTRODUCTION**

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**Refer to Vault Manual 11/2010 for impounds prior to 06/15/2011. (Green Narcotics Tags)**

### **GOALS**

Accurately and efficiently track all impounded property and evidence as it relates to narcotic, blood and urine impounds.

Maintain current policies and procedures regarding property and evidence.

Provide training to Officers and Detectives regarding the proper impounding and disposing of property and evidence.

Provide outstanding customer service to both internal and external customers.

### **OBJECTIVES**

Ensure that all employees are competently trained in unit procedures and department policies as they relate to the impounding and processing of property and evidence. Maintain standards that require documentation and the accurate processing of impounds. .

### **WORK SCHEDULE**

Vault personnel have the option of either working an 8 hour work day, or the 36/44 schedule. Per policy no employees can start their shift before 0630 and no employees can end their shift prior to 1600.

If an employee is unable to work their scheduled assignment they must contact the Property and Evidence Supervisor via a phone call or text message.

If an employee is going to be more than 15 minutes late they must text the Property and Evidence Supervisor. They must also inform their Supervisor if they plan to stay late to make up the time, or if they plan on filling out a leave slip.

### **AVAILABILITY FOR CALLBACK**

Vault Personnel are available for callout. These individuals must be within 60 minutes of the work location. These individuals must answer their phone while on call, regardless of the phone number used. No take home cars are authorized for these individuals. Each week a roster of the designated callback contact is on file at

the Watch Commander's Office. Individuals are typically called back if there are impounds that are too large to fit inside the property bins, or if all of the bins are in use. Per Department policy all impounds must be secured.

## **GENERAL GUIDELINES**

It is the responsibility of the Vault personnel to carry out the daily functions of the Narcotics Vault. They shall be diligent about following unit procedures as well as Department policy and procedure.

Each item of evidence impounded should be treated as if it has significant evidentiary value. Items impounded must be accounted for. It is very important to maintain a Chain of Custody that documents everything that happens to that piece of evidence, from the time of impound to disposition (7.4.1.1.c.1-a).

Vault personnel shall not argue with customers and shall show proper courtesy to everyone. Should a situation get out of hand, employees should excuse themselves from the confrontation and request a supervisor to assist.

Accuracy, attention to detail, care, courtesy and excellent customer service are of the utmost importance and should be adhered to at all times.

## **UNIT OVERVIEW**

### **DESCRIPTION**

The Narcotics Vault is located on the 5<sup>th</sup> floor at Police Headquarters. The Vault is staffed by one property and evidence supervisor and two police property and evidence clerks (PPEC). The Vault is staffed from 0630 to 1600 Monday through Thursday and from 0630 to 1500 hours on Fridays. The service window is open at 0700. The Vault stores all narcotic impounds as well as blood and urine samples that were impounded in Room 138, received from the Crime Scene Unit or samples received from the Property Room due to a Toxicology Request Form that was submitted by a Detective.

## **FUNCTIONS**

The Narcotics Vault is responsible for the storage and tracking of blood, urine and drug substances impounded at Headquarters and all area commands. These items are held until they are needed for analysis, re-analysis, release for court, prints, or for destruction. Only Vault personnel will:

- Pick up narcotics impounded at Headquarters on P1 on a daily basis.
- Release narcotics to appropriate personnel for analysis, court, viewing, or release.
- Transport narcotics from the area stations.
- Pull narcotics for destruction on a regular basis.
- Participate in narcotic burns.
- Participate in the annual Vault inventory.
- On a daily basis pick up blood and urine samples impounded in Room 138 and prepare these samples for checkout.
- Check-out and receive blood and urine samples from Forensic Chemistry.
- Once a week check-out and receive blood and urine samples from the Bio-Tox courier
- Split and release blood and urine samples to outside agencies based on the receipt of a Court Order.
- Every three months pull blood and urine samples for destruction.
- Retrieve and/or replace syringe biohazard containers at each of the Area Commands for disposal per department policy.
- Retrieve and impound items dropped off in the Prescription Drug Disposal Bins at the various Area Commands and Police Headquarters.

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## II. PERSONNEL AND JOB DESCRIPTIONS

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## POLICE PROPERTY AND EVIDENCE CLERK

### Duties related to the Narcotics Vault (Narcotics):

- A. Receive, scan and separate narcotics impounds.
- B. File impounds in the Vault.
- C. Retrieve impounds for further testing or release for Court.
- D. Process impounds for disposal and destruction.
- E. Release information over phone to investigators regarding analytical results only if the field is green.
- F. Notify officers of non-sealed narcotics evidence and any other discrepancies.
- G. Always keep the impound table fully stocked with supplies.

### Duties related to Narcotics Vault (Blood and Urine):

- A. Receive/scan in blood and urine samples that were impounded in Room 138.
- C. File blood/urine samples.
- D. Retrieve blood or urine samples for release for court, analysis, or reanalysis, or destruction.
- E. Prepare splits of blood or urine samples as directed by subpoenas or Court Order.

### Other general duties:

- A. General housekeeping.
- B. Participation in the destruction of blood, urine, and narcotics evidence.
- C. Assists in completion of yearly Vault inventory.
- D. Other tasks as assigned by the supervisor.
- E. Retrieve and impound items dropped off in the Prescription Drug disposal bins at the various Area Commands and Police Headquarters.
- F. Keep the Vault car clean and full of fuel.

## POLICE PROPERTY AND EVIDENCE CLERK SUPERVISOR

- A. Verify narcotics samples (in percentage or as a whole) marked for destruction.
- B. Coordinate the “burn” (destruction of narcotics), with SWAT, burn facility, laboratory staff, truck rental vendor, and Fiscal.
- C. Interface with K9 Detective’s from the Narcotics Unit and NTF to provide narcotics samples for dog training purposes.
- D. Prepares bulk samples, as needed, for immediate destruction according

- to Health and Safety codes.
- E. Monitors and evaluates employee performance.
- F. Directs the completion of the yearly Vault inventory pertaining to narcotics impounds.
- G. Prepares reports, memos, and budgetary documentation as directed by laboratory manager.
- H. Initiates follow-up procedures for unsealed evidence notices and any other discrepancies.
- I. Oversees the annual changing of padlock combinations at all impound Area commands.

## III A. SUBMISSIONS AND HANDLING - BLOOD AND URINE

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### BLOOD AND URINE SUBMISSIONS

Blood and urine samples are collected from suspects/victims and are impounded in Room 138. The Officers impound the samples in File On Q. They attach barcode labels to the vials and protective tubes and they seal the samples. The samples are dropped into the blood and urine lockbox. This lockbox is bolted to the table located in Room 138. The box is locked with a combination lock. Only Vault personnel have access to open the box.

Blood and urine samples impounded in Room 138 are stored in the Narcotics Vault. All blood and urine samples must have a barcode label attached to them before they will be received for filing, analysis and storage.

### RECEIVING BLOOD AND URINE SAMPLES

Blood and urine samples are received into the Narcotics Vault via the following avenues:

1. Samples impounded in Room 138. On a daily basis, Vault staff will pick up samples.
2. Samples from Forensic Specialists. These samples are usually morgue bloods from homicide cases and have been previously impounded to identify the tracking number.
3. Samples retrieved from the Property Room due to a Toxicology Request Form that was submitted by a Detective.

### STORING BLOOD AND URINE SAMPLES

All blood and urine samples are stored either in the Vault's refrigerator or one of the other refrigerators that are located on P1 at Police Headquarters. Only Vault personnel have access to these refrigerators.

## BLOOD TUBES

All blood tubes must be properly impounded by the officer. Officers are required to print and attach a blood barcode label to the blood vial and outer protective tube. The blood vial is then put in the outer protective tube, which is then sealed by the officer. This is a safety issue for both officers and Lab personnel handling the tube. If there is not a barcode label on the vial, open the sample and place a barcode label on the vial. In the Notes Log section of File On Q notate that you had to break the officers seal and why.

## URINE BOTTLES

Once the urine sample is collected and the cap is on tight, officers are required to print and attach a urine sample barcode label to the bottle. Officers must put an evidence seal across the top of the urine bottle lid and mark the seal. Vault personnel will also place a typed or handwritten label on the top of the bottle that lists the Barcode #.

## ALCOHOL SAMPLES

Blood needing alcohol testing is checked out from the Vault and is analyzed by the Forensic Chemistry Unit. After scanning and receiving the samples they are scanned to the location "Ref/Pending Alcohol" until they are checked out by Forensic Chemistry. When checking out the samples to the analyst please print them a receipt. Urine samples are typically not analyzed by Forensic Chemistry for alcohol, as the sample can't be quantified.

## TOXICOLOGY TESTING

Toxicology testing is done with Bio-Tox and samples are picked up by a courier once a week. The turnaround time is approximately two weeks, depending on the type of test requested. Refer to the Toxicology Manual for details.



## BLOOD AND URINE RESULTS

Blood and urine results are kept in the main Laboratory office. A copy of the report may be faxed by calling the main Lab office at 531-2577. Blood alcohol results are available in the LAN System by clicking the Narcotic and Alcohol Analysis Results icon. Bio-Tox reports can also be found in the G Drive in the following location: G/Laboratory/CaseFile/ Year in question/Bio-Tox and then click in the Barcode # in question.

## BLOOD AND URINE RE-TESTS

The Forensic Chemistry Supervisor in the Laboratory must approve any special requests or retests on blood and urine samples.

## UNSEALED SAMPLES

Any unsealed blood and urine samples will be sealed by the Narcotics Vault staff receiving the sample. The Vault staff will put the seal on the tube or urine bottle, mark the seal with their initials, date, and SBV (Sealed By Vault). This will indicate that the sample was sealed by the Vault staff and not the impounding officer. Document in the Notes Log section of File On Q that you had to seal the sample (7.4.1.1.1-c).

## BLOOD AND URINE SPLITS

Upon receipt of a court order, the outside laboratory will contact the Narcotics Vault. Splits may be picked up or mailed depending on the specifics of the court order. Normally, samples are split at the request by the defense for analysis. Depending on the circumstances to be identified by the Forensic Chemistry Supervisor, the entire sample may be sent for outside analysis.

In the case where there is no criminal action, such as a DMV hearing, a request for a split will be honored if the request is submitted on official letterhead.

## DISPOSAL OF BLOOD AND URINE SAMPLES

Alcohol and drug samples (blood and urine) will be kept for two years from the date of impound. If a hold is requested on a sample, the following procedures will be followed. First, in the remarks/finder info field of file on Q Place “hold and review on the date” given by the City Attorney. Second, make a comment in the Notes Log Section of File On Q to hold and review per the attached e-mail from the City Attorney. Third, attach the e-mail in the documents section of File On Q. These samples are kept for an additional two years. Any 23153 samples with blue tape are kept for an additional two years. Evidence samples (187, 288, etc.) with yellow tape are kept for 99 years.

## REFRIGERATOR/FREEZER MONITORING

The refrigerators in the Vault, as well as the refrigerators and freezer that are located on P1 will be checked weekly, generally on Monday's by Vault personnel. Vault personnel will initial and date the Log that is attached to each unit. The acceptable operating temperature is listed on the bottom of the log. If there is an issue with any refrigerator, the Vault supervisor will be notified. The Vault supervisor will initiate a repair call, or come up with other solutions (6.3.3).

## III B. SUBMISSIONS AND HANDLING - NARCOTICS

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### NARCOTICS SUBMISSIONS AND HANDLING

All narcotics must be impounded. Felony narcotics, In-Custody, large impounds or other items that need immediate analysis must be impounded at headquarters. Evidence in misdemeanor, juvenile or found property cases may be impounded at the arresting officer's area command. Area Station impounds are typically picked up once a week, so there is a delay in the analysis.

Vault personnel retrieve Headquarters' impounds every weekday morning. Vault personnel also typically receive the narcotics impounds from area commands once a week for transport to Headquarters. The pickup days may be altered or changed due to staffing, holidays or car availability. Padlock combinations at all impound areas will be changed annually.

### SAFE PRESCRIPTION DRUG DROP PROGRAM

Prescription Drug drop boxes are located at Eastern, Headquarters, Mid-City, Northern, Northeastern, Northwestern, Southeastern, Southern, Central and Western. Vault personnel will check and empty the bins when collecting the narcotic impounds from the Area Commands.

Upon return to the Vault, personnel will weigh each box and that weight will be noted in the database. Vault personnel will impound the Prescription Drugs in File On Q. The Incident # is the first two letters of the Area Command followed by the 2 digit month, 2 digit day and 4 digit year (i.e. MC04192018). These impounds will be processed for destruction, and will be disposed of in the next regularly scheduled narcotics burn.

## VAULT CAR

The Narcotics Vault has been assigned a Department vehicle. It is to be used for substation narcotics pickup. This is not a take home car. It may be also used by other Laboratory personnel for court, crime scene emergencies, or other Laboratory business. The Vault personnel are responsible for the scheduled maintenance of the car. Vault personnel are also responsible for keeping the car clean and fueled at all times.

## IMPOUND SORTING

Do not open any impounds. Place the item in the Narcotics Discrepancy box and e-mail the Officer regarding the correction that needs to be made to the impound. Attach the e-mail in File On Q. Depending on the Officers response, if an impound is opened we must document either on the seal, or in File On Q why we opened the impound.

All impounds brought to the Narcotics Vault are sorted into the following categories:

Impounds to be analyzed:

These are impounds requiring laboratory analysis, and include any unknown powder/liquid, pills, and soaked cigarettes that are connected to an arrest.

Non-Lab Impounds:

These are impounds that do not need laboratory analysis but are related to a case. These are usually pipes, baggies of marijuana, paraphernalia, etc. Per the Forensic Chemistry Manual the following items are not analyzed:

- Syringes
- Drug paraphernalia
- Residue quantities and quantities weighing less than 0.04 grams
- Marijuana and marijuana products (concentrates and edibles)
- Impounds without suspect name or identifier (except "buy" cases)
- Liquid other than suspected PCP or GHB- Food items
- Suspected LSD of less than 1 square if paper or gel
- Partial tablets or tablet fragments
- Prescription medications in the suspect's name
- Items that pose a safety hazard to lab personnel.

**Found Property:** These are impounds that have no evidentiary value and will be scheduled for destruction. If charges are listed on the impound, the Category will be changed from “Found Property” to “Other” unless the officer specifically states the item is for destruction. Found property impounds will be held at least 30 days. Officers with impounds too large to fit in the mailbox at the substations, must bring those impounds to headquarters. Officers are directed to contact the watch commander for assistance if they have impounds too large for the Headquarters bulk storage bins. Officers are directed to contact the watch commander and notify the on-call person for assistance, if after hours.

**Perishables:** Perishable items incidental to the drugs should be Discarded, and not impounded. Incidental perishable items include fruits and vegetables that are made into pipes. Whenever possible, these should be photographed and the photograph(s) attached to the documents section in File On Q for that impound. (Refer to Department procedure 3.26, Media Evidence Recovery and Impounding /Preserving Procedures). Impound only the substance being used in the perishable item (i.e. marijuana)

Evidentiary perishables that are the primary focus of the arrest will be reviewed by the vault and the Forensic Chemistry Supervisor. Disposition will be decided on case by case basis. Disposition may include partial sampling, freezing, and disposal of larger item, or it may include freezing of entire item.

## SEALING

All impounds, including paraphernalia and found property must be sealed (7.4.1.1.1-c).

## MARIJUANA BRICKS

Occasionally large amounts of marijuana bricks may be received in the Narcotics Vault unsealed. These bricks will be numbered, weighed and destroyed per H&S 11479. Refer to 11479 instructions.

## NARCOTICS IMPOUND SUPPLIES

The Narcotics Vault staff is responsible for stocking the Headquarters impound table. Please ensure that there are always plenty of supplies at the impound table.

## NARCOTICS RELEASED FOR CANINE TRAINING

See Canine Narcotics Procedure. Only Detective's with K9's from Narcotics and NTF are utilizing this service.

## RELEASING NARCOTICS RESULTS

Presumptive narcotics results are entered into the narcotics database by the analyst. These results can be viewed on-line by officers and detectives after the case has been technically and administratively reviewed. City attorneys, district attorneys, and parole officers do not have access to the database and will contact the Narcotics Vault/Laboratory Administration Office for narcotics results. The results can only be released if the column is green. Vault staff will not release any information to the public.

## RELEASING NARCOTICS REPORTS

Officers, detectives, etc., may request a copy of the narcotics report. They will be directed to the main Laboratory office for a faxed copy.

## OFFICERS GOING TO COURT

Officers needing narcotics evidence for court will check-out and sign for the impound at the Narcotics Vault. Officers will be given a court disposition form and the narcotics. Evidence returned from Court must be sealed.

## COURT DISPOSITION FORM PD-598

If evidence is retained in court, officers must return this form within seven working days to the Narcotics Vault.

## NARCOTICS USED FOR STING OPERATION

The Narcotic Street Team occasionally will need large amounts of narcotics in order to do a “reverse sting.” The Narcotic Vault supervisor may have suitable adjudicated narcotics stored for this type of operation. This requires the officer/detective to obtain a court order before the narcotics are released.

## VIEWING AND PHOTOGRAPHING NARCOTICS

District Attorneys, City Attorneys, and Defense Attorneys may view or take photos of narcotics evidence. If the defense attorney/expert is accompanied by a city attorney/investigator, the detective does not need to be present. The detective (if present) or city representative and Vault staff will sign the “viewed only” transaction in the database. An electronic signature must be captured for the viewing (7.4.1.1.d)

## DEFENSE SPLIT FOR NARCOTICS

Defendants can request, with a court order, narcotics to be retested by an outside laboratory. The narcotics will normally be split by the analyst who tested the impound. The Narcotics Vault will contact the outside lab when the split evidence is ready for pickup.

## RELEASING ITEMS/NARCOTICS BACK TO OWNERS

Items such as pagers, ID's, phones, etc., are occasionally impounded with the narcotics evidence. The officer or detective may authorize the release of these items back to the owners. Narcotics may also be released back to the owner with a court order signed by a judge.

Prisoner bulk property marijuana may be released without a court order. No more than 28.5 grams of marijuana or 8 grams of concentrated cannabis can be released to an individual that is 21 and older.

In order to release an item there must be either a request to do so in File On Q, or there must be a paper Property Release (PD-184) on file. The File On Q request must list the name of the individual that it is to be returned to in the reason field.

### IMPOUND DISCREPANCIES (7.4.3)

An impound discrepancy may be one or more of the following:

- A. An impound that was received without a barcode label.
- B. Items were impounded, but not received by the Vault.
- C. An impound that is received unsealed.
- D. An impound received containing no narcotics (clothes, backpacks, phones, etc.). Officers must impound these items with the Property Room.
- E. An impound that contains grow lights, pots, etc. These items are to be impounded in the Property Room
- F. Syringes that are not put in protective tubes.
- G. Felony narcotics or Prisoner Bulk Property that was impounded at an Area Command.
- H. The impound was not properly packaged.
- I. Marijuana was not weighed.



- J. No court disposition form or evidence received back within seven days from the officer checking evidence out to court.
- K. Any evidence returned from court unsealed.
- L. An impound that contains money totaling over \$20.00 unless residue is involved.
- M. Multiple items impounded under a single Barcode #.
- N. No suspect name on an impound that needs analysis.
- O. Found Property impounds with a suspect name listed.

#### IMPOUNDS RECEIVED WITHOUT BARCODE #'S

- A. If an impound is received without a barcode label run an HQ Narcotics query and an Area Station query to see if it matches any impounds that have not been received.
- B. Check the arrest log and read reports to see if the impound matches the description of any evidence.
- C. After 2 days create an Incident # in Net Viewer and impound the property in File On Q as Found Property.

#### DESTRUCTION OF NARCOTICS

As Vault space is limited, criteria have been established for destroying the narcotics evidence.

**Found Property:** All cases listed as “found” property will be kept for 30 days. These cases may be boxed up and prepared for disposal, but will not be “burned” before 30 days.

**Area Commands:** All area command impounds will be destroyed after two years if the items have not been analyzed (i.e. drug paraphernalia, marijuana, syringes, etc.).

**Special Items:** All large bongs, large glass bongs, large scales, and hazardous objects will be photographed and processed for destruction as soon as possible after they have been received.

Homicide Cases: All evidence in homicide cases will be stored for 99 years unless authorized for destruction by Homicide.

Large Marijuana Impounds: handle per H&S Code 11479.

Headquarters: All impounds that have been analyzed will not be destroyed without a request to do so in File On Q. Headquarters impounds will be destroyed after 2 years if the items have not been analyzed (i.e. drug paraphernalia, marijuana, syringes, etc.)

## FINGERPRINTING NARCOTICS

Detectives may request narcotics impounds to be printed. They must submit a request via Lab Lynx. The analyst who tested the impound will repack that impound. If the impound will not be analyzed by Forensic Chemistry Crime Scene personnel can check out the entire impound. This procedure has been agreed upon by the Forensic Chemistry, Crime Scene and Vault Supervisors.

## DNA ANALYSIS ON NARCOTICS

Detectives may request a narcotics impound to be tested for DNA. They must submit a request via Lab Lynx. The analyst who tested the impound will repack the item to be analyzed for DNA.

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## IV A. BLOOD AND URINE POLICIES AND PROCEDURES

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## RECEIVING THE BLOOD AND URINE SAMPLES

On a daily basis, Vault personnel will retrieve all blood and urine samples from the locked box that is located on a table in Room 138. These samples are then put in a transport box and are taken to the Narcotics Vault for processing.

## RECEIVING PROCEDURE

All blood and urine samples must be received with barcode labels attached by the impounding officer. Blood samples must have barcode labels on both the blood tube and outer protective tube. All blood and urine samples must be sealed with evidence tape. For urine bottles, the clerk will write the barcode number on top of the lid with a Sharpie pen or use a printed label. The following steps should be utilized when processing these impounds:

1. Put the blood and urine samples in numerical order.
2. Scan the blood or urine one at a time.
3. For blood samples verify that the number of vials is correct in File On Q. This is important for numbering the storage trays.
4. For urine samples verify that First Void or Second Void is checked as well as the number of bottles. This is important for numbering the storage trays.
5. Verify that there is a name listed in the owner section.
6. Verify that Room 138 is listed for the station impounded.
7. Verify that the correct boxes for testing are checked based on the charge.
8. Notify Forensic Chemistry if there are any felonies (23153 VC). These samples must have blue tape placed on them.
9. Bio-Tox reports are printed for all samples that are going to Bio-Tox for analysis.
10. Scan the barcodes "Received Narcotics Vault."
11. Depending on where the sample is going for analysis either scan "Ref/Pending Alcohol" or scan to the weekly Bio-Tox location.
12. Run Custom Query "Room 138 Intake" to ensure that all items impounded have been received.
13. Label the storage boxes with the Barcode #'s.

## MISSING SAMPLES

If a sample is missing, an e-mail is immediately sent to the impounding officer. If the officer cannot clarify the impound status, the Vault Supervisor and QA manager will be notified. The Vault Supervisor will conduct further follow-up e-mails. All e-mail correspondence with Officers will be attached in File On Q (7.4.3).

## UNSEALED SAMPLES

All blood and urine samples will be sealed by the impounding officer. Any unsealed blood and urine samples will be sealed by the clerk logging in the samples. The clerk will put the seal on the tube or urine bottle, mark the seal with their initials, date and SBV (Sealed By Vault) (7.4.1.1.1-c).

## BIOTOX COURIER

The Bio-Tox courier comes to the Vault on a weekly basis. The Vault will receive samples back from Bio-Tox and release new samples into their custody.

Receiving Samples back from Bio-Tox:

Vault personnel will scan the samples back in "Received Narcotics Vault." The courier signs that the samples were returned to the Narcotics Vault. The courier is given a printed receipt of what samples were returned to the Vault. . An electronic signature must be captured at the time of transfer (7.4.1.1.d).

Releasing Samples to Bio-Tox:

Prior to releasing the samples to Bio-Tox Vault personnel have already verified that the samples match the paperwork. The samples are scanned "checked out to Bio-Tox" by the clerk and then signed out by the courier. The courier is given a printed receipt of what samples are going to Bio-Tox for

analysis. An electronic signature must be captured at the time of transfer (7.4.1.1.d).

## BLOOD AND URINE DISCREPANCY POLICY

If an impound discrepancy occurs on a blood or urine sample, the nature of the discrepancy will be evaluated to determine the following:

- The discrepancy is a minor administrative error (such as a misspelling in the name) that can easily be addressed at the Vault or analyst level. The error will be fixed and the sample will be analyzed. A note regarding the fix will be put in the File On Q system or in the analyst's notes (7.4.3).
- The error is grievous (such as a misidentification or wrong label). The Vault will notify the officer with a cc to the FCU Supervisor and Quality Assurance Manager. It will be the impounding officer's responsibility to rectify the impound. The Forensic Chemistry Supervisor and Quality Manager will evaluate the fix and determine whether or not the sample will be analyzed.

If the sample is analyzed:

- The fix process will be documented with a discrepancy report.
- This discrepancy report will be distributed as necessary.

If the sample is not analyzed:

- Appropriate notes will be added to File On Q.
- The external agency (City District Attorney's Office) and impounding officer will be notified by either the FCU Supervisor or Quality Assurance Manager.
- A QA report will be written and distributed as necessary.
- The sample will be marked with green tape as a warning that the sample has a grievous error that has been documented in the QA files.

## BLOOD AND URINE DISPOSAL

Every three months review and pull samples that can be destroyed. Sample are typically held for two years and are then destroyed. Please check the audit trail to ensure that there are no holds. Exceptions are samples that

need to be held, felony DUI'S (marked with blue tape) and homicide or sex crimes (marked with yellow tape).

- A. Blood samples that are ready for disposal will be placed into the Sharps container. The Sharps container must be labeled with the originating location and the 24-hour telephone contact number. Samples with blue or yellow tape are pulled out and placed in blood "hold" boxes for that year.
- B. Urine bottles will be placed in the plastic biohazard bags which must also be labeled with the originating location and 24-hour contact number. Any bottle with blue or yellow tape will be pulled and placed in the urine hold boxes for that year.
- C. The filled Sharps container and biohazard bags will be placed in the BFI barrels that are located on the 5<sup>th</sup> floor next to the Narcotics Vault.

## SEX CRIME SAMPLES IN THE PROPERTY ROOM

Blood and urine samples from rape victims are usually impounded with the sexual assault evidence in the Property Room. Detectives fill out a San Diego Police Department Forensic Science Section Toxicology Request form, which then must be approved by the Laboratory Administrative Aide. Once approved, the request is forwarded to the Narcotics Vault. The clerk will:

- A. Retrieve the SART kits from the Property Room. During check-out the reason should be "other". .
- B. Take the SART kits to the Narcotics Vault. Remove the blood and urine samples from the SART kits. The envelope is photocopied, scanned and attached as a document in File On Q. The document should be saved as generic in the drop down menu. A copy of the Toxicology Request Form is also scanned and attached as a document in File On Q. The document should be saved as Toxicology Request Form in the drop down menu. The original Toxicology Request form is sent with the urine sample to Bio-Tox.
- C. Attach a barcode label to the vials and the outside protective tubes. Seal the protective tube and put yellow tape on the protective tube cap.

- D. Attach label to urine bottle, seal, and put yellow tape around the lid of the bottle. Also include a label on the lid with the Barcode #.

## BLOOD AND URINE SPLITS

Blood and urine samples that are requested for retest are split by the clerk. Upon receipt of the split request or Court Order, the clerk will:

- A. Gather the requested sample and all necessary splitting materials.
- B. Print out a new label as it appears on the original label.
- C. Mark both the original and new label as being split with the initials, ID # and date of the splitter. Indicate in the File On Q database who performed the split and who the split was for.
- D. Attach the new label to the new blood vial and protective tube.
- E. For urine, pour half of the sample into the new container.
- F. For blood, select the tube (if more than one) with the most blood. Use either the safety needle procedure or the regular syringe procedure.
- G. Release approximately 2 mls for alcohol and 3 mls for drug retesting.
- H. After the split is completed, the clerk will seal the new split container and reseal the original containers. The seal should have the ID #, date and initials across the seal.
- I. Attach a copy of the Court Order in File On Q as a Court Document and attach copies of the Shipping Receipts in File On Q.

Some split samples need to be sent through the mail system. Upon receipt of the court order, Vault personnel will split the sample as above.

### Mailing Preparation:

- A. Place urine bottles in a zip lock bag.

- B. Place blood samples in a zip lock bag and placed in a box with “peanuts” or tissue around the tube.
- C. Place a copy of the court order in the box with the sample.
- D. Seal box with tape.
- E. After the address of the outside laboratory is put on the box, a U.S. Postal Service certified mail receipt P.S. form 3800 and a P.S. form 3811 Domestic Return Receipt is attached to the box and the item is then taken to the Mailroom on P1 to be mailed.
- F. The original court order is scanned and attached in File On Q as a Court Document. As the two receipts are returned, they are attached in File On Q as a document.

## IV B. NARCOTICS IMPOUNDS POLICIES AND PROCEDURES

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IMPOUNDS AT HEADQUARTERS:

RETRIEVAL:



## 1. Vault Personnel

- Empty mailbox and bins daily on P1 at Headquarters.
- Verifies impounds received are narcotics and/or narcotic related.
- Locks mailbox and brings impounds to the Narcotics Vault.
- Scan all items “Received Narcotics Vault.”
- Items that need analysis will be scanned to “Narcotics Pending Analysis.”
- Remaining items are scanned to either “HQ envelope” or “HQ bulk” depending on how it is packaged.
- Found Property impounds are scanned to “Found Property/To Be Destroyed.”
- Run query “HQ narcotics” to ensure that all items have been received.
- If there is an impound missing, send an e-mail to the impounding Officer. All e-mail correspondence must be attached in File On Q (7.4.3)
- If the missing impound is not handled with a week notify the Vault Supervisor who will e-mail the Officer and Sgt.

## AREA COMMANDS:

- Drives to area commands and empties mailbox and bulk bin (Central and Northwestern). Also checks sharps containers and Prescription Drug mailboxes.
- Brings back the impounds and scans all items “Received Narcotics Vault.” . All area station impounds are placed on the shelf until we receive correspondence from the City Attorney regarding court dates.
- Found Property impounds are scanned to “Found Property/To Be Destroyed.”
- Run query “Area Station Narc” to ensure that all items have been received.
- If there is an impound missing, send an e-mail to the impounding Officer. All e-mail correspondence must be attached in File On Q (7.4.3).
- If the missing impound is not handled with a week notify the Vault Supervisor who will e-mail the Officer and Sgt.
- Weigh and impound any Prescription drugs that were retrieved.

## BULK IMPOUNDS AT AREA COMMANDS

Property Room personnel will contact the Narcotics Vault when any bulk narcotics are put in their bulk bins. Property Room and Vault will arrange for a pickup if Property Room personnel feel uncomfortable transporting the narcotics to Headquarters.

## WEIGHING MARIJUANA

Any marijuana impound received into the Narcotics Vault not weighed by the officer, will be weighed by Vault personnel when a weight is requested by a detective or the D.A.'s office. Vault personnel will also weigh prisoner bulk property marijuana prior to release if the Officer did not weigh it at the time of impound.

Vault Personnel will open the impound and complete the following:

- count the number of plastic bags.
- weigh each plastic bag and/or container, and record the gross or net weight.
- seal the impound and mark appropriately.
- Document the reason why the impound was opened in File On Q.
- enter the weight(s) and viewing information into the File On Q database .

. If the weight of prisoner bulk property marijuana is over the legal limit of 28.5 grams the officer is notified via e-mail and the release is voided. If an individual tries to claim the marijuana they are referred to the Detective assigned to the case, or Narcotics if they are claiming medical marijuana.

## UNSEALED NARCOTICS

Vault personnel will seal any unsealed narcotics impound, date and initial the seal, and mark the seal to indicate that the impound was sealed by the Vault ("SBV"). The impound will then be processed as needed (7.4.1.1.1-c).

## LARGE MARIJUANA IMPOUNDS

- A. After hours, officers are directed to contact the Watch Commander and notify the Vault on-call person for assistance.
- B. The on-call person will meet the detectives by the bulk storage container in the Sally Port.
- C. Each brick will be marked with a brick number, gross weight, the barcode number, date and initials. Document the information on the Marijuana Weight Form.
- D. Keep a 10lb sample and five random reference samples from different bricks for the Vault.
- E. Mark the bricks left in the storage container for destruction per Health & Safety Code Section 11479.
- F. Note in the File On Q database what sample was kept and what bricks the random samples came from (i.e. retained brick #'s plus 5 random samples from brick #'s. Remaining bricks destroyed and list Burn Box #'s.
- G. The retained bricks and samples will be placed in a sealed box.
- H. Take an overall photo of the impound and attach it to File On Q.

This Code allows for the breakdown of the impound and gives specific instructions as to how to break the impound down for evidentiary retention and destruction.

## BULK IMPOUND SEALING

The Narcotics Vault will occasionally receive duffle bags and odd shaped impounds that are difficult to seal. Vault staff may reseal or they may repack these items in large bags or boxes with the original packaging inside. The seal will capture the name, ID # and date of the Vault personnel that processed it. It will also be noted that the impound was repackaged and the officer's seal is inside.

## USED/EMPTY SYRINGES

If a syringe impound is determined to be a misdemeanor, the Vault will notify the officer by email that the Department policy is for the officer to dispose of

syringes on misdemeanor cases instead of impounding them. The impound will be destroyed.

## NARCOTICS TO BE CONVERTED FOR K9 TRAINING

The Narcotics Vault supervisor must inventory all of the burn boxes to be destroyed. If any suitable narcotics are found that may be used for training, the impound is opened. If the narcotics are determined to be acceptable, they are re-impounded on a new barcode number. Make sure to reference the original Barcode # in the additional description field. The narcotics and/or paraphernalia not used from the impound are returned to the burn box and destroyed. If all the narcotics are re-impounded, the original empty envelope, bag, etc., is returned to the burn box and destroyed. Both the new and the destroyed barcode will cross-reference each other. The old destroyed barcode will list the narcotics taken, the new barcode number, date and initials of Vault supervisor. The new barcode number will list the narcotics taken, the gross weight, the old barcode number, and Vault supervisor's initials and date. The Vault supervisor will create a list of the barcode numbers, type and quantity of the narcotics for easy release. These impounds are kept in the Vault supervisor's office.

## CANINE TRAINING AIDS

Detectives from Narcotics and NTF that have K9'S receive training samples from the Narcotics Vault.

Notification:

- The requesting sergeant will notify the Narcotics Vault supervisor by memo or phone that narcotics are needed for training aids. This memo will contain the type and the amount of narcotics needed.
- If the Narcotics Vault does not have the requested type of narcotics available, the Narcotics Vault supervisor will generate a letter from the Chief of Police and the Lab Manager, requesting the DEA provide the necessary narcotics and amounts needed.

- New training samples will not be released to the requesting unit until all the old training samples are returned.

## COURT ORDERS

A court order is needed for release of narcotics to the requesting unit.

## RETURN OF CANINE TRAINING NARCOTICS

Narcotics checked out from the Narcotics Vault for SDPD canine training will be returned within one year. The Vault supervisor will contact the Detective and arrange for a return date. The one-year return is to ensure the proper tracking of the narcotics.

Together, the Vault supervisor and Detective will:

- Open the impound to be returned.
  - Verify the contents of the impound, reweigh each baggie, and record the new weights. The new weights are recorded in the Notes Log section of File On Q.
- A. The Detective will fill out a Narcotics Loss Form to account for any discrepancies. This form will be attached to the narcotic tag and a copy given to the requestor. Both copies will be signed and dated.
  - B. If no suitable narcotics are found, the returned training aids may be reissued back to the Detective under the original barcode number and new weight.
  - C. The vault supervisor will scan that the impound is “Received Narcotics Vault” and the Detective will sign that the narcotics have been returned.
  - D. All returned Canine narcotics will be put in a box, packaged and sealed for destruction. All burn information – box #, date, etc. - will be captured into the database.

## RETENTION OF PROPERTY UNIT RECORDS

See Records Disposition Schedule at:  
citynet.sannet.gov/cityclerk/pdf/dispositionpolice.pdf

Specifically for the Police Department

RECORD SERIES #	DESCRIPTION	RETENTION
35	Original Property Tags	Inactive + 7 years
36	Property Tag Logs	2 years
	All other logs	10 years

## SCALES

The Narcotics Vault has three Ohaus scales located in the vault. These scales are certified/serviced by Precise Weighing Systems and monthly calibration readings are completed by the Forensic Chemistry Unit (6.4.3).

## SUBPOENAS

Please do not accept subpoenas that are e-mailed to you. Instead, please reply with: "I am unable to accept this subpoena because it is not properly served. Please contact SDPD Court Liaison Raymond Silva (619-236-5571 [rsilva@pd.sandiego.gov](mailto:rsilva@pd.sandiego.gov)) if you have questions." In addition BBC Raymond Silva in your reply so that he can address this practice.

## NARCOTICS SPLITS

Narcotics impounds are occasionally requested by the defense to be split. Defendants can request samples to be retested by an outside agency. Upon receipt of a court order, the outside laboratory will contact the Narcotics Vault with a barcode/impound number and a pickup time and date. Narcotics splits may take several days to prepare. A three to four-day notice is required. Once the request is made, the split procedure is as follows:

- If the impound has not been analyzed, the analyst supervisor will be notified and an analyst assigned.
- Release the impound through normal procedures to the analyst who will split the sample.
- The analyst will do a confirmation test on the impound if it has not already been done and prepare a report.

- The analyst will split the sample and put it into a separate envelope and seal it. The lab report will be attached to the original impound.
- The analyst will return both the original and the split sample through normal procedures.
- The outside agency is contacted for pickup.
- Upon release to the outside agency, both the courier and vault staff will sign and date the court order.
- The courier will sign out the impound and the clerk will scan the item as being released.
- The original court order is attached as a document in File On Q.
- While not mandatory, the courier is asked to bring back, if any, the remaining narcotics in a sealed envelope. The returned envelope will be attached to the original impound.
- The normal return procedures will be followed.

## REQUEST FOR STING SAMPLES

Occasionally, large amounts of narcotics may be used for a sting operation. The requesting detective will contact the Narcotics Vault supervisor to see if any suitable narcotics from adjudicated cases can be found. Once the amounts and narcotics are found, the detective will get a court order listing the narcotics, weights, barcode number and a declaration signed by a judge. Upon release of the narcotics, the court order and declaration will be signed by both detective and vault supervisor. The Court Order will be attached as document in File On Q. If the sting results in an arrest, the detective will re-impound the narcotics on a new barcode number. It becomes a new case and will be processed as usual. Copies of the court order and declaration will be attached as a document in File On Q. Any items not used will be returned to the original barcode number. If the impound was not used, it may be kept for future stings or, if it is determined unusable, it will be destroyed.

## ANNUAL INVENTORY

The Narcotics Vault will be inventoried once a year unless directed by the Laboratory manager. This inventory will typically be conducted in August or September.

Vault personnel will conduct the inventory. This process may be done on an overtime basis and takes approximately 160 hours. The impounds are

scanned and compared to all impounds in the File On Q database. After all of the impounds have been inventoried, a search will be done for any missing impounds. Any other discrepancies found will be corrected.

The Vault supervisor will generate a written report to document the results of the annual inventory to the Laboratory manager.

## REPACK POLICY FOR ITEMS TO BE PROCESSED FOR LATENT FINGERPRINTS OR DNA

The following special narcotics cases will be processed for latent fingerprints/DNA without repacking:

- Cases with large amounts of marijuana/cocaine bricks.
- Cases with very small items such as balloons.

These cases cannot be easily repacked without destroying possible evidence. Any general narcotics case that has not been examined by a narcotics analyst, and needs to be processed for latent prints will be repacked and processed by the forensic specialist. The repack will involve only the items specific to the request. Narcotics impounds analyzed by a narcotics analyst, which need to be processed for latent prints/DNA, will be repacked by that analyst. After the repack, items are returned to the Vault. The crime scene specialist or DNA criminalist will check out the repacked items only.

## DISCREPANCIES (7.4.3)

A discrepancy on impounded evidence requires immediate attention. A discrepancy is:

- A. An impound is entered in File On Q by an officer, but cannot be located.
- B. Items are listed, but are not found in the impound.
  - 1. Every effort should be made to locate the impound. If the impound cannot be found, an e-mail is sent to the impounding officer with a CC to the Vault Supervisor. If the discrepancy is not resolved within a week the Vault Supervisor will e-mail the



Officer's Sgt. and CC the Quality Assurance Manager. Follow-up will continue through the Quality Assurance Manager.

2. For item B, a discrepancy e-mail to the impounding officer is sent by the person who has opened and inventoried the impound (a criminalist). A copy of the notice is also sent to the quality assurance manager, criminalist's supervisor, and Vault supervisor.

The following discrepancies require the officer to come to the Vault and correct the error within five days. An e-mail is sent to the impounding officer with a cc to the Vault Supervisor. If the error is not corrected within the five days, the Vault Supervisor will send another e-mail to the officer and his Sgt. This e-mail will also be sent to the Quality Assurance Manager. The Quality Assurance Manager will e-mail a follow-up notice to the officer and captain. The errors requiring this action are as follows:

C. Money.

1. If the analyst finds undeclared money over \$20.00 in the impound, the entire impound will be resealed and returned to the Vault. The analyst will e-mail the Officer informing them that they need to come to the Vault. Vault personnel will explain to the Officer that the money needs to be impounded with the Property Room.
2. Impounded money that should have been separated out by the officer will be separated from the impound by the Vault and held for the officer to retrieve and properly impound. The Officer will need to check the money out from the Vault and take it to the Property Room.
3. Drug residue money will be separated from the impound and verified by Vault personnel.
  - a. if the money has no visible residue, it will be treated as improperly impounded money and the officer will be required to retrieve it and impound it through normal Property Room procedures.

- b. if the money has visible residue, it will be maintained in the Vault under a separate barcode and held for destruction. The money will be verified again as it is prepared for the burn.

- D. Evidence returned from court unsealed. Any unsealed evidence returned from court and dropped in the mailbox will be inventoried. A notice will be sent to the officer checking out the impound and to the quality assurance manager informing them of the missing items.

In the following discrepancies, an, e-mail will be sent to the officer, but no action is required by the officer:

- E. Syringes not in protected tubes. A notice is sent to the officer and sergeant informing them of the safety hazard.

## DESTRUCTION OF NARCOTICS

The process of destroying narcotics will be done in the following ways:

- A. Notices
  - 1. E-mail notices are sent to the assigned Detective or the Recovered Officer. These e-mails are sent by a Property Room Supervisor. Detectives and Officers will submit a request if they want the property held or destroyed.
  - 2. Found Property, Area Command impounds that have not been analyzed (i.e. drug paraphernalia, marijuana, syringes, etc.) and HQ impounds that have not been analyzed (i.e. drug paraphernalia, marijuana, syringes, etc.) will be destroyed without written authorization after 2 years.
  - 3. The appeals period for misdemeanor convictions is within 30 days (8.782 CRC).

4. The appeals period for felony convictions is within 60 days (8.308 CRC).
5. Statute Of Limitations:

187 PC	Indefinite
261 PC	10 Years
273(a)(b)	Indefinite
23152 VC	1 year
23153 VC	3 years
11550 HS	1 year

6. If items were obtained via a Search Warrant, a Court Order must be obtained before disposing of the evidence that was seized (Penal Code Section 1536). Send the Detective a Declaration In Support Of Court Order For Release Of Property Seized Via Search Warrant; And Order.

7. Impounds with the retention code “PRO” can be destroyed after it is confirmed that the individual has been sentenced and the appeals period has passed. The Property Room supervisor receives a list from the court that the case is adjudicated and they change the retention code to “PRO”.

B. Preparing Narcotics Cases for Destruction

Cases will be identified for destruction as described above. The following procedure will be used to prepare them for destruction:

1. The evidence will be pulled if it has a disposal request or meets the other criteria.
2. Items that are too large to be put in a burn box (suitcases, duffel bag, etc.) will be given their own burn number.
3. A Burn Box is created. Items are scanned into this location.
4. After the box is full Vault personnel will Query the Burn Box location. They will run a Query Report that includes the Item Barcode #, Incident #, Category and Drug Type.
5. This report will be printed, signed and dated by the Vault personnel that pulled and boxed the evidence.
6. The box will be sealed by the individual that generated the box.

### C. Verifying the Cases to be Destroyed

The Vault supervisor complete the following steps:

1. Verify that each Barcode # has a request, and if there is no request that it meets the other criteria that is listed above.
2. The Vault Supervisor will create an Inventory Job for the Burn Box. The title will be the Burn Box #.
3. The Burn box label will be scanned, choose local wand and add items.
4. The Vault Supervisor will scan each Barcode label and then close the Inventory job. A report will be generated if there are any exceptions.
5. If there are no exceptions Query the Burn Box location and in the Notes Log section type in the Burn Box #.
6. Transfer all items to destroyed.
7. Delete the Burn Box in File On Q.
8. Once the box has been inventoried and no discrepancies found, the box will be sealed on the top and bottom with the supervisor's initials, ID # and date.
9. The Vault Supervisor will then write the burn box number on all 4 sides of the box. The first number represents the year and the second number represents the number of the box pulled that year. Example 06-10 indicates that it is the 10<sup>th</sup> box pulled in 2006.
10. Burn boxes are then placed on a cart in the vault until they are transported to the locked storage locker that is located in the SWAT armory.

Pre-June 15<sup>th</sup>, 2011 Property Tags are kept for seven years or until they have been converted to electronic files.

### D. Burn Storage Locker

The burn storage locker is located on the first floor in the S.W.A.T. area of the Sally Port. This is a secured storage container with one locked door. The Vault supervisor is the only one who has the keys. Approximately 250-300 boxes will be taken on one burn.

### E. Narcotics Burn Site

The current narcotics burn site is the Long Beach Southeast Resource Recovery Facility (SERRF). The current contact person is at 562-570-7840. The contract with them is set up through the State of California

Department of Justice. A request for payment is received annually from the State. The total cost is currently \$2000 and is paid by Fiscal Management. A burn date and time is set by calling the SERRF facility. Since the burn dates fill up quickly, it is best to call about six weeks before the desired date. The ideal burn time is 10:00am on a Thursday.

#### F. SECURITY

SERFF requires at least six officers to accompany lab personnel at the burn site for loads greater than 500 pounds. Sworn personnel are solely in charge of determining the security tactics used. Officers will drive the loaded truck to the burn site. Vault staff will trail the officer's caravan in another vehicle. S.W.A.T. or Narcotics Street Team are normally the units asked to provide security. S.W.A.T. can be contacted at 527-3476 and prefer a six week notice.

#### G. Rental Truck Transportation

Arrangements must be made first by filing out a PA-2610 Blanket/Open Purchase Requisition and Invoice form. Once approved, a truck rental company on the open P.O. is called. We currently use Penske Truck Rental. The truck will be picked up the day before the burn and returned when we return. A 10'6" x 15' box truck is needed.

#### H. Support Staff and Equipment

Ideally four or five personnel are needed on the actual burn day. It has been agreed that the Property Room will provide us with 2 of their personnel. Two flatbed carts will be needed for carrying the evidence to the 6<sup>th</sup> floor at the SERFF facility. SERFF also requires us to wear hard hats, dust masks, earplugs, safety goggles and gloves. We do supply these items to sworn personnel if needed. These items are given out at the burn site before we can enter the building. Box cutters are also needed for opening each box. Occasionally, we will need to arrange for a trip car from the garage.

If necessary, the Vault supervisor will generate a memo to the lab manager requesting a trip vehicle. The lab manager will forward the request to the garage.

I. Day Before the Burn

The moving truck and trip vehicle (if needed) will be picked up and brought to the Sally Port and parked in the S.W.A.T. area. Vault personnel will load the moving truck with all items to be burned and other related supplies for the burn. The truck is then padlocked and locked. Only the Vault Supervisor has a key to the padlock. The rental truck keys are given to the Watch Commander.

J. Burn Day Activities

At 0630 the Vault supervisor will check in with SWAT to make sure that all is going as planned. Burn personnel will be instructed to arrive at the Vault no later than 0700. The “burn” caravan should leave the Department no later than 0715 for a 1000 burn time. The Vault supervisor will take the burn book with all cases destroyed, a cover sheet from SERFF listing the weights, and items to be destroyed to the SERFF’s office. The Vault supervisor and SERFF will sign the cover sheet. Two copies of the SERFF manifest will be made. A copy is placed in the burn book and a copy is given to the Crane operator. SERFF will keep the original. We will then be directed to the burner that will be used to burn the narcotics. Burn personnel and SWAT will then drive over to the burn area. All burn personnel and SWAT will put on all required safety supplies. Burn personnel will start unloading the boxes onto the carts and SWAT will accompany the burn personnel to the burner on the 6<sup>th</sup> floor. Two SWAT officers will stay at the truck with one burn person. Two SWAT officers will stay at the burner site with the Vault supervisor and one burn person, and two SWAT officers will accompany the two burn personnel transporting the narcotics from the truck to the burner. The Vault supervisor and clerk will open each box and dump the contents into the burner. This process takes approximately 1 ½ to 2 hours to complete. The Vault supervisor and burn personnel must stay at the burner until all drug evidence cannot be seen. Once the evidence disappears from sight, the burn is complete. The empty truck will be loaded with the carts and supplies and will be driven back to Headquarters by burn personnel. After carts and supplies are unloaded at Headquarters, the trip car will follow the truck back to Penske and bring the driver back to

Headquarters. The burn book is filed in the Vault for seven years. The rental receipts are sent to clerical.

K. Narcotics Destroyed from Property Room

Occasionally, drug paraphernalia, pills, etc., are found by Property Room personnel during the disposal process. The Property Room will box up these items and seal the box with initials and date. The Property Room will create a Barcode # under the Incident # PHARMDISPOSALS. The Vault supervisor will give the box a burn number and fill out a burn inventory sheet. The box will not be opened, and will be listed in the computer as a miscellaneous item from Property Room. Inventory sheet will be filed in the Burn Book.

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## V. TRAINING

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### LABORATORY ORIENTATION

Diversity  
Driving Policies  
Safety Practices  
Tuition/training  
Supply/ordering  
General Department/Laboratory \Policies and Procedures  
Quality Assurance Program

### UNIT ORIENTATION

Paperwork, policies, lab structure, job performance expectation, Quality Manual review.

### JOB DUTIES

Vault personnel rotate job duties every month. The new employee will be trained in the vacant job duty for the month by Vault personnel and/or the Vault supervisor.

For the blood and urine duty, the employee will be shown how to perform the following tasks:

- A. Receive blood and urine impounds from Room 138.
- B. Verify blood and urine impound information
- C. Prepare impounds for release to Bio-Tox or Forensic Chemistry for alcohol analysis
- D. Check out/receive blood and urine impounds as needed by the analysts or outside laboratory personnel
- E. File impounds after analysis
- F. Prepare impounds identified for destruction
- G. Prepare splits as directed by court order

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For the Vault daily duties on all narcotics impounds, the employee will be shown how to perform the following tasks:

- A. Process all impounds from P1. Impounds will be separated into those needing analysis vs. those that do not.
- B. Check in impounds from the area commands and process them.
- C. Stock up P-1 narcotics table with supplies as needed.
- D. Order supplies for the unit as needed
- E. Process impounds for disposal and destruction.
- F. File and put away impounds.
- G. Check in and out the impounds as needed for court/analysis

#### General Administrative Duties

- A. Prepare documents as needed for court on chain of custody
- B. Provide information to officer/detectives who call with inquiries
- C. Provide testimony as needed in Court for chain of custody issues