

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 10

June 1, 2018

SUBJECT: DESTRUCTION OF NARCOTICS – REVISED

PURPOSE: This Order revises and implements changes in procedures for the destruction of large quantities of narcotics not needed for court purposes.

PROCEDURE: Department Manual Section 4/552.05, *Destruction of Narcotics*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

AMENDMENT: This Order amends Section 4/552.05 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

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552.05 DESTRUCTION OF NARCOTICS.

Commanding Officer, Property Division. The Commanding Officer, Property Division, shall be responsible for the following:

- Completing all budget requests and maintaining contractual agreements with narcotics disposal sites;
- *Preparing and providing any pre-destruction documents to the court(s) and to the Assistant to the Director, Office of Special Operations (OSO), upon request; and,*
- *At the direction of the Assistant to the Director, OSO, making sufficient Property Division personnel available to assist in the destruction of narcotics.*

Assistant to the Director, Office of Operations. The Assistant to the Director, *Office of Operations (OO)*, shall be responsible for overseeing each destruction of narcotics, including the following:

- Developing a written plan for each destruction;
- *Obtaining a dedicated tactical channel from Communications Division;*
- *Inventorizing the narcotics;*
- *Requesting resources from other commands via an Intradepartmental Correspondence, Form 15.02.00; and,*
- Overseeing the work of all commands involved in the destruction.

Note: The Assistant to the Director, *OO*, may delegate *his or her* authority regarding the destruction of *narcotics*.

The Assistant to the Director, *OO*, also has the authority to require the temporary reassignment of personnel throughout the Department to assist in the destruction of *narcotics*. Generally, personnel *selected to assist in the narcotics destruction should* not have been involved in any investigation resulting in the seizure of the narcotics to be destroyed.

The Assistant to the Director, *OO*, or *his or her designee*, shall complete and *retain* a full report for each *narcotics* destruction and review *previous* reports prior to each destruction of *narcotics* to *maintain best practices*.

Commanding Officer, Forensic Science Division. The Commanding Officer, *Forensic Science Division (FSD)*, shall be responsible for the following:

- *Making sufficient FSD personnel available to analyze the randomly sampled narcotics when directed to do so by the Assistant to the Director, OSO.*
- Determining whether the narcotics destruction necessitates assigning the Hazardous Chemicals Team to the narcotics destruction site; and,

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- Upon *completing* the analysis of the narcotics random samples, *forwarding* an Intradepartmental Correspondence to the Assistant to the Director, *OO*, detailing the results of the analysis.

Commanding Officer, Gang and Narcotics Division. The Commanding Officer, *Gang and Narcotics Division* GND, shall be responsible for ensuring that all narcotics scheduled for destruction will not jeopardize a criminal investigation or court case.

Commanding Officer, Metropolitan Division. The Commanding Officer, Metropolitan Division, shall be responsible for the following:

- *Making sufficient personnel available to the Assistant to the Director, OO, for the destruction of narcotics; and,*
- *Providing adequate security for the destruction of narcotics.*