OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5 February 7, 2020

SUBJECT: **ADVICE/APPROVAL ON FELONY BOOKINGS – REVISED; PRELIMINARY TESTING OF NARCOTICS AND DANGEROUS DRUGS – DELETED; PROCESSING NARCOTICS, TOLUENE AND DANGEROUS DRUGS, ETC. – REVISED; FENTANYL OR ITS ANALOGS – HANDLING PROCEDURES – ESTABLISHED; AND, BOOKING PROPERTY – FIELD NOTEBOOK DIVIDER, FORM 18.39.01 – REVISED**

PURPOSE: Due to the risks associated with potential fentanyl exposure, detectives and officers shall discontinue the use of NARK II screening tests on **all suspected controlled substances**, including cannabis. Testing shall be limited to Forensic Science Division (FSD) personnel due to necessary laboratory precautions that extend beyond those available in Area community police stations and in the field. All Department personnel shall continue to weigh the samples but minimize the possible exposure by handling the substances in a well-ventilated area and utilize protective equipment such as latex gloves and masks. Additionally, Area Narcotics Enforcement Details will now be responsible for providing court-qualified narcotics experts to concerned geographic Areas and traffic divisions, for 11550 Health and Safety Code (hype) schematic diagrams, when required.

This Order revises Department Manual Sections 4/216.01, *Advice/Approval On Felony Bookings*, and 4/540.70, *Processing Narcotics, Toluene and Dangerous Drugs, Etc.*, establishes Department Manual Section 4/540.71, *Fentanyl or its Analogs – Handling Procedures*, and deletes Department Manual Section 4/258.25, *Preliminary Testing of Narcotics and Dangerous Drugs*. This Order also revises the Booking Property – Field Notebook Divider, Form 18.39.01, to reflect the revised procedures.

PROCEDURE:

I. **ADVICE/APPROVAL ON FELONY BOOKINGS – REVISED.** Attached is the revised Department Manual Section 4/216.01, *Advice/Approval On Felony Bookings*, with the revisions indicated in italics.

II. **PRELIMINARY TESTING OF NARCOTICS AND DANGEROUS DRUGS – DELETED.** Department Manual Section 4/258.25, *Preliminary Testing of Narcotics and Dangerous Drugs*, has been deleted.

III. **PROCESSING NARCOTICS, TOLUENE AND DANGEROUS DRUGS, ETC. – REVISED.** Attached is the revised Department Manual Section 4/540.70, *Processing Narcotics, Toluene and Dangerous Drugs, Etc.*, with the revisions indicated in italics.

IV. **FENTANYL OR ITS ANALOGS – HANDLING PROCEDURES – ESTABLISHED.** Department Manual Section 4/540.71, *Fentanyl or its Analogs – Handling Procedures*, has been established and is attached.

V. **BOOKING PROPERTY – FIELD NOTEBOOK DIVIDER, FORM 18.39.01 – REVISED.** The Booking Property – Field Notebook Divider, Form 18.39.01, has been revised and is attached with the revisions indicated in italics.

FORM AVAILABILITY: The revised Booking Property – Field Notebook Divider is accessible in E-Forms on the Department's Local Area Network (LAN) and is attached for immediate use and duplication. All other versions of this form shall be marked "obsolete" and placed in the divisional recycling bin.

AMENDMENTS: This Order amends Sections 4/216.01 and 4/540.70, establishes Section 4/540.71, and deletes Section 4/258.25 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.

MICHEL R. MOORE
Chief of Police

Attachments

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DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 5, 2020

216.01 ADVICE/APPROVAL ON FELONY BOOKINGS.

---------- **The Prior Portion of this Manual Section Remains Unchanged** ----------

Advice for Felony Narcotic Bookings. Booking approval for adults arrested for felony narcotic or dangerous drug violations shall be provided by the Area watch commander or the Watch Commander, Metropolitan Jail Section, Custody Services Division. When booking advice is required from a court-qualified narcotics expert, the concerned Area watch commander shall notify *an Area Narcotics Enforcement Detail (NED) supervisor. The Area NED is* responsible for providing court-qualified narcotics experts to concerned *geographic Areas and Traffic divisions* for 11550 *Health & Safety Code* (hype) schematic diagrams, when requested.

Note: When concerned *Area NED* personnel are not available, pre-booking processing shall be performed by a court-qualified narcotics expert deployed in a geographic *Area.* The following guidelines shall be adhered to when securing a court-qualified narcotics expert in the absence of *Area NED* personnel:

- Area personnel who are court-qualified narcotics experts may be utilized in the absence of *Area NED* experts~~.~~;
- If no court-qualified narcotics expert is deployed within an Area, the concerned watch commander shall request a court-qualified officer from an adjoining Area within the concerned geographic Operations Bureau~~.~~;
- In instances in which no court-qualified narcotics expert is available, the concerned watch commander shall ensure that *NED* personnel, *assigned to the concerned Area*, are notified of the arrest by 0900 hours on their next regular working day~~.~~; *and,*
- When the magnitude of an investigation dictates the immediate attention of a narcotics investigator *and no NED personnel within the Area are available*, the concerned watch commander shall contact the, *Department Operations Center*, *Communications Division*, to locate an available narcotics expert *within Gang and Narcotics Division.*

Arrest Reports. Consistent with current procedures, the watch commander or a supervisor designated by the watch commander shall review all reports related to the arrest for appropriateness, legality, and conformance with Department *policies* and procedures taking into account the booking recommendation. Additionally, the watch commander or supervisor shall examine the reports for authenticity by ensuring that the reports do not contain any "canned" language, inconsistent information, or fail to articulate the legal basis for the action, or any indication that the information in the report(s) is not authentic or correct. Subsequent to review, the watch commander or his *or* ~~/~~her designee shall indicate approval by signing (including serial number) the report(s).

540.70 PROCESSING NARCOTICS, TOLUENE AND DANGEROUS DRUGS, ETC.

Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs *shall* be booked in or labeled with an Analyzed Evidence – Narcotics Envelope, Form 12.51.03, *or an Analyzed Evidence – Narcotics Tag, Form 10.12.06*, and a Narcotic Evidence Booking Identification Card, Form 10.12.09.

Booking Employee's Responsibilities. When packaging small quantities of narcotics, officers *shall*:

- Place the narcotics into a *resealable plastic* bag;
  Note: Officers are also reminded that a separate Analyzed Evidence – Narcotics Envelope *shall* be used to contain the evidence obtained from each arrestee.

- Place the bag into an Analyzed Evidence – Narcotics Envelope; *and,*

  Exception: Plant material *shall* not be placed in a plastic bag before being placed into an Analyzed Evidence – Narcotics Envelope.

- Place *an* Analyzed Evidence Seals, Form 10.12.07, over each flap and the center seam.

  Note: Narcotics evidence weighing a kilogram or more *shall* be placed in a cardboard box. The box *shall* be sealed with high-quality fiber reinforced tape. A completed Analyzed Evidence – Narcotics Envelope *or an Analyzed Evidence – Narcotics Tag shall* be attached to the outside of the cardboard box.

The package *shall* be sealed with a completed evidence seal. A separate Analyzed Evidence – Narcotics Envelope *shall* be used for the evidence obtained from each arrestee. *Resealable plastic* bags may be used to separate evidence within the Analyzed Evidence – Narcotics Envelope. Each envelope *shall* bear an item number and be listed on related reports. No other evidence, except narcotic paraphernalia requiring analysis, *shall* be included in the sealed package. The Analyzed Evidence – Narcotics Envelope *shall* not be filled above the fold of the upper flap of the package.

An officer seizing one kilogram or larger size packages of dangerous drugs or narcotics evidence *shall*:

- Consecutively number the exterior of each package wrapping;
- Weigh the packages for gross weight and place them in a cardboard box;

  Note: "Gross weight" is the weight of each individual package of narcotics including the packaging material. "Control weight" is the weight of a single box containing several individual packages. "Net weight" is the weight of the narcotics without any packaging material. Refer to *Department* Manual Section 4/540.75 for handling seizures exceeding 30 pounds net weight.

- Weigh the box and contents for control weight and seal with, high-quality *fiber reinforced* tape and *an Analyzed* evidence *seal*;
- List the gross weight and control weight on the Property Report, *Form 10.01.00*; and,
- Complete an Analyzed Evidence – Narcotics Envelope and attach it to the outside of the cardboard box, indicating the numbered packages contained within and the gross and control weight of the box and its contents.

Note: When booking large quantities of narcotics requiring numerous boxes, an Analyzed Evidence – Narcotics Envelope *shall* be attached to the outside of the first box of each item number on the Property Report, Form 10.01.00, which consists of one or more boxes, and an Analyzed Evidence – Narcotics Tag *shall* be attached to each remaining box. The item number, box number, and total number of boxes *shall* be documented on each box.

The employee booking the evidence *shall* in all cases complete the upper portion of the form on the face of the envelope, including any special instructions for the chemist making the analysis.

Note: Refer to *Department Manual Section* 4/540.72 for Phencyclidine (PCP) or its analogs *and 4/540.71 for Fentanyl* handling procedures.

***Cannabis* Cigarettes.** *Cannabis* cigarettes shall be placed in a container, a coin envelope or resealable plastic bag and marked "officer added packaging." Each cigarette and specific location from which the cigarette was taken *shall* be listed on related reports.

Paraphernalia Containing Narcotics Residue. An officer booking paraphernalia containing narcotics residue *shall*:

- Place narcotics paraphernalia into a *resealable plastic* bag, size permitting, or into a plastic property bag if the residue may be *lost or* destroyed, or directly into an Analyzed Evidence – Narcotics Envelope;

Note: An officer shall place syringes and broken glass into an approved hard-plastic tube prior to placing them into an Analyzed Evidence – Narcotics Envelope. Intact glass pipes shall be placed inside of paper or in an approved hard-plastic tube prior to placing them into an Analyzed Evidence – Narcotics Envelope.

- Place Evidence Seals over each flap and the center seam.

Exception: Paraphernalia containing plant material residue *shall* be placed inside a coin envelope, if practical, and placed directly into an Analyzed Evidence – Narcotics Envelope.

Note: This section does not affect booking procedures for paraphernalia not containing narcotics residue.

Toluene. When toluene or a similar toxic substance is exposed to the air (e.g., glue on a rag or in a paper bag), the evidence *shall* be placed in a glass container.

Weights and Measures. "Substances" in relation to pipes with residue only, are no longer weighed. These substances *shall* only be counted. *For e*xample, one glass pipe containing cocaine residue *shall* be counted as one item. The evidence may state in the Property Report, and/or the Arrest Report, Form 05.02.00, "1 glass pipe containing off-white residue resembling cocaine." Glass pipes with no visible residue *shall* be booked as paraphernalia in the Area *p*roperty *r*ooms. All pipes with residue *shall* be booked as narcotics.

Note: Containers included in the gross weight *shall* be described in the Property Report (or Arrest Report, if used to book the evidence).

Cannabis plants *shall* be counted. Their number and net weight (minus dirt and container) *shall* be recorded on the Property Report. The plants *shall* be placed in a carton. If necessary, the plants may be folded. Generally, the dirt and the container need not be booked.

Note: When practicable, the plants *shall* be photographed prior to being uprooted.

Juvenile Arrested. When booking controlled substance evidence in juvenile cases, indicate whether the juvenile is **"Detained"** or **"Released,"** in red on the upper left corner of the Analyzed Evidence – Narcotics Envelope.

Booking Location. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs *shall* be booked into *Evidence and* Property *Management* Division. The item(*s*) requiring analysis *shall* be placed into the narcotics storage locker for pick up by the Courier Unit or booked directly into *Evidence and* Property *Management* Division.

540.71 FENTANYL OR ITS ANALOGS – HANDLING PROCEDURES.
Transporting Procedures. *An employee handling seized quantities of Fentanyl or its analogs shall:*

- *Describe the substance on the Property or Combined Evidence Report without agitating the substance or producing airborne particles; and,*
- *Request laboratory analysis as soon as possible after booking the evidence via Forensic Science Division (FSD).*

Note: *If the material has breached its container, or needs to be collected for evidence, the involved officers shall request the assistance of Hazardous Materials Unit (HMU) personnel by contacting the Department Operations Center. Nitrile gloves should be sufficient protection for handling contained or sealed Fentanyl.*

Booking Procedures. *An employee booking Fentanyl in a sealed container, or its analogs shall:*

- *Determine the gross weight of the sample (including packaging) and include the information on the Property Report, Form 10.01.00, or Combined Evidence Report, Form 05.02.00;*
- ***Do not package Fentanyl with other types of narcotics;***
- *Heat seal the container and contents in at least two unnumbered plastic property bags;*
- *Keep the container of Fentanyl away from all work spaces as much as practicable;*
- *Place the sealed property bags into an Analyzed Evidence – Narcotics Envelope, Form 12.51.03, or into a carton if the property bags will not fit inside the Analyzed Evidence – Narcotics Envelope. Employees shall follow the procedures delineated in Department Manual Section 4/535.07, Packaging Analyzed Evidence – General;*

- *Mark the outside of the container with the words "FENTANYL" or "POSSIBLE FENTANYL;"*
- *Place the container of Fentanyl in the narcotics/shelf storage locker for transportation to FSD via the Evidence and Property Management Division Courier Unit; and,*

  ***Note:** Employees booking Fentanyl at Central Property Section or Valley Property Section, shall book the items directly at these locations during open hours and place the items in the narcotics/shelf storage interim storage during closed hours.*

- *Seek the advice of FSD personnel when in doubt about the handling/packaging of Fentanyl. During off-hours, FSD can be reached by contacting the Department Operations Center.*

***Note:** When evidence is to be placed in interim storage, the concerned watch commander or officer in charge shall verify the proper packaging.*

***Evidence and Property Management Division's Responsibilities.** Evidence and Property Management Division personnel involved in the booking of Fentanyl shall:*

- *Ensure that the outside of the container is marked with the words "Fentanyl" or "Possible Fentanyl";*
- *Place the properly sealed narcotics package of Fentanyl inside a heat-sealable polyethylene pouch and then heat seal the pouch; and,*
- *Attach copies of the related evidence reports to the outside of the heat-sealable polyethylene pouch in a manner that will not puncture the bag or its contents.*

  ***Note:** Fentanyl placed inside of a carton shall first be heat sealed inside unnumbered plastic property bags, then sealed inside of heat-sealable polyethylene pouches prior to being placed in a carton.*

***Commanding Officer's Responsibilities.** Commanding officers shall ensure that there is an adequate supply of plastic gloves, plastic property bags, and heat-sealable polyethylene pouches, buckets, vermiculite (absorbent material), hard-plastic tubes, and lids in a safe and accessible place.*

4/505.10 CLASSIFICATIONS OF PROPERTY. Items entered into the Department property system shall be classified as follows:

* **Evidence** – items which are or may be related to a crime, or which may either implicate or exonerate a person.
* **Non-evidence** – property other than evidence or excess personal property.
* **Excess** (non-evidentiary) **Personal Property** – personal property of an arrestee, which cannot be packaged in a prisoner's property package or purse.

4/510.10 BOOKING EVIDENCE AND NON – EVIDENCE – GENERAL. The employee seizing or taking custody of evidence shall ensure it is properly booked without unnecessary delay.

All property which is to be booked shall be inventoried and listed on the Property Report, Form 10.01.00. The employee seizing or taking custody of a closed container shall open the container prior to booking and conduct an inventory search if its contents cannot be determined from examining its exterior. Evidence may only be booked by a sworn employee, a Police Service Representative in the course of his *or* her official duties, a detention officer assigned to *Custody Services* Division, or a civilian employee conducting specialized investigative work. Responsibility for booking evidence may be assumed by the detective or the civilian investigative specialist at the scene.

Employees shall book only the quantities of evidence necessary for case prosecution. In instances when the rightful ownership of property can be readily determined, and case prosecution shall not be jeopardized, the property shall be returned to the owner. When appropriate, employees shall utilize photographs in lieu of actual evidence.

> **Note:** If there is a question as to whether or not photographs shall suffice in lieu of actual evidence items, the booking employee should seek the advice of a supervisor or the concerned detective.

Non-evidence shall not be booked into a Department storage facility unless circumstances necessitate booking of the property.

The employee seizing or taking custody of property shall issue a Receipt for Property Taken into Custody, Form 10.10.00 (duplicate copy), to the person relieved of the property (Department Manual Section 4/645.20). The original Receipt for Property Taken into Custody shall be included as a page of the original Property Report; Release from Custody (RFC) Report Continuation, Form 05.02.08; or Arrest Report, Form 05.02.00, when evidence to be booked is listed.

Evidence and non-evidence shall not be stored in the personal possession of any employee, except certain forgery related evidence (Department Manual Section 4/570.20).

One copy of the Property Report, or the RFC Report Continuation, or Arrest Report, shall accompany the property when booked.

> **Exception:** Two copies shall accompany narcotics or firearm bookings.

It is not necessary to issue a Receipt for Property Taken into Custody for blood and urine samples or biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Receipt for Property Taken into Custody form used to list other property taken from an arrestee or victim.

When the finding of non-evidence is reported and the finder refuses to relinquish custody of the property to the Department, the interviewing employee shall complete a Property Report, and make a notation on the report that the property is in the possession of the finder.

> **Note:** The assigned detectives (Department Manual Section 4/790) shall ensure that the finder has complied with laws governing found property (Civil Code 1020.1, 2080.3; Penal Code 485).

The employee booking property shall, if circumstances permit, check identifiable property against the Automated Property System and provide information regarding any reported stolen property in the reports. The booking employee shall notify each detective division handling a case involving the booked property by completing the "Extra Copy To" portion of the reports to ensure notification and report distribution to each detective division.

> **Note:** When an employee recovers property from an area containing more than one person (e.g., cell, holding tank), the employee shall ensure that the detective division responsible for each arrestee is notified using the above-referenced procedure.

Investigative officers within the booking employee's Area should confer with any other entity handling a case involving the booked property to determine responsibility for disposition of the property.

> **Note:** Booking employees shall continue to check all firearms against the Automated Firearms System (Department Manual Section 4/540.30) and attach a copy of the printout to the appropriate report.

4/510.60 PROPERTY IMPROPERLY PRESENTED FOR BOOKING. A Property Officer shall inspect all evidence and non-evidence submitted for booking to ensure the property is:

* Properly packaged in the smallest available container;
* Identified correctly; and,
* Accurately described on the report.

Property shall not be accepted until the deficiencies are corrected.

Note: The watch commander shall inspect all narcotics evidence submitted for booking and shall ensure the property is properly packaged, identified, and stored in the Area's interim storage area. The watch commander shall cause the evidence to be transferred to Central or Valley Property Section (Department Manual Section 4/*510.12*).

4/520.10 EVIDENCE BOOKED TO ARRESTEE. When evidence is known to be related to previously booked evidence, it shall be booked to the same person under the same DR number as originally reported. Item numbers shall start with the next sequential number from the original report. If not related to previously booked evidence, evidence shall be booked to the arrestee whether seized at the time of arrest or subsequent thereto. When two or more persons are arrested at the same time and place, all evidence shall be booked to one arrestee whose name shall appear in the space provided on the Property Report, Form 10.01.00, or Release from Custody (RFC) Report Continuation, Form 05.02.08. Names and information regarding other arrestees and evidence shall appear in the narrative of the report. The report shall designate from whom the various items were seized.

If no arrest has been made, the evidence shall be booked to the victim.

If there is neither an arrestee nor a victim, evidence shall be booked to the owner or possessor of the evidence.

If there is neither an arrestee, victim, owner, nor possessor associated with the evidence, it shall be booked to the Department employee booking the property.

Note: Possessor is defined as someone other than an owner in possession of evidence which is being taken into police custody. Possessor may include the finder of the evidence.

4/520.20 NON-EVIDENCE BOOKED TO OWNER. Non-evidence shall be booked to its owner. If ownership cannot be determined, it shall be booked to the finder.

Exception: When non-evidence is removed from a vehicle, and the owner of the property is unknown, it shall be booked to the registered owner of the vehicle. When neither is known, it shall be booked to the employee.

4/525.10 PRESERVING PROPERTY – GENERAL. All property shall be protected from contamination, alteration, destruction, and damage. Employees taking custody of property which they do not know how to preserve shall obtain assistance from Forensic Science Division.

4/515.10 LOCATION BOOKED – GENERAL. Evidence and non-evidence shall be booked in the Area of occurrence. When the Area property room is closed, the property shall be properly packaged and identified, and stored in an interim storage area as designated by the Commanding Officer, *Evidence and Property Management Division (EPMD)*.

Exceptions:

* Employees working in, or assigned to, Central Area may book property directly into Central Property Section, regardless of the Area of occurrence.
* Employees working in, or assigned to, Van Nuys Area may book property directly into Valley Property Section regardless of the Area of occurrence.
* Narcotics and evidence to be analyzed shall be booked into the appropriate evidence courier temporary storage locker and transported to *EPMD* by the courier (Department Manual Section 4/*510.12*).
* Emergency Services Division personnel shall book and store, in designated storage areas, explosives not considered "safe" (Department Manual Section 4/540.20).
* Evidence connected with Commercial Crimes Division investigations (Department Manual Section 4/515.20).
* Evidence connected with Burglary Special Section, Commercial Crimes Division investigations (Department Manual Section 4/515.25).
* Evidence related to a child abuse investigation that is the responsibility of the Abused Child Section, Central Bureau, shall be booked at *EPMD* (Department Manual Section 4/*515.10*).
* Evidence related to a child abuse investigation that is the responsibility of the Abused Child Section, Valley Bureau, shall be booked at Valley Property Section (Department Manual Section 4/*515.10*).
* Property requiring analysis or comparison by Forensic Science Division *or Technical Investigation Division* (Department Manual Section 4/*510.12*).
* Narcotics-stained currency which is held for checking by the Gang and Narcotics Division K-9 Detail shall be booked at Central or Valley Property Sections.
* Toluene-soaked rags and other evidence open to the air requiring special handling shall be booked at Central or Valley Property Section.

4/510.12 BOOKING ANALYZED EVIDENCE – GENERAL. Evidence to be examined by Forensic Science Division (FSD) or *Technical Investigation Division (TID)*, shall be booked into the *EPMD* courier system at the Area location most convenient to the booking employee. The request for analysis shall be made to FSD *or TID* by the investigating officer. The evidence shall be placed in the appropriate locker: Narcotics/shelf, refrigerator, or freezer.

Exceptions:

* Items too large for temporary storage lockers;
* Narcotics seizures in excess of 30 pounds net weight (Department Manual Section 4/540.75);
* Explosives not considered "safe" (Department Manual Section 4/540.20);
* Hazardous chemicals or materials (Department Manual Section 4/212.49);

Note: Compressed gas cylinders shall be booked at Central or Valley Property Sections.

* Toluene soaked rags or other evidence open to the air requiring special handling (Department Manual Section 4/515.10); and,

  Note: During hours when FSD is closed, employees requiring evidence handling or storage advice shall telephonically contact an FSD criminalist via *the Department Operations Center*.

* Any amount of *Phencyclidine* (PCP) in a container, one-half gallon or larger, or a total volume of one-half gallon or more of PCP (Department Manual Section 4/540.72).

4/505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE. Evidence booked into the Department's property system shall be classified as follows:

* **Analyzed Evidence – Shelf Storage** – *E*vidence, other than narcotics, that does not require climate-controlled or cold storage such as Gunshot Residue kits (GSR).

* **Analyzed Evidence – Climate-Controlled Storage** – All evidence, other than narcotics, that does not require cold storage including **dried** biological samples (dried blood/semen/saliva on swabs/fabric or other surfaces).

* **Analyzed Evidence – To Be Refrigerated** – Liquid blood and urine samples [except for the urine sample from the Sexual Assault Evidence Kit (SAEK)].

* **Analyzed Evidence – To Be Frozen** – Anything that cannot be dried, the SAEK and the urine sample from the SAEK.

  Note: The urine sample from the SAEK which is removed and placed inside a Los Angeles County/City, Sexual Assault Evidence – Urine Sample envelope, shall be packaged separately in an Analyzed Evidence – To Be Frozen Envelope, Form 12.51.02, and booked into frozen storage.

  Exception: Sexual Assault Evidence Kits, once analyzed and found to be negative, may be stored in climate-controlled storage.

* **Analyzed Evidence – Narcotics.**

4/535.07 PACKAGING ANALYZED EVIDENCE – GENERAL. Evidence to be analyzed shall be packaged in, or tagged with, appropriate Analyzed Evidence Envelopes, Laboratory Envelopes or Analyzed Evidence Tags. Employees booking all types of evidence to be analyzed shall place a red Analyzed Evidence Seal, Form 10.12.07, over each flap of the required envelope and along the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams shall be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package shall be used. A red Analyzed Evidence Seal shall be placed on the top surface where the tape ends meet. The Property Booking Guide contains additional information.

Note: The packaging of any item which requires Deoxyribonucleic Acid (DNA) or latent print analysis shall be clearly marked "Hold for DNA" or "Hold for Prints" and booked into a*n EPMD* facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer (IO) determines that the item is "Hold for DNA," the IO shall make a telephonic request to Forensic Sciences Division (FSD) for the analysis and FSD shall make arrangements with *EPMD* for the evidence courier to transport the item. If an IO determines that the item is "Hold for Prints," the IO shall make a telephonic request to Technical Investigation Division (TID) for the analysis and TID shall make arrangements with *EPMD* for the evidence courier to transport the item. If the item is for both "Hold for DNA" and "Hold for Prints," the IO shall notify both FSD and TID, who shall coordinate the transport (by Property couriers) for the analysis.

Analyzed Evidence Envelopes:

* Analyzed Evidence – Shelf Storage Envelope, Form 12.51.00
* Analyzed Evidence – To Be Refrigerated Envelope, Form 12.51.01
* Analyzed Evidence – To Be Frozen Envelope, Form 12.51.02
* Analyzed Evidence – Narcotics Envelope, Form 12.51.03

Analyzed Evidence Tags:

* Analyzed Evidence – Shelf Storage Tag, Form 10.12.03
* Analyzed Evidence – To Be Refrigerated Tag, Form 10.12.04
* Analyzed Evidence – To Be Frozen Tag, Form 10.12.05
* Analyzed Evidence – Narcotics Tag, Form 10.12.06
* Analyzed Evidence Seal, Form 10.12.07

COMBINED REPORTING OF EVIDENCE. The Arrest Report, Form 05.01.00, Investigative Report, Form 03.01.00, or RFC Report, Form 05.02.08, may be used to book evidence as stated in Department Manual Sections 4/216.15 and 4/203.15.

4/216.15 EVIDENCE REPORT COMBINED WITH ARREST REPORT. Evidence booked in conjunction with an arrest may be reported as follows:

If only one arrestee, no firearm booked, and no more than two items of evidence, the face sheet of the Arrest Report, Form 05.02.00, is the evidence report. In this instance, the reporting officer shall:

* Check the "Evidence" checkbox at *the* top of the report;
* Complete the "Combined Evidence Report" Section on the report;

* Enter details relating to the evidence in the narrative; and,
* Forward a copy of the Arrest Report face sheet with the evidence.

If more than one arrestee, a firearm is booked, or more than two items of evidence, the Property Report, Form 10.01.00, stapled to the Arrest Report face sheet is the evidence report. In this instance, the reporting officer shall:

* Check the "Combined Evidence" checkbox at the top of the Arrest Report face sheet;

  Note: On multiple arrests, this checkbox is checked on **all** Arrest Report face sheets, and the name of the arrestee to whom the evidence is booked is entered immediately below that checkbox on **all** Arrest Report face sheets.

* Complete the shaded areas of the Property Report, including details and listing of the evidence;
* Number the Property Report as the last page of the Arrest Report; and,

Exception: On juvenile arrests, the Juvenile Arrest Supplemental Report, Form 05.02.06, followed by the Juvenile Automated Index printout are the last two numbered pages of the Arrest Report (Department Manual Section 4/218.60).

* Forward a copy of the Property Report, stapled to the Arrest Report face sheet, with the evidence.

Exceptions: A Property Report shall not be combined with an Arrest Report when:

* The evidence is related to previously booked evidence. In this instance, the evidence shall be booked to the same person (or firm) as on the original Property Report and under the original Division of Records (DR) number. The item numbering shall start with the next sequential number from the original report;
* Reporting additional license plates. One plate, or set of plates, may be reported using the combined procedure. Additional plates require separate Property Reports with separate DR numbers (Department Manual Section 5/040.56); and,
* The booking employee's supervisor determines that use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

DR Number. A DR number is required for an Arrest Report on which booked evidence is listed.

Completion - Private Person's Arrest. When evidence is booked under the combined procedure, and the arrest is by a private person, the name, serial number, division and detail of the officer booking the evidence shall be entered in the space provided on the Arrest Report face sheet; i.e., the second line of "Reporting Officer(s)."

4/203.15 COMBINED REPORTING. An employee conducting a preliminary investigation may combine the following reports, as appropriate:

* Combined Crime and Arrest Report (Department Manual Section 4/216.14);
* Combined Evidence and Arrest Report (Department Manual Section 4/216.15); and/or,
* Combined Evidence and Investigative Report (IR) when up to three items of evidence are booked, the reporting employee shall:

  * Check the "Combined Evidence" checkbox at the top of the IR;
  * Complete the "Combined Evidence Report" section on the face of the IR;
  * Enter details relating to the evidence in the narrative of the IR; and,
  * Forward a copy of the IR face sheet with the evidence.

* Combined Evidence and Investigative Report when a firearm or more than three items of evidence are booked, the reporting employee shall:

  * Check the "Combined Evidence" checkbox at the top of the IR;
  * Complete the shaded areas of the Property Report, including details and listing of the evidence;
  * Number the Property Report as the last page of the IR; and,
  * Forward a copy of the Property Report, stapled to the face sheet of the IR, with the evidence.

Exceptions: A Combined Evidence and Investigative Report shall not be used when:

* The Evidence is related to previously booked evidence;

  Note: In this case, a separate Property Report shall be completed in its entirety. The original Division of Records (DR) number shall be used, and the items shall be numbered starting with the next sequential item number.

* The evidence is booked to other than the primary victim of the IR (i.e., the victim listed at the top of the IR);
* Reporting additional license plates; and/or,

  Note: One plate, or set of plates, may be reported using the combined procedure. Each additional plate, or set of plates, requires a separate report with a separate DR number (Department Manual Section 5/040.56).

* The booking employee's supervisor determines that the use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

4/535.05 PACKAGING PROPERTY – GENERAL. The outer package of booked property shall be no smaller than a 7-1/2" x 10-1/2" manila envelope. Employees shall use preprinted envelopes when available. Blank envelopes shall have a completed property tag stapled to the front.

Small items shall be wrapped in a bindle and/or placed in a coin envelope. Each coin envelope shall bear the item number and Division of Records (DR) number of the related report. Personnel may consider cardboard carton packaging when the evidence is too large to fit into an envelope specified for storage of that type of evidence.

> **Note:** Carton packaging that is used to hold analyzed evidence or other forms of non-analyzed evidence shall have the appropriate evidence tag completed and secured to the outside of the carton.

4/535.10 PACKAGING ALCOHOLIC BEVERAGES. A container of an alcoholic beverage shall be securely capped and sealed with a completed sealed evidence label. If the container cannot be capped, a sample shall be sealed in an approved evidence bottle, and booked with the original container.

> **Note:** Officers conducting investigations involving Business and Professions Code Section 23300, "Sales Without a License," or any other section for which a large seizure of alcoholic beverages may occur, shall notify *Evidence and Property Management Division* as soon as possible. A "large seizure" is defined as consisting of 15 or more cases of alcoholic beverages at 24 bottles per case.

4/535.15 PACKAGING BLOOD SAMPLES (See Department Manual Section 4/343.40).

4/535.20 PACKAGING AMMUNITION. Each discharged projectile, cartridge case, or misfired cartridge which is submitted to Forensic Science Division (FSD) shall be individually wrapped in soft tissue, sealed in a coin envelope, and packaged separately from the firearm. Live ammunition that is not to be submitted to FSD shall be placed in a coin envelope and packaged separate from the gun.

The words "Live Ammo" shall be printed in red letters on the outside of a package containing live ammunition.

4/535.90 PACKAGING VOLATILE FUELS (See Department Manual Section 4/212.49).

4/530.10 MARKING EVIDENCE – GENERAL. An item of evidence shall not be marked for later identification when:

* It bears a serial number;

  > **Note:** Watches shall not be dismantled for purposes of locating a serial number.

* It would alter its evidentiary value;
* It is capable of being identified through distinctive markings and recorded information; and/or,
* It is a flag of the United States of America or of the State of California (Department Manual Section 4/535.30).

When evidence is marked, the mark shall be:

* As small as practicable;
* Distinctive;
* Placed so as to prevent reduction of the item's marketable value; and,
* Made as soon as practicable by the finding employee.

Evidence that cannot be marked or later identified by distinctive markings shall be packaged and sealed with a completed sealed evidence label. An outline of the object shall be traced on the package when it would be of value in making identification at a later date.

4/530.20 MARKING EXPENDED AMMUNITION. When its evidentiary value would not be affected, expended ammunition shall be marked as follows:

* Cartridge case – on the inside, or if not practicable, on the outside near the opened end.
* Bullet – on the base.

4/530.30 MARKING OF BOOKED DOCUMENTS. The Division of Records (DR) number shall be the only marking placed on a forged/fraudulent document or invoice by the reporting employee. It shall be printed in ink or typed as near as practicable to the upper right corner of the face without interfering with markings already present. If this is not practicable, place the document(s) in a manila envelope, and print the DR number on the upper right corner of the envelope and attach the documents unfolded and paper-clipped to the back of the completed report.

Exception: Forged/fraudulent items such as identifications, credit cards, and checkbooks, shall be booked as evidence.

4/540.60 BOOKING MONEY. All monies taken into Department custody shall be counted by the officer booking the money and the appropriate supervisor prior to booking. A copy of the related Property Report, Form 10.01.00, shall accompany each money booking.

> **Note:** When an officer seizes or takes into custody U.S. currency totaling less than $5,000, the concerned officer shall book the currency at the Area property room. The items shall be placed in the designated interim storage locker when the Area property room is closed. When an officer seizes or takes into custody U.S. currency totaling $5,000 or more, the officer shall transport the currency to Valley Property Section or Central Property Section, *Evidence and Property Management Division*, for recounting and booking.

Officer's Responsibilities. When an officer seizes or takes into custody U.S. currency, the officer shall:

* Count the currency, in the presence of a supervisor preferably not involved in the seizure, and place the currency into a Money Envelope, Form 10.12.02;
* Obtain the signature of the supervisor verifying the money count on the Money Envelope;
* Ensure that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
* Seal the top flap of the Money Envelope with an Analyzed Evidence Seal (LAPD Sealed Evidence-red), Form 10.12.07;
* Complete a Property Report listing the currency booked; and,
* Book the items into the appropriate property facility.

Note: Money that is of unique evidentiary value (e.g., possible fingerprints) shall be listed on the Property Report.

When booked money requires checking by a Narcotics Division K-9 unit and a unit is unavailable prior to booking, the booking officers shall notify the property officer that after counting and booking the currency to place the Money Envelope into a Kapak bag to ensure the currency is not contaminated during storage. Items held for checking by the K-9 Detail shall be booked at Central or Valley Property Sections.

Supervisor's Responsibilities. Supervisors responsible for counting currency shall:

* Verify that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
* Sign the Money Envelope in the appropriate place and ensure the envelope is properly sealed; and,
* Ensure that the items are booked into the appropriate property facility.

Note: A supervisor shall witness the recount of all currency removed from interim storage by the property officer for booking into the Area property room. The supervisor shall sign and date the Analyzed Evidence Seal (LAPD Sealed Evidence-blue), Form 10.12.07, overlaying the Money Envelope flap next to the signature of the property officer.

Property Officer's Responsibilities. Property officers at Area property rooms who accept currency for booking shall:

* Recount the currency in the presence of the booking officer;
* If the currency is removed from interim storage for booking into the Area property room, recount the currency in the presence of a sworn supervisor;

Note: The property officer shall be responsible for applying blue evidence seals to all currency packages opened for recounting. All resealing shall be done in the presence of the sworn supervisor witnessing the recount. The property officer shall sign and date the blue evidence seal overlaying the Money Envelope flap in the presence of the sworn supervisor.

* Ensure the money count is properly listed on the Money Envelope;
* Seal the Money Envelope with a blue evidence seal and sign and date the evidence seal; and,
* Place the item into secure storage.

Property officers at Central Property Section or Valley Property Section who accept currency for booking shall:

* Recount the currency in the presence of the booking officers;
* Verify the currency count matches the Money Envelope;
* Place the currency into the Money Envelope and seal with a blue evidence seal;
* Sign and date the blue evidence seal; and,
* Obtain the signature of a*n Evidence and Property Management Division* supervisor on the blue evidence seal overlying the Money Envelope flap.

Commanding Officer, *Evidence and Property Management Division*'s Responsibilities. The Commanding Officer, *Evidence and Property Management Division*, shall, as soon as practical upon expiration of the 60-day time limit, cause all monies eligible for deposit into the Booked Money Account, not stored in the Central Property Section, *Evidence and Property Management Division*, to be transferred to Central Property Section or Valley Property Section for deposit.

Exception: If a release has been authorized and is pending, the money shall not be transferred and deposited until the required term for claiming the money has expired. Upon determination that money in the account is eligible for disbursement, the commanding officer of *Evidence and Property Management Division* shall cause a Booked Money Disbursement, Form 10.26.00, to be completed and forwarded to Fiscal Operations Division.

Note: Monies not yet deposited into the Booked Money Account may be released in accordance with procedures outlined in Department Manual Section 4/555.10.

BOOKING OF LICENSE PLATES. A separate report bearing a separate vehicle DR (Division of Records) Number shall be made for each plate or set of plates. (See Vehicle/Vessel Reporting - Field Notebook Divider, Form 18.36.00 *for additional information*).

4/238.48 PROPERTY TO CORONER. An officer at the scene of a death requiring a Death Report, Form 03.11.00, shall obtain an itemized receipt from the Coroner's deputy for all property, including the contents of wallets and purses, removed from the scene by such deputy. The receipt shall be stapled to the original of the Death Report.

Suicide Notes. Original suicide notes shall accompany the body to a Coroner's mortuary. Portions of suicide notes pertaining to the suicidal act shall be quoted in the Death Report when practicable. When a copy of the original suicide note is desired by investigating officers, a photocopy may be obtained from the Coroner's Office. When the original note is needed for crime laboratory study, it shall be obtained from the Coroner's Office by a member of Forensic Science Division.

Poisons and Drugs. All poisons, drugs, and their containers suspected of being connected with a suicide shall accompany the body to the Coroner's Office.

Firearms. All firearms suspected of being suicide weapons shall be booked as evidence in order to provide the opportunity to test such firearms. The investigating officer shall be responsible for determining the final disposition of the firearm (Department Manual Section 4/560.40).

4/540.30 BOOKING FIREARMS.

General. All firearms coming into the custody of the Department shall be classified as evidence.

Booking Firearms – Officer's Responsibilities. An officer booking a firearm into Department custody shall ensure that the firearm is unloaded and safe for handling. Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms Unit, Forensic Science Division (FSD), for advice. Additionally, if physical evidence such as DNA or latent prints is of extreme importance and there is a potential for damaging such evidence during the unloading process, FSD shall be requested to respond for assistance.

Note: During off-hours and weekends, the Firearms Analysis Unit, FSD may be contacted for advice or response through *the Department Operations Center*.

In all cases, the Firearms Analysis Unit shall be contacted to examine and clear the following types of hazardous weapons prior to booking:

* Muzzle loaders;
* Cap-and-ball black powder weapons; *and,*
* Jammed or inoperative weapons, including weapons with rounds that cannot be extracted.

When possible, weapons shall be broken down or otherwise modified and packaged to allow easy visual examination and assurance they are unloaded.

Upon ensuring the firearm is unloaded and safe for handling, the booking employee shall:

* Complete a Property Report, Form 10.01.00;

  Note: The name and serial number of the FSD firearms examiner, along with the date and time a hazardous weapon was rendered safe for handling, shall be documented in the Property Report. For firearms contaminated with diseased or infectious bodily fluids or for other specially packaged or sealed firearms, documentation of the clearing of weapons shall be included in the Property Report.

* Complete the Firearms Supplemental Property Report, Form 10.01.01;

  Note: Officers shall complete one Firearms Supplemental Property Report for each firearm booked. When more than three associates exist, complete another Firearms Supplemental Property Report. When more than three firearms are booked, complete the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02. When a firearm is recovered directly from a specific person, any other individual in the possessor's company shall be considered an associate and their information shall be entered into "Possessor's Associate" section. The Firearms Supplemental Property Report shall become a page of the Property Report and continue the page numbering sequence and be submitted to a supervisor for approval.

* When multiple firearms are booked on a single Property Report and all have the same possessor, associates, recovery location and recovery date, the first firearm is listed on the Firearms Supplemental Property Report. Additional firearms shall be listed on the Continuation Sheet for Firearms Supplemental Property Report. The appropriate information shall be recorded on the Continuation Sheet for Firearms Supplemental Property Report by the officer booking the firearm into a Department Property Room;
* The Continuation Sheet for Firearms Supplemental Property Report shall become a page of the Property Report and continue the page numbering sequence and be submitted to a supervisor for approval;
* Cause the Automated Firearms System (AFS) and National Crime Information Center (NCIC) to be queried to determine wants and registration information;
* Telephonically report all firearms reported stolen, lost, recovered, located and booked to the Vehicle Warrant Section (VWS), Records and Identification (R&I) Division;
* Document the results of the AFS and NCIC query on the Property Report;
* Affix the AFS/NCIC print out to the Property Report with transparent tape, immediately below the recorded description of the firearm;
* Print the word "FIREARM" in red in the top margin of the Property Report;
* When booking a firearm at a location other than the property unit within the geographic Area in which the firearm was seized, print in the left margin of the Property Report, a statement directing extra copy distribution to the robbery unit of the geographic Area in which the firearm was seized;
* Submit the completed Property Report and Firearms Supplemental Property Report, to a supervisor for approval; and,

* Deposit the property and two copies each of the approved Forms, the Property Report, Firearms Supplemental Property Report, and Continuation Sheet for Firearms Supplemental Property Report, when applicable, with the concerned property unit.

  Note: All information relative to a firearm shall be entered into the AFS by personnel assigned to the VWS, R&I Division.

Supervisor's Responsibilities. The supervisor approving the Property Report shall:

* Physically inspect the firearm (unless held for DNA or latent prints) to verify the accuracy of the information contained on the Property Report and to verify that the firearm is unloaded; and,

  Note: If the firearm is being held for latent prints or other scientific evidence, supervisors shall visually inspect the firearm to verify as much information as possible is contained in the Property Report.

* Ensure that a notation is made in the narrative portion of the Property Report when unable to query AFS and NCIC.

The supervisor approving the Firearms Supplemental Property Report, and the Continuation Sheet for Firearms Supplemental Property Report, shall review the form for completeness and accuracy, **ensuring that all available information has been included.**

Receiving Booked Firearms – Property Officer's Responsibilities. The property officer receiving a booked firearm shall:

* Take precautions on firearms that are held for DNA or prints;
* Inspect the firearm and verify all information contained in the Property Report;
* At the beginning of each work day, forward one copy of each Property Report, the Firearms Supplemental Property Report and the Continuation Sheet for Firearms Supplemental Property Report when applicable, and a copy of the AFS/NCIC printout directly to the Gun Unit, Gang and Narcotics Division, and R&I Division, via intradepartmental mail; and,
* Ensure that a completed Firearms Supplemental Property Report and the Continuation Sheet for Firearms Supplemental Property Report is attached to the Property Report for each firearm booked.

Packaging. Long guns including sawed-off long guns need not be packaged. An Evidence Tag, Form 10.12.00, shall be attached to the barrel.

Handguns shall be packaged when practicable. Only the weapon's magazine, ammunition or holster may be packaged with a firearm.

Note: A magazine shall not be stored in a weapon, and ammunition shall not be stored in a magazine.

4/540.20 BOOKING EXPLOSIVE SUBSTANCES.

Explosive substances are classified as "Safe" or "Dangerous."

BOOKING "SAFE" EXPLOSIVES. "Safe" explosive items are booked in the same manner as any other property. A package containing a "Safe" explosive item shall be marked with large red letters indicating the type of explosive material contained, for example, "Fireworks," "Flares," or "Live Ammo." The types of "Safe" explosives are:

* Fireworks – "Safe and Sane" types (Bearing State Fire Marshal seal) and less than 10 pounds gross weight;
* Emergency Highway flares/fuses; and,
* Fixed ammunition and blank or saluting cartridges less than .50 caliber.

BOOKING "DANGEROUS" EXPLOSIVES. All other explosive substances are classified as "Dangerous" and shall only be recovered and booked by the Hazardous Devices/Materials Section, Emergency Services Division (ESD), personnel. The Hazardous Devices/Materials Section technician who assumes custody of a dangerous explosive substance shall ensure that a Property Report, Form 10.01.00, is completed and distributed as soon as practicable. Common examples of "Dangerous" explosive substances are:

* Fireworks not bearing the State Fire Marshal seal or with a gross weight of ten pounds or more;
* Firecrackers and similarly constructed explosive devices that do not bear a State Fire Marshal seal, such as Cherry Bombs, M80's, and M100's;
* Seal Bombs and bird distracters (Agricultural/wildlife types of fireworks);
* Railroad Torpedoes; and,
* Ammunition .50 caliber and larger.

  Note: Officers recovering ammunition .50 caliber or larger shall contact the Hazardous Devices/Materials Section, ESD, or *Department Operations Center* during off-hours. A Hazardous Devices/Materials Section officer shall determine whether the recovered ammunition is considered "Safe" and can be booked at *Evidence and Property Management Division.* In cases when a Hazardous Devices/Materials Section officer advises that the ammunition is considered "Safe" to book, the officers shall note the name, rank, and serial number of the Hazardous Devices/Materials Section officer authorizing the booking in the Property Report

When investigating officers cannot determine the classification of a suspected explosive substance as "Safe" or "Dangerous," officers shall treat the suspected item as "Dangerous" and contact the Hazardous Devices/Materials Section, ESD, or *Department Operations Center* during off-hours for advice.

4/540.70 PROCESSING NARCOTICS, TOLUENE AND DANGEROUS DRUGS, ETC. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs shall be booked in or labeled with an Analyzed Evidence – Narcotics Envelope, Form 12.51.03, or an Analyzed Evidence – Narcotics Tag, Form 10.12.06, and a Narcotic Evidence Booking Identification Card, Form 10.12.09.

Booking Employee's Responsibilities. When packaging small quantities of narcotics, officers shall:

* Place the narcotics into a *resealable plastic* bag;

  Note: Officers are also reminded that a separate Analyzed Evidence – Narcotics Envelope shall be used to contain the evidence obtained from each arrestee.

* Place the bag into an Analyzed Evidence – Narcotics Envelope; and,

  Exception: Plant material *shall* not be placed in a plastic bag before being placed into an Analyzed Evidence – Narcotics Envelope.

* Place *an* Analyzed Evidence Seals, Form 10.12.07, over each flap and the center seam.

  Note: Narcotics evidence weighing a kilogram or more shall be placed in a plastic numbered property bag and placed in a cardboard box. The box shall be sealed with high quality fiber reinforced tape. A completed Analyzed Evidence – Narcotics Envelope or an Analyzed Evidence – Narcotics Tag shall be attached to the outside of the cardboard box.

The package shall be sealed with a completed evidence seal. A separate Analyzed Evidence – Narcotics Envelope shall be used for the evidence obtained from each arrestee. *Resealable plastic* bags may be used to separate evidence within the Analyzed Evidence – Narcotics Envelope. Each envelope shall bear an item number and be listed on related reports. No other evidence, except narcotic paraphernalia requiring analysis, shall be included in the sealed package. The Analyzed Evidence – Narcotics Envelope shall not be filled above the fold of the upper flap of the package.

An officer seizing one kilogram or larger size packages of dangerous drugs or narcotics evidence shall:

* Consecutively number the exterior of each package wrapping;
* Weigh the packages for gross weight and place them in a cardboard box;

  Note: "Gross weight" is the weight of each individual package of narcotics including the packaging material. "Control weight" is the weight of a single box containing several individual packages. "Net weight" is the weight of the narcotics without any packaging material. Refer to Department Manual Section 4/540.75 for handling seizures exceeding 30 pounds net weight.

* Weigh the box and contents for control weight and seal with high quality *fiber reinforced* tape and *an Analyzed* evidence *seal*;
* List the gross weight and control weight on the Property Report, *Form 10.01.00*; and,
* Complete an Analyzed Evidence – Narcotics Envelope and attach it to the outside of the cardboard box, indicating the numbered packages contained within and the gross and control weight of the box and its contents.

  Note: When booking large quantities of narcotics requiring numerous boxes, an Analyzed Evidence – Narcotics Envelope shall be attached to the outside of the first box of each item number on the Property Report, Form 10.01.00, which consists of one or more boxes, and an Analyzed Evidence – Narcotics Tag, shall be attached to each remaining box. The item number, box number, and total number of boxes shall be documented on each box.

The employee booking the evidence shall in all cases complete the upper portion of the form on the face of the envelope, including any special instructions for the chemist making the analysis.

Note: Refer to Department Manual Section 4/540.72 for Phencyclidine (PCP), or its analogs *and 4/540.71 for Fentanyl* handling procedures.

***Cannabis* Cigarettes.** *Cannabis* cigarettes shall be placed in a container, a coin envelope or *resealable plastic* bag and marked "officer added packaging." Each cigarette and specific location from which the cigarette was taken *shall* be listed on related reports.

Paraphernalia Containing Narcotics Residue. An officer booking paraphernalia containing narcotics residue *shall*:

* Place narcotics paraphernalia into a plastic *resealable* bag, Place narcotics paraphernalia into a *resealable plastic* bag, size permitting, or into a plastic property bag if the residue may be *lost or* destroyed, or directly into an Analyzed Evidence – Narcotics Envelope;

***Note:** An officer shall place syringes and broken glass into an approved hard-plastic tube prior to placing them into an Analyzed Evidence – Narcotics Envelope. Intact glass pipes shall be placed inside of paper or in an approved hard-plastic tube prior to placing them into an Analyzed Evidence – Narcotics Envelope.*

* Place Analyzed Evidence Seals over each flap and the center seam.

  Exception: Paraphernalia containing plant material residue shall be placed inside a coin envelope, if practical, and placed directly into an Analyzed Evidence – Narcotics Envelope.

Note: This section does not affect booking procedures for paraphernalia not containing narcotics residue.

Toluene. When toluene or similar toxic substance is exposed to the air (e.g., glue on a rag or in a paper bag), the evidence shall be placed in a glass container.

Weights and Measures. "Substances" in relation to pipes with residue only, are no longer weighed. These substances shall only be counted. *For* example, one glass pipe containing cocaine residue shall be counted as one item. The evidence may state in the Property Report and/or the Arrest Report, "1 glass pipe containing off-white residue resembling cocaine." Glass pipes with no visible residue shall be booked as paraphernalia in the Area Property Rooms. All pipes with residue shall be booked as narcotics.

Note: Containers included in the gross weight shall be described in the Property Report (or Arrest Report, if used to book the evidence).

Cannabis plants shall be counted. Their number and net weight (minus dirt and container) shall be recorded on the Property Report. The plants shall be placed in a carton. If necessary, the plants may be folded. Generally, the dirt and the container need not be booked.

Note: When practicable, the plants shall be photographed prior to being uprooted.

Juvenile Arrested. When booking controlled substance evidence in juvenile cases indicate whether the juvenile is **"Detained"** or **"Released"** in red on the upper left corner of the Analyzed Evidence – Narcotics Envelope.

Booking Location. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs shall be booked into *EPMD*. The item(s) requiring analysis shall be placed into the narcotics storage locker for pick up by the Courier Unit or booked directly into *EPMD*.

4/541.71 FENTANYL OR ITS ANALOGS – HANDLING PROCEDURES.

Transporting Procedures. *An employee handling seized quantities of Fentanyl or its analogs shall:*

- *Describe the substance on the Property or Combined Evidence Report without agitating the substance or producing airborne particles; and,*
- *Request laboratory analysis as soon as possible after booking the evidence via Forensic Science Division (FSD).*

Note: *If the material has breached its container, or needs to be collected for evidence, the involved officers shall request the assistance of Hazardous Materials Unit (HMU) personnel by contacting the Department Operations Center. Nitrile gloves should be sufficient protection for handling contained or sealed Fentanyl.*

Booking Procedures. *An employee booking Fentanyl in a sealed container, or its analogs shall:*

- *Determine the gross weight of the sample (including packaging) and include the information on the Property Report, Form 10.01.00 or Combined Evidence Report, Form 05.02.00;*
- *Place the container of Fentanyl into a numbered plastic property bag as soon as practicable;*

  Note: *Employees shall not package Fentanyl with other types of narcotics.*

- *Heat seal the container and contents in at least two unnumbered plastic property bags;*
- *Keep the container of Fentanyl away from all work spaces as much as practicable;*
- *Place the sealed property bags into an Analyzed Evidence – Narcotics Envelope, Form 12.51.03, or into a carton if the property bags will not fit inside the Analyzed Evidence – Narcotics Envelope. Employees shall follow the procedures delineated in Department Manual Section 4/535.07, Packaging Analyzed Evidence – General;*
- *Mark the outside of the container with the words "FENTANYL" or "POSSIBLE FENTANYL;"*
- *Place the container of Fentanyl in the narcotics/shelf storage locker for transportation to FSD via the EMPD, Courier Unit; and,*

  Note: *Employees booking Fentanyl at Central Property Section or Valley Property Section, shall book the items directly at these locations during open hours and place the items in the narcotics/shelf storage interim storage during closed hours.*

- *Seek the advice of FSD personnel when in doubt about the handling/packaging of Fentanyl. During off-hours, FSD can be reached by contacting the Department Operations Center.*

  Note: *When evidence is to be placed in interim storage, the concerned watch commander or officer in charge shall verify the proper packaging.*