

**OFFICE OF THE CHIEF OF POLICE**

**NOTICE**

14.5

November 2, 2020

**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** FORENSIC SCIENCE DIVISION NARCOTICS ANALYSIS UNIT  
REQUEST FORM – ACTIVATED

The Forensic Science Division Narcotics Analysis Unit Request Form is used by the Narcotics Analysis Unit to receive requests for the analysis of narcotics. Department personnel that require an examination of narcotics evidence for investigative purposes shall complete this form and submit it to Forensic Science Division via an e-mail to ([FSD-NARCO@lapd.online](mailto:FSD-NARCO@lapd.online)). A hard copy does not need to be generated.

The Forensic Science Division Narcotics Analysis Unit Request Form is attached for immediate use and is available in E-Forms on the Department's Local Area Network.

Any questions regarding this Notice may be directed to Risk Management and Policies Division, at (213) 486-0400.



MICHEL R. MOORE  
Chief of Police

Attachment

DISTRIBUTION "D"

# FORENSIC SCIENCE DIVISION NARCOTICS ANALYSIS UNIT REQUEST FORM

Analysis requests are only accepted via e-mail (phone requests will not be accepted).

Attach and send completed form to: [FSD-NARCO@lapd.online](mailto:FSD-NARCO@lapd.online)

Today's date:  Analysis Due Date:

DR:  -  -  Charge:  Date:

Booked to name (Last, First):

Requestor: Name	Serial Number	Phone No.	Agency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Alternate Contact: Name	Serial Number	Phone No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address of individual(s) to receive analysis report:

Filing Information: CA  DA  Filing Location   
(Choose one) choose from dropdown

Reason for analysis: In-custody  Filing  Filing  Court  Investigation   
(Choose one) (other)

Other (explain):

Item(s) requested (Enter item NUMBER on property report):

Justification for multiple items: Sales charge:  Different types of narcotics:  Multiple defendants:   
Other (explain):

### Instructions:

1. Filing deadline is two (2) business days after arrest.
2. Narcotics Analysis Unit analyzes one (1) item per charge, unless special circumstances exist. If requesting multiple items to be analyzed, provide justification (see above).
3. When the items are all the same narcotic, the one with the greatest weight will be tested unless there is a sales charge.
4. The following do not meet minimum filing requirements and will not be processed by NAU:
  - a. An item consisting of less than 6 intact pills.
  - b. Syringes containing less than 0.3 mL of liquid/fluid or syringes that cannot be handled safely.
  - c. Solids with a net weight of less than 0.023 grams.
  - d. Plant material (cannabis) with a net weight of less than 28.5 grams (1 oz.).
  - e. Concentrated cannabis with a net weight of less than 8.0 grams.
  - f. Items containing only residue (e.g., pipes).