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

DISTRIBUTION "D"
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;
- Inventorying 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,
• 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.*