



Request for Policy Revision

Requestor Name Tonya Thomas Emp # 3460

This revision applies to Existing Policy

If new, recommended section _____

This revision is necessary to comply with Does not apply

Who does this revision affect? Department

This revision does not have an unbudgeted financial impact of 0

Brief reason for the revision:

The "D" for disposal in the Internal Status Field cannot be used for disposal because many items seized are related to criminal offenses. The items have to be titled as "6-Seized".

Property Disposal Templates were placed in the text of the reports. After receiving numerous requests from officers, we have placed the template on the property page, which will simplify the process for disposing of drugs and paraphernalia.

Officers do not have to fill out a template for the disposal of medications. Those are handled differently in the evidence warehouse.

618 PROPERTY AND EVIDENCE COLLECTION PROCEDURES

618.6.2 SUBMITTING NARCOTICS AND NARCOTIC PARAPHERNALIA

- (a) Narcotics and narcotic paraphernalia may be turned in as follows:
 - 1. Identified narcotics and narcotic paraphernalia may be turned in at the Evidence Section located at the East Substation or any temporary evidence drop box/ locker location when:
 - (a) Charges have been direct filed (affidavit turned in at the time of the arrest); or
 - (b) A Field Release citation has been issued; or
 - (c) Charges will not be filed.
 - 2. In cases involving a custody arrest and narcotic charges are pending:
 - (a) Narcotics that cannot be identified will only be turned in to the Evidence Section located at the East Substation.
 - 3. The temporary evidence drop box at Arrest Review is designated only for narcotics and narcotic paraphernalia that can be identified or unidentified items where no charges are filed.
- (b) Officers with supervisor approval may authorize disposal of evidence in certain cases. Officers will document the approving supervisor's name and employee number in the offense report. Officers submitting narcotics evidence for disposal will follow the below procedure:
 - 1. This section only applies to the below cases where evidence is being submitted for destruction:
 - (a) Possession of Drug Paraphernalia, after being photographed;
 - (b) Found Controlled Substances

- (c) No charges filed cases having no identifiable suspect(s) (Titled "Found Controlled Substance")
 - (d) Possession of Marijuana (POM) Class A/B no charges filed and there is not an investigation of a high priority, felony-level narcotics case or investigation of a violent felony.
2. When submitting evidence, the officer should notate the item status of "~~D~~" "6" for "~~Disposal~~" "Seized" on the individual Versadex Property Description Form to reflect which item(s) is being submitted for disposal. ~~and check the Evidence indicator be~~ The officer will select the "Property Disposal Template" and fill it out in its entirety.
 3. Under no circumstance will sworn personnel authorize the destruction of marijuana, drug paraphernalia, or other related property seized from a person potentially engaging or assisting in the lawful use of medical marijuana without a thorough investigation, direction from the County/District Attorney Offices, or a court order.
 4. A supervisor may authorize the return of marijuana, drug paraphernalia, and other related property in cases where the items are being legally possessed, but were submitted into the Evidence Section for safekeeping, or as property not accepted by the jail.
- (c) All narcotics and/or paraphernalia will be submitted in accordance with procedures established by the Evidence Section. ~~This includes prescription medication.~~