



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 260.08 NARCOTIC CANINE TRAINING AIDS

10-23-12

### PURPOSE

The purpose of this order is to establish procedures for the internal control of controlled substance training aids used by canine handlers assigned to narcotic detection duties.

### POLICY

It shall be the policy of the Sacramento Police Department that in accordance with Health and Safety Code Section 11367.5, controlled substances which have been designated for destruction will be made available for use as training aids for narcotic detection canine handlers.

### PROCEDURE

#### A. DEFINITION

1. CONTROLLED SUBSTANCES - Marijuana, crystal methamphetamine, powder methamphetamine, heroin, tar heroin, opium, rock cocaine and powder cocaine.
2. CANINE TRAINING AIDS - controlled substances packaged in one (1) gram, six (6) gram, ½ ounce, and one (1) ounce amounts in Ziploc plastic bags.

#### B. DUTIES AND RESPONSIBILITIES

1. The Evidence and Property Section (EPS) shall be notified in writing when controlled substances are needed for training aids.
2. The EPS shall make available specified controlled substances scheduled for destruction for conversion to canine training aids.
  - a. If the controlled substance has already been processed for disposal, EPS shall note on the "Controlled Substances Destruction Log" the reason for removal. The notation shall then be dated and initialed.
  - b. The controlled substance should have already been analyzed by the Sacramento County Crime Lab (SCCL) and a copy of the test results shall be requested from the SCCL.
  - c. The test results shall be attached to the general offense report.
3. EPS and a qualified representative from the Canine Unit shall work together to package the narcotics for training, in the following amounts per narcotic type, per canine handler:
  - a. one (1) gram and six (6) gram amounts. The weight of the controlled substance and the combined weight of the controlled substance and container shall be noted on the container in indelible ink.
  - b. In addition, ½ ounce and one (1) ounce amounts per narcotic type shall be packaged and labeled for bulk samples. These bulk samples shall be secured in the EPS safe.
4. Upon completion of the analysis and packaging, the EPS shall notify the Special Operations Lieutenant, the Canine Unit Sergeant, or the canine handler that the controlled substance is ready to be picked up.
5. The EPS and a qualified representative from the Canine Unit shall book the controlled substances into the Automated Property Management System using an information report number generated from the Records Management System. The incident report shall indicate which property report numbers and the individual case number from which the controlled substances were selected. Additionally, the incident report shall also indicate the total amount of each controlled substance utilized and the total weight of each training aid.
6. Each canine handler shall come to EPS to sign out his/her narcotic training aids through the Automatic Property Management System.
7. Each handler shall put each of the canine narcotic aid packages back together with their original packaging prior to returning them to the EPS.
8. The EPS shall be responsible for the destruction of the remaining controlled substances.



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9. The one (1) gram and six (6) gram amounts of training aids shall be issued to the canine handlers.
  - a. The training aids shall be kept in a locked protective case which shall be secured to the inside of the trunk/rear compartment of each canine handler's vehicle. These vehicles shall be equipped with alarms.
  - b. Handlers shall be held strictly accountable for the security of the training aids in their possession. Any damages or discrepancies to the training aids shall be immediately reported to the Special Operations Lieutenant or the Canine Unit Sergeant.
10. The ½ ounce and one (1) ounce training aids shall be maintained in a safe within the EPS and shall be issued on an as needed basis.

## C. CHECK OUT PROCEDURES: ½ OUNCE AND ONE(1) OUNCE QUANTITIES

1. The ½ ounce and one (1) ounce training aids are available to be checked out from the EPS by the canine handlers and the Canine Unit Sergeant.
2. Only the Special Operations Lieutenant or designee shall grant authorization for the issuance of narcotic training aids.
3. The security and accountability standards identified in Section B.9 (a and b) shall apply.
4. The canine handler or Sergeant shall return the training aids the same day they are checked out on, unless other arrangements are approved by the Special Operations Lieutenant.
5. The training aids shall be returned and given to EPS personnel directly.
6. These training aids shall be checked in and out using the Automated Property Management System.

## D. AUDIT CONTROL

The Special Operations Lieutenant and the Canine Unit Sergeant may conduct random inspections of the narcotic training aids. Semiannually, the Special Operations Lieutenant or the Canine Unit Sergeant shall weigh the narcotic training aids to ensure that there is no significant variance in weight. NOTE: There may be discrepancies in the weight of the training aid(s) due to the narcotics drying out or absorbing moisture over time and due to the variance of the scales used to weigh the narcotics.

## E. RETURN PROCEDURES

1. The training aids shall be utilized until the integrity of the training aids become questionable.
2. The EPS shall be notified when controlled substances will be needed for replacement training aids. Notice should be given as far in advance as possible to allow adequate time to complete the procedures in Section B (2). NOTE: This will ensure that the canine handlers maintain valid training aids at all times.
3. The Special Operations Lieutenant or the Canine Unit Sergeant and the affected canine handler(s) shall return the questionable training aids to the EPS.
  - a. The Special Operations Lieutenant or the Canine Unit Sergeant and the affected canine handlers and a representative of EPS shall weigh each training aid scheduled for return.
  - b. The total weight (the weight of the container and the weight of the controlled substance) for each training aid shall be recorded.
4. The canine handler shall prepare a supplement to the original information report indicating that the training aids have been returned to the EPS. The total weight of each training aid shall be noted in the supplement.
5. EPS and a qualified representative from the Canine Unit shall test the narcotic training aids using a presumptive drug test. If there are major discrepancies, the Special Operations Lieutenant shall be notified immediately and it shall be noted in the report. Note: some narcotics may test negative due to the fact that narcotic composition naturally changes over time.
6. Upon completion of the above listed procedure, the EPS shall be responsible for the destruction of the narcotic training aids.