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| <p style="text-align: center;"><b>East Haven<br/>Police<br/>Department</b></p>  | Type of Directive:<br><b>Policies &amp; Procedures</b>                   |                                 | <b>No. 704.1</b> |
|  | Subject/Title:<br><b>Canine Unit Drug<br/>Lab Management</b>             | Issue date:<br>May 28, 2015     |                  |
|  | Issuing Authority:<br><b>Honorable Board of<br/>Police Commissioners</b> | Effective Date:<br>July 1, 2015 |                  |
| References/Attachments:<br><b>Connecticut General Statutes § 21a-262<br/>Policies and Procedures # 437</b>   |  | Review Date:<br><b>Annually</b> |                  |
|  |  | Rescinds:<br>N/A                |                  |
|  |  | Amends:<br>N/A                  |                  |

## I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding the training, use and administration of an instructional laboratory to handle controlled substances in schedules 1 through 4 as established by the Drug Enforcement Administration (DEA) Registration Unit and the State of Connecticut Department of Consumer Protection Drug Control Division.

## II. POLICY

- A. It shall be the policy of the East Haven Police Department (EHPD) to secure controlled substances on the premises for the purpose of training narcotic detection dogs.
- B. The Department shall operate the Canine Unit Drug Laboratory in accordance with all applicable Federal and State laws, procedures, and regulations established by both the DEA and the State of Connecticut Department of Consumer Protection Drug Control Division.

## III. DEFINITIONS

- A. Controlled Substances: a drug, substance, or immediate precursor so designated as a controlled substance or controlled substance pursuant to state and/or federal drug laws and regulations.

- B. Schedules of Controlled Substances: for security purposes, each particular controlled substance shall be considered to be in the schedule as designated in each particular instance by applicable State and/or Federal drug laws or regulations. In instances of conflict between State and Federal drug laws or regulations, the controlled substances shall be considered to be the schedule providing the highest degree of control.
- C. Controlled Substance(s) Units: A controlled substance unit shall be a unit consisting of a quantity of controlled substance(s) which shall be determined according to the following formula:
  - 1. 100 Tablets or Capsules shall be 1 unit
  - 2. One pint of a liquid shall be 1 unit
  - 3. 1/8 ounce of a powder, crystal, flake, or granule shall be 1 unit
  - 4. One multiple dose vial shall be 1 unit
  - 5. Ten suppositories shall be 1 unit
  - 6. Ten single dose Ampules, Tubexes, Dosesets, Hyporetts, or other single dose package forms for injection whether powder or in solution shall be 1 unit
- D. Approved Controlled Substance Safe: meets all requirements and specifications of the DEA and the State of Connecticut Consumer Protection Drug Control Division.

#### **IV. GENERAL GUIDELINES AND CONSIDERATIONS**

- A. Canine unit narcotic detection dogs will be used to detect quantities of illegal substances within the State of Connecticut.
- B. Training will include the detection of marijuana, synthetic marijuana, heroin, cocaine, crack cocaine, MDMA, methamphetamines, anabolic steroids, bath salts and other controlled substances containing derivatives of the above. These are the most commonly abused drugs within the State of Connecticut. Training will consist of both initial and quarterly in-service.
- C. Narcotic detection teams will attend a minimum of 24 hours of in-service training each quarter.

#### **V. PROCEDURES**

- A. Storage of Controlled Substances
  - 1. All controlled substance packages shall be kept in a safe which will be approved by the DEA and the State of Connecticut Consumer Protection Drug Control Division.
  - 2. The Controlled substance safe will have a minimum of a "B" burglary rating

- a. The controlled substance safe must be equipped with a relocking device.
  - b. The controlled substance safe must be rendered immobile by being securely anchored to a permanent structure of the building if it weighs less than 750 pounds.
3. The controlled substance safe will be located in a secured room with limited access.
  4. The canine unit supervisor, canine handler(s), and department evidence/property officer(s) will be the only Department members that possess the combination to the controlled substance safe.
- B. Handling and logging of controlled substances.
1. All substances will be weighed upon acquisition by the canine unit
  2. Each substance will be double packaged (or alternate method) to assure zero spillage.
  3. A log will be kept within the safe, or, if space does not allow, adjacent to the safe. Entries will be made and verified each time entry into the safe is accomplished.
  4. The log will show the amount of any substance removed (weight upon removal), who removed it with a witnessing signature, the purpose of the removal, the time, date and location of training.
  5. The log will also include the weighed amount of the substance returned to the safe and the note any discrepancies, with the initials/signature of a witness to the return.
  6. All substances which are removed from the controlled substance safe or other storage area for training purposes, will be securely maintained and securely locked by the single designated individual and only for the minimum period of time needed to conduct such training.
  7. Upon completion of training, the controlled substances will be immediately returned to the permanent storage area.
- C. Reporting of Discrepancies/Record Keeping.
1. Discrepancies will be immediately reported via incident report with a copy of said report and investigation being forwarded to the Head of the Patrol Division.
    - a. The Head of the Patrol Division shall immediately notify the Chief of Police.
  2. Any discrepancies unresolved after 24 hours will be reported to the DEA on DEA Form 106.

3. A copy of the DEA Form 106 will be sent to the State of Connecticut Drug Control Division within 72 hours of such discrepancy.
4. Any evidence of criminal activity will be immediately reported to the Chief of Police and/or his/her designee.
5. All required records will be maintained and readily available for inspection for a minimum of three years. All logs and records will be maintained by the canine handler with copies forwarded to the canine unit supervisor and the Head of the Patrol Division quarterly.
6. Inventories of all controlled substances will be done on a monthly basis. A separate inventory will be maintained in accordance with State and Federal guidelines for a biennial inventory.
7. The Head of the Patrol Division along with an independent supervisor will conduct an annual audit of the Canine Unit Drug Laboratory to ensure the following.
  - a. All controlled substances are properly accounted.
  - b. All logs are maintained properly.
  - c. This directive is strictly being adhered too.
8. Upon completion of the annual audit, the Head of the Patrol Division shall complete a Department Review (DR) report addressing the audit and any actions taken or observations made during the audit.