




## ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

<b>Chapter: 5</b> Procedures	<b>Effective Date:</b> July 13, 2018	<b>Amends/Supersedes:</b> March 1, 2005	<b>By Authority of the Chief of Police</b>   Charles A. Penn
<b>Accreditation Standard(s):</b> OPR.02.04			

### 562.02 Drug Analysis and Certificates

- I. **Policy** – Certificates of Analysis, issued by Virginia Department of Forensic Science, related to drug case investigations, are filed with the courts by the Office of the Commonwealth’s Attorney.
- II. **Code Requirements**
  - A. [§ 19.2-187. Admission into evidence of certain certificates of analysis.](#)
  - B. [§ 19.2-187.01. Certificate of analysis as evidence of chain of custody of material described therein.](#)
  - C. [§ 54.1-3431. Admission into evidence of certain certificates of analysis.](#)
- III. **Procedure**
  - A. The Virginia Department of Forensic Science (DFS) sends all original Certificates of Analysis (COA) in drug cases directly to the Office of the Commonwealth’s Attorney (CWA) along with a copy of the COA to the investigating officer who submitted the Request for Laboratory Examination.
    1. The CWA confirms receipt of all Certificates of Analysis with the DFS Northern Laboratory.
    2. All COAs are scanned into an electronic database maintained by the CWA.
    3. The original COAs are delivered by the CWA to the clerk of the court, hearing the case, for certification.
    4. Certified copies of COAs are then scanned into an electronic database maintained by the CWA.
    5. The certified copy of the COA will then be provided to the Assistant Commonwealth’s Attorney assigned to the case for inclusion in their case file.