



Policy 1403

Subject	
USE OF NON-EVIDENTIARY CONTROLLED DANGEROUS SUBSTANCES FOR K-9 AND CRIME LABORATORY SECTION TRAINING	
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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to enhance the effectiveness of training and the reliability of court testimony by utilizing controlled dangerous substances (CDS) in the training process. This training program will maximize cost effectiveness and use only CDS that have been previously analyzed and slated for destruction.

GENERAL

Only a K-9 Supervisor or trainer is authorized to remove and return a CDS training aid from the K-9 Unit's safe. Use of the CDS training aid must be documented on the K-9 Unit's Training Sheet for each day that the training aid is used. The weekly inspections of the CDS training aid must be noted on the unit's bound ledger.

Only a Criminalist Supervisor or a Drug Analyst with supervisory approval can acquire CDS for the Laboratory Section. The use of the CDS materials must be documented on the CDS Training Aids Log prior to use. Furthermore, the chain-of-custody for CDS training aids must be properly maintained throughout the entire Laboratory Section process.

The use of CDS for training must be completed within ninety (90) days of receipt for plant material (if Marijuana), six (6) months for powders, (if Cocaine or Heroin), and twelve (12) months for all other types of drugs such as, but not limited to: prescription tablets and capsules, synthetic cannabinoids submitted as plant material, bath salts, powders (CDS and non-controlled), liquids, and all other designer drugs clandestinely manufactured.

REQUIRED ACTION

K-9 Unit Supervisor/Trainer

1. Submit an administrative report (Form 95) to the Director, Laboratory Section via Official Channels, to request CDS for training purposes. The request must include the type and quantity of the CDS needed.
2. Upon notification that the request is approved, coordinate with lab personnel to respond to the ECU submission counter and contact the Drug Vault Custodian with the request forms and

current departmental identification (ID) card. The ECU Drug Vault Custodian will maintain the chain of custody forms for the CDS training aids.

3. Secure the CDS in separate containers and in a safe within the K-9 Unit. All CDS training aids must be recorded in a bound ledger, titled, "CDS Training Aids Log" Label each container with property number, weight and the amount and type of CDS before placing it in the safe.
4. Ensure a weekly inspection is conducted to account for all CDS and the integrity of the packaging. The K-9 Supervisor or Trainer will record each inspection in the bound ledger, to include the date, time, signature, and witness's signature.
 - 4.1. If a discrepancy is noted during the inspection, notify the Commanding Officer, Special Operations Section, via Form 95 and conduct an investigation. Complete a Blue Team entry.
 - 4.1.1. Re-package damaged CDS packaging.
 - 4.1.2. Have the CDS re-analyzed.
 - 4.2. In the event of a CDS training aid exposure, discrepancy, or damage, ensure a Blue Team entry is completed. Ensure the CDS training aid is sent to the Laboratory Section to be re-analyzed, re-weighed, and counted.

Crime Laboratory Section Personnel

1. The Laboratory Section Drug Unit Supervisor or a designated Criminalist who will provide training shall submit an administrative report (Form 95) via Official Channels to the Director, Laboratory Section, to request CDS for training purposes. The request must include the type and quantity of the CDS needed.
2. Pull the property numbers of up to 15 non-evidentiary CDS packages from WinAce (ECU's database) of CDS that have been previously analyzed and that are slated for destruction.
3. Send the property numbers to ECU for retrieval.
4. Once notified by ECU that the CDS is ready for pick-up, retrieve the CDS from ECU.
5. Record in the ledger the CDS used for training, including date, lab personnel name(s) performing the test, type and quantity of CDS used for training. All entries shall be verified by another Criminalist or the Drug Unit Supervisor.
6. The CDS in every package will be inventoried and weighed upon retrieval from ECU, and then reweighed and documented before being returned to ECU. The CDS being held will be noted on a practice lab report and verified by a lab supervisor.
7. Return the "expired" CDS to ECU for destruction, noting the amount of CDS utilized for training purposes.

Director, Crime Laboratory Section

1. Approve/Disapprove requests for the utilization of CDS for training purposes.
2. Notify the Commanding Officer, ECU, of the approved request for certain CDS to be used for training. Request the CDS be pulled and made ready for transfer to the Laboratory Section, Drug Unit.
3. Ensure that the release of the CDS from ECU and their subsequent return for destruction is completed within eighteen (18) months.
4. Periodically conduct random inspections of the CDS used for training by inspecting the ledger entries and ensuring that the proper procedure is being followed.

Commanding Officer, Evidence Control Unit (ECU)

1. Upon receiving an approved request from the Director, Laboratory Section for the use of CDS in training, forward the request to the ECU Supervisor of the Drug Vault to schedule a transfer.
2. Notify the Director, Laboratory Section when the CDS is ready for pick-up from ECU.

Supervisor, Evidence Control Unit (ECU) Drug Vault

1. When CDS utilized for training is returned to ECU for a CDS exposure, discrepancy, or damage, notify the Director, Laboratory Section, or the Commanding Officer, Special Operations Section.
2. Only CDS previously analyzed and slated for destruction shall be used in training.

ASSOCIATED POLICIES

Policy 1401, *Control of Property and Evidence*

Policy 1402, *Management of Evidentiary Controlled Dangerous Substances*

RESCISSION

Remove from files and recycle/destroy General Order 1403, *Use of Controlled Dangerous Substances for K-9 Training*, dated 9 November 2015.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Commanders are responsible for informing their subordinates of this policy and ensuring compliance.