

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number LAB-009
	Subject Reverse-Role Investigation Evidence Management System	
	Special Instructions New SOP	Effective Date November 15, 2016

I. PURPOSE

Establish a formal procedure for a proper evidence management system of controlled substances dedicated for use in reverse-role investigations.

II. POLICY

The Laboratory Division shall be responsible for proper evidence management associated with receiving, storing and issuing controlled substances for use in reverse-role investigations, which shall be accomplished at the Indianapolis Regional Laboratory.

III. DEFINITIONS

“**Reverse-Role Investigation**” shall in this procedure mean an investigative technique in which an undercover officer poses as the seller rather than the buyer.

“**System Inventory**” shall in this procedure mean the controlled substances within evidence storage at the Indianapolis Regional Laboratory available for use in reverse-role investigations.

IV. PROCEDURE

A. Employees, in particular those assigned to the Special Investigations Command, shall routinely monitor criminal incidents having controlled substances in evidence storage that may be of use for inclusion in the Reverse-Role Investigation Evidence Management System.

B. Criminal incidents for consideration are those that have controlled substance evidence that has been or may be analyzed by the Indiana State Police Laboratory Division, and the applicable incident must be completely adjudicated.

C. When an employee identifies an incident having controlled substance evidence suitable for use and confirms a system inventory need with Laboratory Division personnel, the employee may formally request the item(s) to be submitted for use in future reverse-role investigations. The request shall be made in writing, through channels with proper endorsements, to the Commander of the Laboratory Division and shall include the following documentation:

1. An approved supplemental incident report by the assigned investigating officer authorizing the release of the controlled substance item(s) to the Reverse-Role Investigation Evidence Management System, inclusive of an authorization to ultimately allow the destruction of the item(s) when Laboratory Division personnel determine the item(s) are no longer viable for use in the system inventory, and;

2. A court order authorizing the use of the controlled substance item(s) in reverse-role investigations, and;
 3. The Property Record and Receipt associated to the original incident that shall document the release of the item(s) to the system inventory, and;
 4. If the controlled substance item(s) was not previously analyzed within the Indiana State Police Laboratory Division, a Request for Laboratory Examination report shall be submitted to cause the analysis of the item(s) to confirm the substance is, in fact, controlled.
- D. The Commander of the Laboratory Division, or designee, shall provide an annual inventory report to the Commander of the Special Investigations Command documenting the amounts, types, and conditions of the controlled substance item(s) in the system inventory, and this report shall also include recommendations as to what types of additional items may be needed for inclusion.
- E. To request use of a controlled substance item(s) from the system inventory, the following procedure shall be adhered to in order for item(s) to be released for use in a reverse-role investigation:
1. The assigned investigating officer shall first contact the Laboratory Manager or the Commander of the Management and Administrative Support Section at the Indianapolis Regional Laboratory to confirm the needed type and amount of controlled substance is available for use from the system inventory, and;
 2. The assigned investigating officer shall request in writing, through channels with proper endorsements, to the Commander of the Special Investigations Command for the release of system inventory, and the request shall include the date(s) and time period(s) that the system inventory will be maintained outside of Laboratory Division control, not to exceed 48 hours, and;
 3. The Commander of the Special Investigations Command, or designee, shall forward approved requests, inclusive of the associated incident number, to the Commander of the Laboratory Division as authority for the proper release of inventory from the system, and;
 4. Upon approval, the Commander of the Laboratory Division shall forward the request to the Laboratory Manager or the Commander of the Management and Administrative Support Section at the Indianapolis Regional Laboratory for proper implementation, and;
 5. The Laboratory Division personnel designated to implement the release and issuance of the item(s) from the system inventory shall contact the assigned investigating officer to schedule the release and to confirm the associated incident number, and;
 6. The approved item(s) for issuance from the system inventory shall be packaged for the specific use of the assigned investigating officer and shall be presented to that officer packaged, sealed and initialed when possible and practical, and the following requirements shall be met:

- a) A sample shall be taken from the approved item(s), properly packaged as a separate item(s), and issued to the assigned investigating officer for use in subsequent analysis if required, and the size/amount of the sample shall be sufficient so as to facilitate any potential court-ordered independent analysis, and;
- b) The item(s) gross weight and/or count shall be obtained, and;
- c) The item(s) shall be photographed, and;
- d) The assigned investigating officer shall prepare a new Property Record and Receipt form for the item(s) received from the system inventory and associate the item(s) to the incident number in the approved request. In addition, the officer shall note in the item description that the receipt of the item(s) originated from inventory in the Reverse-Role Investigation Evidence Management System.

F. Should extenuating circumstances associated with the investigation cause a need to maintain possession of the issued system inventory beyond the approved 48 hour period, the assigned investigating officer may request extension periods as follows:

- 1. The Laboratory Manager or Commander of the Management and Administrative Support Section may approve a 24 hour extension after determining in consultation with the assigned investigating officer and the Commander of the Special Investigations Command that an extension is warranted.
- 2. Any request to maintain possession of the issued system inventory beyond a total of 72 hours must be approved by both the Commander of the Special Investigations Command and the Commander of the Laboratory Division.
- 3. Should any approved extensions to maintain possession of the system inventory cause a logistical need for temporary storage of the inventory, Laboratory Division personnel shall provide such storage when possible and practical to the investigation.

G. To return the issued item(s) used from the system inventory, the following procedure shall be adhered to in order to comply with evidence storage requirements:

1. If the item(s) obtained from the system inventory, including the sample item(s) is not used and the seals are not broken on the outer packaging, the item(s) may be returned to the system inventory, or the item(s) may be submitted as an item of evidence for the approved assigned incident and be disposed of as per Standard Operating Procedure, LAB-002.

a) Item(s), including the sample items(s), in which the seals have not been broken and approved to be returned to the system inventory or as new item(s) of evidence for the approved assigned incident shall be returned to the Indianapolis Regional Laboratory by the assigned investigating officer.

b) Item(s), including the sample items(s), in which the seals have not been broken shall be inspected at the time of delivery by the Laboratory Manager and the Commander of the

Management and Administrative Support Section to confirm the integrity of the seals and to determine if any further action(s) are required; that may include weighing, counting, or analysis of the item(s) for comparison purposes to the original gross weight, count, and identification of the item(s) at the time of issuance.

2. If an arrest is made or the item(s) seals are broken on the packaging while being used in the reverse-role investigation, the assigned investigating officer shall submit the item(s), including the sample item(s), under the approved assigned incident number as per Standard Operating Procedure, LAB-001, unless a return to the system inventory has been authorized by the Laboratory Manager or the Commander of the Management and Administrative Support Section at the Indianapolis Regional Laboratory.

a) Item(s), including the sample items(s), in which the seals have been broken shall be returned to the Indianapolis Regional Laboratory by the assigned investigating officer.

b) Item(s), including the sample items(s), in which the seals have been broken in which no arrest has been made shall be weighed and/or counted for comparison purposes to the original gross weight or count of the item(s) as determined at the time of issuance, as well as subsequently submitted for analysis, which shall include identification and proper weighing for the completion of a Certificate of Analysis.

c) Item(s), including the sample items(s), in which the seals have been broken in which an arrest has been made shall be weighed and/or counted for comparison purposes to the original gross weight or count of the item(s) as determined at the time of issuance, as well as subsequently submitted for analysis, which shall include identification and proper weighing for the completion of a Certificate of Analysis.

3. If the item(s), including the sample items(s), is returned to the system inventory, the Property Record & Receipt shall reflect the item(s) release back into the system inventory and closed out, and the assigned investigating officer shall submit to the designated Laboratory Division personnel an approved supplemental incident report authorizing the release of the controlled substance back into the system inventory; inclusive of an authorization to ultimately allow the destruction of the item(s) when no longer viable for use in the system. The weight and/or count of the item(s), if applicable, shall be verified before the item(s) is approved to be returned in the system inventory.

4. If the item(s), including the sample item(s), is submitted into temporary evidence storage awaiting a decision by the Laboratory Manager or the Commander of the Management and Administrative Support Section at the Indianapolis Regional Laboratory, the item(s) shall be submitted and stored as per Standard Operating Procedure, LAB-005.

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.