

**WINTER HAVEN POLICE DEPARTMENT**

**GENERAL ORDER 84.2**

**RELEASE OF CONTROLLED SUBSTANCES**

**ACCREDITATION STANDARDS: CALEA – 84.1.4; CFA – 27.07**

**EFFECTIVE DATE: December 5, 2002**

**RESCINDS: G.O. 84.2 July 10, 2013 and all applicable Amended/Temporary Orders prior to January 5, 2018**

**LAST REVISED DATE: January 5, 2018**

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This General Order contains the following numbered sections:

- I.** Requesting Controlled Substance(s)
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**POLICY**

It shall be the policy of the Winter Haven Police Department to maintain specific guidelines governing the release and accountability of controlled substances from the Department's Property and Evidence Division.

**PURPOSE**

The purpose of this General Order is to establish guidelines for the release and accountability of controlled substances for utilization in reverse narcotic investigations and for training in which narcotics are needed.

**SCOPE**

This General Order shall apply to all Department members.

**PROCEDURE** (CALEA 84.1.4) (CFA 27.07)

**I. Requesting Controlled Substance(s)**

- A.** Whenever any controlled substance is released for an investigative purpose or narcotics training from the Property and Evidence (P&E) Division the following shall be adhered to:
  - 1.** The P&E members shall confirm that a request for the release of a controlled substance from the evidence division is for law enforcement purposes only.

2. Law enforcement members requesting release of a controlled substance from P&E shall make the request by submitting a Narcotics Issue Request form (whpd-157a) to the requesting member's supervisor via the chain of command.
3. The Narcotics Issue Request Form (whpd-157a) shall be completed and signed by the requesting member, the member's supervisor and the requesting member's Bureau Commander.
4. The original approved request shall be presented to the P&E Division when requesting the controlled substances. Copies of the approved request will be provided by the member to their chain of command. It shall be the responsibility of the P&E Division to complete a court order for requested narcotics. The court order will be provided to the requesting member and the member shall take the court order to a Circuit Judge for their signature prior to the release of the controlled substance(s).
5. Only Controlled substances ready for disposal, which have been previously sent to the lab and have a lab analysis report confirming the results, of the narcotics shall be issued by the P&E Division.

## **II. Obtaining Controlled Substance(s)**

- A. To obtain the controlled substances from the P&E Division, the requesting member shall:
  1. Present the signed court order to members of the P&E Division.
  2. The controlled substance shall be weighed (total package weight) on certified scales by the P&E Division. The requesting member shall conduct a field test to verify the substance. A P&E member, the requesting member receiving the substance and a supervisor, shall witness the weighing and testing of the substance. These actions shall be documented on whpd-157b.

## **III. Returning Controlled Substance(s)**

- A. When the requesting member returns the controlled substance to the P&E Division, the substance shall be weighed (total package weight) on certified scales by the P&E Division. The requesting member shall conduct a field test to verify the substance. A P&E member, the requesting member receiving the substance and a supervisor, shall witness the weighing and testing of the substance. These actions shall also be documented on whpd-157b.
  1. The requesting member shall be responsible for the utilization of the controlled substance. They shall maintain control and accountability of the substance during the course of its use. All required documentation shall be completed and maintained to ensure that the proper chain of custody can be established.
  2. In the event any or all of a controlled substance is not being returned, a written report documenting the reason for not returning the controlled substance shall be completed by the requesting member. This report shall be submitted to the member's supervisor for review. Once reviewed, the submitting member's supervisor shall sign and date the report and forward it to the P&E Division to be placed in the case file.

IV. Definitions – None

APPROVED   
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Charles E. Bird  
CHIEF OF POLICE