

HONOLULU POLICE DEPARTMENT
POLICY
AUXILIARY AND TECHNICAL SERVICES

January 1, 2003

Policy Number 8.16

NARCOTICS WITHDRAWAL FOR TRAINING

I. POLICY

Specialized Services Division (SSD) and/or Narcotics/Vice Division (NVD) personnel may withdraw and return narcotics from the police evidence room for training purposes.

II. GENERAL

A. The SSD and NVD shall maintain written divisional procedures outlining the controls and permitted use of the narcotics while in the possession of the division. The individual authorized to withdraw narcotics for training will be specified in the written policy as the only authorized withdrawer for the division.

B. A form letter (see attached sample) authorizing the withdrawal of narcotics for training purposes will be submitted [REDACTED]

[REDACTED] A copy of the authorization letter will be maintained at the Evidence Room.

C. Narcotics released for training purposes will only be from closed cases for which there is no further prosecution or cases that have been adjudicated in court.

D. Narcotics for training shall be withdrawn only in sealed containers, except as outlined in subsection C, section III. Containers shall not be unsealed during any training activity.

12-7-2010

12-7-2010

12-7-2010

12-7-2010

12-7-2010

E. Narcotics will be withdrawn only by the authorized individual of the SSD or NVD. Written authorization, HPD-130 form, for each withdrawal must be provided by [REDACTED]
The request must then be approved in writing [REDACTED]
[REDACTED]

F. Narcotics withdrawn for training purposes will remain the responsibility of the requester until returned and written acceptance of the narcotics by the evidence clerk has been obtained.

G. No narcotics withdrawn shall be retained more than three months.

III. PROCEDURE

A. Withdrawal of Narcotics

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

B. Return of Narcotics

1. Upon return of the narcotics to the evidence room, the clerk will accompany the officer to the Crime Laboratory where the container will be examined, unsealed, and the contents tested to determine whether they are identical to those issued.
2. If everything is in order, the evidence room clerk will take possession of the narcotics and complete the "Returned To:" and "Date and Time:" sections on the HPD-130 form.
3. A copy of the HPD-130 form will be returned to the officer for file in the Specialized Services Division.
4. The original copy of the HPD-130 form will be filed in the Records and Identification Division.

C. Destruction of Marijuana Withdrawn for Training

1. Marijuana withdrawn from the police evidence room shall be used for training purposes only. Authorization shall be granted prior to burning marijuana in order to familiarize police recruits with the odor. The NVD shall be the only division authorized to withdraw marijuana for this purpose.
2. The NVD commander shall indicate on the form letter [REDACTED] that the marijuana withdrawn will be burned for training purposes.

12-7-2010

12-7-2010

3. The requesting officer shall follow the procedures set forth in subsection A, section III, after approval is received.
4. Crime Laboratory personnel shall note the weight of the marijuana that is being withdrawn on the HPD-130 form.

In the remarks section of the HPD-130 form, the evidence room clerk shall print, "Marijuana to be destroyed during training."
5. The NVD commander or executive officer shall notify [REDACTED].
[REDACTED] An e-mail or a To/From report shall be sent [REDACTED] no later than three working days prior to the training.

IV. DISCREPANCIES

12-7-2010

- A. Any damage to or loss of contents from the narcotics container while in possession of the requesting division, with the exception of narcotics withdrawn in accordance with subsection C, section III, must be reported immediately [REDACTED] via a To/From report.
- B. Any discrepancy determined by the Crime Laboratory personnel between the narcotics issued and the narcotics returned must be reported immediately [REDACTED] via a To/From report.

January 1, 2003

Policy Number 8.16
Page 5

- C. In the event of discrepancies occurring, issue of narcotics for training purposes will be suspended indefinitely pending investigation.

12-7-2010

LOUIS M. KEALOHA
Chief of Police

Attachment

Post on bulletin
board for one week

Policy first issued
July 28, 1995

AUTHORIZATION FOR WITHDRAWAL OF NARCOTICS FOR TRAINING

12-7-2010

[REDACTED]

[REDACTED]

12-7-2010

[REDACTED] Commander/Executive Officer