



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: MARCH 1, 2002	REVISED DATE: October 14, 2009	NO. PAGES: 1 of 2	NUMBER: 4.2.05
SUBJECT: REMOVING DRUG EVIDENCE FROM THE FORENSIC UNIT			
ASSOCIATED MANUAL: FORENSIC UNIT, INSPECTION UNIT, INTERNAL AFFAIRS, INTELLIGENCE UNIT		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

Substantive changes are in italics

PURPOSE: To provide accountability of controlled substances removed from the Forensic Unit.

POLICY: The Cleveland Division of Police shall regulate the removal of drug evidence from the Forensic Unit and maintain accountability.

PROCEDURES:

- I. Officers shall receive authorization to remove drug evidence from the Forensic Unit for court related purposes if the following apply:
 - A. The drug evidence is for a pending pretrial hearing or an actual trial.
 - B. The city or county prosecutor assigned to the case gives the officer a verbal or written request to present the evidence at such hearing or trial.
 - C. The drugs are evidence.
 - D. There is a written request on the officer's subpoena that such evidence is needed at the hearing or trial.

- II. In instances where an officer is no longer needed in court but drug evidence must remain in the courtroom, the officer shall provide the Forensic Unit with the name and contact information of the prosecutor who has assumed custody of the drugs.

- III. *The Forensic Unit shall, as needed and as approved by court order, maintain quantities of former drug evidence for use in investigations conducted by the Bureau of Special Services. The drug evidence used for this purpose shall be those drugs that were scheduled for destruction as per court order.*

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- A. *Only a Narcotics Unit supervisor with the written authorization of the Commander of the Bureau of Special Services may sign out drugs for use in an investigative operation.*
- B. *The drugs used for this purpose shall be packaged by the Forensic Unit in a manner prescribed by the investigating unit. The packaging may not be modified or altered after it is removed from the Forensic Unit.*
- C. *If the drugs become evidence as a result of their use in an investigative operation, the drugs shall be considered a new seizure and normal procedures shall apply for entering the drugs into evidence.*
- D. *If an investigative operation does not result in the drugs becoming evidence, the drugs shall be returned to the Forensic Unit within 72 hours of the drugs having been initially signed out of the Forensic Unit.*
- E. *The Forensic Unit shall in all cases inspect the returning drugs in a manner prescribed by the Forensic Unit. Any alterations of the original packaging, or discrepancies in the contents or recorded quantities shall be noted and forwarded to the Integrity Control Section for further investigation.*
- F. *If at any time the drugs have not been returned to the Forensic Unit within 72 hours of having been signed out of the Forensic Unit, the Narcotics Unit supervisor shall forward a Form-1 through the chain of command to the Deputy Chief of Special Operations (with a copy being forwarded to the Forensic Unit) explaining the cause of the delay and/or requesting an extension of the time limit due to the circumstances of the ongoing investigative operation.*