




City of Manassas Police Department General Duty Manual



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| Effective Date: 08-01-2009 | GENERAL ORDER | Number: 06-37 |
| Subject: Drugs/Explosives Training Aids | | |
| <input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 07-09-2018 | | Reevaluation: <input checked="" type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input type="checkbox"/> N/A |
| Accreditation Standards: 84.1.4 | By Authority Of:  Douglas W. Keen, Chief of Police | Total Pages: 3 |

PURPOSE:

To establish policy and procedures for the security of and accountability for controlled substances, explosives, and/or weapons used for investigative purposes or K-9 training aids.

POLICY:

The MCPD uses controlled substances, weapons, and/or explosives for investigative purposes or training aids, particularly in the area of K-9 training. Due to the critical nature of these items, the department will establish safeguards to maintain the security and integrity of, and the accounting for, controlled substances, weapons, and explosives used for investigative purposes or training aids.

DISCUSSION: The K-9 program for our agency has increased in size and therefore increased the amount of officers training with aids related to their canine's training specialties. These aids include narcotics, firearms, and explosives. All explosive training aids must be maintained as regulated by Federal Law Title 27 (exemptions, 555.141). Our department will only maintain the types and quantity of explosive aids that fall within the exemption status, i.e., pyrotechnic fuses, black powder, friction primer, and percussion caps.

PROCEDURE:

- A. Controlled Substances
 1. Controlled substance training aids are listed below:
 - a. Cocaine , (crack and powder)
 - b. Methamphetamine
 - c. Heroin
 - d. Marijuana
 - e. Ecstasy
 - f. Oxycontin
 - g. PCP
 - h. Hash
 2. Security – Controlled substances utilized for training aids will be kept secured in the patrol storage area. The controlled substances will be locked in a vault or safe type unit within a locked and secured area.
 3. Access – Access to the drug vault will be limited to the personnel that have a DEA license as well as the K-9 supervisor for emergency purposes. Any access to the drugs used for training will be noted on a log sheet, kept with the vault, and will include the name, date & time, and purpose for accessing the vault. The drugs regulated by the DEA may only be signed out by the officer who possesses a DEA Control Number (License).
 - a. Whenever possible, the controlled substances will remain in the vault. In lieu of actual controlled substances, items such smoking devices, when obtained may also be placed in the vault to acquire the controlled substance odor to be used in training.

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| Effective Date: 08-01-2009 | GENERAL ORDER | Number: 06-37 |
| Subject: Drugs/Explosives Training Aids | | Page: 2 of 3 |

- b. If a particular non controlled DEA substance is required for training, the use of the controlled substance will be the responsibility of the officer that signed out the substance. The officer must be able to produce the controlled substance when requested to do so by the K-9 supervisor or any member of the command staff within a reasonable amount of time, not to exceed 4hours.
- c. The K-9 officer signing out the training aid substance (DEA controlled or not) must ensure that the items are turned back in at the conclusion of the training.
- d. The K-9 Supervisor will conduct inspections of the controlled substances as well as the log book.

B. Explosives

- 1. Quantity – Explosive training aids for the K-9 Explosive Detection Handler will not exceed two pounds for any one explosive compound. The annual vehicle inventory will document the items maintained in the secured vault.
- 2. Security – Explosive training aids utilized for training will be stored in a secured vault with the K-9 Handler. Storage will be within the guidelines of ATF regulations.
- 3. The K-9 handler will be responsible for the items and will be subject to inspections by the K-9 supervisor.
- 4. Transportation
 - a. Explosives will be transported in compliance with local, state and Department of Transportation (DOT) regulations.
 - b. A fire extinguisher, meeting National Fire Protection Association (NFPA) standards, will be carried in the vehicle except when an emergency situation dictates otherwise.
 - c. Vehicles transporting explosive training aids will be maintained in proper operating condition.
 - d. During transport, the airtight storage compartment containing the training aid(s) will be secured in a non-sparking, lockable container that will be locked and bolted to the inside of the vehicle.

C. Weapons

- 1. Security – No firearms will be used as K-9 training aids, including handlers’ duty weapons.
 - a. A starter pistol may be used as a training aid for weapon evidence search training, agitation, and other scenarios. K-9 Handlers may use their personally owned authorized folding knife as an evidence search training aid. The knife will remain closed, and, if available, the blade lock engaged at all times during the training session.

D. Inventory/Inspections

- 1. Quarterly Inspections/Inventory – The K-9 Supervisor will conduct quarterly inventories and inspections of controlled substances and explosives. A written inspection report will be completed and forwarded through the chain of command.
 - a. The inspection report will indicate the status of the vault or bunker’s security at the time of the inspection.
The report will also indicate specific information, if any; regarding the number of times the vault/bunker was accessed since the last inspection.
 - b. A copy of the log sheet will be sufficient.
- 2. Occasionally, during the training and/or certification process, training aids can become damaged or lost.
 - a. Controlled Substances
 - 1) The K-9 Officer who last signed out the item will immediately forward documentation to the K-9 Supervisor if the training aid is lost.
 - 2) If the events leading up to the item missing is suspect in nature, an investigation through the Office of Professional Standards office may be directed by the Chief of Police

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| Effective Date: 08-01-2009 | GENERAL ORDER | Number: 06-37 |
| Subject: Drugs/Explosives Training Aids | | Page: 3 of 3 |

- b. Explosives
 - 1) Lost training aids will be immediately documented and forwarded to the K-9 Supervisor.
 - 2) If the events leading up to the item missing is suspect in nature, an investigation through the Office of Professional Standards office may be directed by the Chief of Police.
- E. Acquisition – If the controlled substance training aid(s) inventory requires replenishment, controlled substances will be requested through the DEA under the licensing process for the agency.
 - 1. The Patrol Commander or the K-9 Supervisor will approve additions to the explosives inventory.
 - 2. Acquisition of explosive training aids will be according to local, state and ATF regulations.
- F. Destruction
 - 1. Disposal and destruction of any training aid that is no longer viable as a training aid will be handled as follows: Training aids obtained under federal and state license guidelines will be handled through the licensee and the issuing agency of the controlled substance(s).
- G. Discipline – Any violation of this policy and procedure will be subject to disciplinary action, including punitive action up to and including termination.

Attachments: N/A

Indexed As: K-9 Training Aids

References: Federal Law Title 27 (Exemptions, 555.141)