



City of Racine Police Department

Policy and Procedure

Number: 1213

Subject: Storage of Canine Training Narcotics		
Date Issued: 10-05-01	Effective Date: 04-30-10	Revision Number: 3

POLICY:

The Racine Police Department believes that the benefits derived from the use of the canine program are directly related to the frequency and realism of the training. Consequently, the use of narcotics in the training is paramount. This need for realistic training has to be balanced by the need for appropriate accountability for the evidence used in the training program.

PROCEDURE:

When a Canine handler requests narcotics for training the following steps shall be taken:

CANINE HANDLER:

1. Contact the Special Investigations Drug Unit Supervisor and arrange to obtain the narcotics from one of the Department evidence custodians.
2. In the presence of the Special Investigations Drug Unit Supervisor and the evidence custodian:
 - a. Weigh each of the controlled substances on the SIU scale.
 - b. Log the weight of the substances on the Canine Training Evidence log sheet.
 - 1) The Canine handler, evidence custodian and Special Investigations Drug Unit Supervisor shall sign and date the Training Evidence log sheet.
 - 2) A copy of the Canine Training Evidence log sheet shall be kept by:
 - a) Special Investigations Drug Unit Supervisor
 - b) Evidence custodian
 - c) Canine handler
 - d) A copy will be kept in the locker with the narcotics.
 - 3) Place the narcotics in one of the canine evidence lockers.
 - 1) The canine evidence lockers will be double keyed and require both the Canine handlers key and the Supervisor's key to open.
 - 2) Each Canine handler will have their own locker and will be responsible for obtaining their own training narcotics.
 - 3) The evidence locker key that has been issued to a Canine handler will not be provided to anyone else except when the key is being turned in to the Canine handler's supervisor at the request of the Department or upon relief of assignment.
 - d. The Canine handler can prepackage the narcotics by weighing the narcotics and package the narcotics in specific weights for training. The narcotics need to be sealed in containers or packaging. The containers or packages must be marked with the first initial of the narcotic and the weights of the narcotics in the package.
 3. When the evidence is needed for training purposes:
 - a. Contact a supervisor to obtain the Supervisor's key for the locker.
 - b. Obtain the needed narcotics from the K-9 evidence locker with the supervisor.
 - c. It is not necessary to reweigh the prepackaged narcotics unless the narcotics are scheduled to be opened during training. If the narcotics need to be reweighed, weigh the narcotics with the supervisor.
 4. When the training is finished:
 - a. Contact a supervisor to obtain the Supervisor's key for the locker.
 - b. The prepackaged narcotics do not have to be reweighed unless the packaging of the narcotics becomes damaged or opened during training.
 - c. Notify the supervisor if there is a change in weight of the evidence due to a training incident.
 - 1) Document the circumstances for the change in a supplement (PP95).
 - 2) Notify the Shift Commander.

- d. Place the narcotics back in the K-9 evidence locker with the supervisor.
- 5. When the narcotics are no longer needed by the K-9 officer or when they need to be replaced due to age:
 - a. The K-9 officer will make arrangements to turn the evidence in to the Department evidence custodian.
 - b. The evidence will be weighed on the SIU scale and the weight recorded on the Training Evidence log sheet.
 - c. The K-9 officer, evidence custodian and the Special Investigations Drug Unit Supervisor will witness, sign and date the return of the evidence on the log sheet.

SUPERVISOR:

- 1. When advised by the Canine handler that evidence is needed for training purposes:
 - a) Obtain the canine evidence locker key from the sergeant's office key box.
 - b) Accompany the Canine handler to obtain the evidence from the canine locker.
 - c) Witness the weighing of the narcotics taken for training.
- 2. When evidence is returned after a training session:
 - a. Obtain the canine evidence locker key from the sergeant's office key box.
 - b. Witness the weighing of the narcotics returned.
 - c. Accompany the Canine handler to return the evidence to the canine locker.
- 3. Ensure that when a Canine handler is relieved of his or her assignment either temporarily or permanently, that his or her canine evidence locker key is retrieved.

SPECIAL INVESTIGATIONS UNIT COMMANDER:

- 1. When notified by the Canine handler that narcotics are needed for training purposes:
 - a. Determine the type and quantity needed.
 - b. Notify the evidence custodian of what is needed.
 - c. Witness the weighing of the narcotics.
 - d. Sign and date the Training Evidence log sheet.
- 2. Obtain the Supervisor's key for the canine evidence locker.
- 3. Accompany the Canine handler to place the evidence in the locker.
- 4. Maintain a copy of the Training Evidence log sheet.
- 5. Witness and document the return of the evidence when the evidence is no longer needed by the Canine handler.

EVIDENCE CUSTODIAN:

- 1. When notified that narcotics are needed by the Canine handler for training:
 - a. Gather the requested narcotics from evidence that is scheduled to be destroyed.
 - b. Witness the weighing of the narcotics by the Canine handler.
 - c. Sign and date the Training Evidence log sheet.
 - d. Maintain a copy of the Training Evidence log sheet.
- 2. Witness and document the return of any evidence by the Canine handler.

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