

HONOLULU POLICE DEPARTMENT
POLICY
AUXILIARY AND TECHNICAL SERVICES

August 29, 2022

Policy Number 8.16

NARCOTICS WITHDRAWAL FOR TRAINING

POLICY

The Honolulu Police Department permits the controlled withdrawal of narcotics from the Records and Identification Division's Evidence Room (hereafter Evidence Room) specifically for training or method development purposes to only two authorized elements: the Scientific Investigation Section (SIS) and Narcotics/Vice Division (NVD).

PROCEDURE

Procedures herein apply specifically to narcotics withdrawn and returned in accordance with the above policy statement.

I. **GUIDELINES**

- A. The SIS and NVD shall each maintain written divisional procedures for the control, sealing, storage, and permitted use of the withdrawn narcotics in its possession.
- B. A Narcotics Withdrawal for Training Request, HPD-130 form (hereafter HPD-130), is required for each withdrawal, and a copy will be retained at the Evidence Room.
- C. Narcotics released by the Evidence Room shall be only from closed cases for which there are no further prosecutions or cases that have been adjudicated in court.
- D. Narcotics shall be withdrawn only by authorized requesters in the SIS or NVD.

- E. Withdrawn narcotics shall remain the responsibility of the requester until returned to and accepted by the Evidence Room.

II. WITHDRAWAL OF NARCOTICS

- A. The HPD-130 shall state [REDACTED]
[REDACTED] The completed form shall be submitted to the requester's element commander or executive officer for authorization.
- B. The authorized HPD-130 must be received by the Evidence Room sergeant for approval of the narcotics withdrawal to be considered.
- C. The requester will be notified by the Evidence Room if the request has been approved or disapproved. If the item has not been weighed and tested, an SIS Work Request, HPD-207 form (hereafter HPD-207), shall be submitted to do so by the requester at least seven days in advance of obtaining the narcotics.
- D. Narcotics shall not be released without prior verification by the Evidence Room that an HPD-130 has all the proper authorizations. The Evidence Room shall retain the HPD-130 until the narcotics are returned.

III. Destruction of Marijuana Withdrawn for Recruit Training


- A. Only the NVD is authorized to withdraw marijuana for destruction for recruit training.
- B. In completing the procedures in section II above, the requester shall indicate on the HPD-130 that the withdrawal is for recruit training and narcotics will be destroyed.
- C. The NVD commander or executive officer shall notify the commander of the Professional Standards Office (PSO) of [REDACTED] An e-mail or a To/From report shall be sent to the PSO administrative lieutenant, via channels, no less than three working days prior to the training.

IV. RETURN OF NARCOTICS

- A. All narcotics remaining after the training or method development is completed shall be returned to the Evidence Room.
- B. Retesting of Narcotics by the SIS
 - 1. If returned narcotics require verification by the SIS, another HPD-207 shall be submitted to determine if there are any discrepancies between the withdrawn and returned narcotics.
 - 2. Any discrepancy detected by SIS personnel performing the verification shall be reported immediately to the SIS commander via a To/From report.

V. DISCREPANCIES

- A. Unaccounted discrepancies in the narcotics or narcotics container (e.g., damaged, compromised, or repackaged) while in possession of the requesting element shall be reported immediately to the commanders of the Records and Identification Division and requesting element via a To/From report.
- B. When a discrepancy occurs, the issuance of narcotics to the element that was responsible for the narcotics shall be suspended pending an investigation.


ARTHUR J. LOGAN
Chief of Police

Post on bulletin
board for one week

Policy first issued
July 28, 1995