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- I. Purpose
 - II. Policy
 - III. Procedures/Responsibilities

- I. Purpose

This Directive establishes policy and procedures for the weighing of controlled dangerous substances when they come into the possession of any member of the Division.

- II. Policy

The Division's policy is to ensure the inviolability of seized controlled dangerous substances (CDS), evidence or contraband, by weighing all CDS and suspected CDS when it comes into the possession of the Division.

- III. Procedures/Responsibilities

- A. All CDS will be weighed in the package in which it was found, using the electronic scale provided in the processing areas. (i.e., "crack" in small zip-lock bags and cocaine HCL in bags, foil or snow seals)
- B. Officer will indicate the weight of the CDS on the Montgomery County Police (MCP) drug transmittal form, if used, in the space provided, with a notation stating that the indicated weight "INCLUDES PACKAGING MATERIAL."
- C. All CDS seized will be weighed. Officers are to record the weight on the Division's property record form after each item listed.
- D. Officers will use the evidence bags provided and heat-seal each bag and sign/initial over the seal prior to securing the evidence in the temporary evidence lockers.
- E. *An officer not involved in the CDS arrest*, will personally verify that the weight of the CDS and its packaging is the same as the weight indicated by the officer that initially weighed the C.D.S.
- F. *This officer will*, provided that the weights are the same, initial the MCP drug transmittal form, if used, next to where the weight is indicated; and will initial next to the weight on the Division's property record form. Should a discrepancy be discovered, the Watch Commander or OIC will *be immediately notified to initiate an investigation*. During such an investigation, the drugs in question will only be released on the authority of the investigative officer assigned by the Chief, Park Police Division.
- G. The Assistant Chief, *Support Operations*, will arrange for a command staff official; outside of the Management and Technology Branch, to conduct periodic inspections to ensure compliance with the provisions of this Directive.

**Approved Park Police Document
Signed Original on File**

End of Directive