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VICE AND NARCOTICS POLICY

REVISIONS

Revisions are italicized

RESCINDS

Department Manual Directive 203.7, VICE AND NARCOTICS

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DISTRIBUTION

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Policy

It is the policy of the Detroit Police Department to receive, process and investigate all organized crime, vice, and narcotic complaints and to report information on matters of criminal intelligence as mandated by local, state, and federal laws.

Licensed Established Inspections

Sworn members of the department shall make frequent inspections and observations of licensed liquor establishments and not the general conduct and conditions under which these businesses are being operated. For each inspection or observation, a single copy of the Routine Inspection Report - L.C.C. Licensed Establishments (DPD425) shall be completed. The report shall be retained by the command and on the first day of each month shall call Liquor License to report the total number of inspections and observations conducted during the previous month. Reports shall be retained by the command for ninety (90) days.

Confiscated Property

1. In liquor, gambling and vice cases, property shall not be destroyed or damaged willfully. Only that property used in conducting the illegal business or activity shall be confiscated. In the event large quantities of property are confiscated as evidence, the property shall be handled and processed in accordance with department property procedures.
2. Officers involved in such police activities must secure the premises when *they* leave. The owner of the premises, if *they are* not the occupant, should be informed of the police action and *their* cooperation shall be sought to prevent any resumption of the activities. In addition, the *incident* report shall include:
 - a. Type and weight of the controlled substance seized concerning narcotic violations; and
 - b. If a vehicle is involved, a request that the vehicle be processed for forfeiture must be included in the *incident* report sent to Forfeiture.

Forfeiture

Forfeiture has the responsibility of receiving and processing all petitions for the confiscation of properties and/or monies seized in accordance with the provisions of current state of Michigan forfeiture acts. Forfeiture is also responsible for the processing of all requests made by department entities for revenue sharing under the forfeiture provisions of Michigan's Narcotic Statute.

Liquor Evidence

1. In cases involving suspected misbranded or adulterated alcoholic beverages, the confiscated beverage shall be sent directly to the Michigan Liquor Control Commission (MLCC) for analysis.
2. Liquor seized in connection with a court case shall not be delivered to the Liquor Control Commission until final disposition is made of the case, and then shall be delivered only through Property Control.

Pandering Violations

When a person is arrested for pandering, a copy of the *incident* report shall be routed to Vice. *The respective Precinct Detective Unit* shall be responsible for processing the case, *and* for persons wishing to make pandering complaints, the member shall prepare an *incident* report on the information, which shall be routed to Vice.

Obscenity Violations

Vice shall be notified when an officer has information regarding:

1. Indecent, obscene, or risqué performance of any nature, including “smokers” or “stag parties;”
2. Any immoral, indecent, or obscene display or advertising; and/or
3. The existence of pornographic, indecent or obscene pictures, books, articles, or other material.

Due to the complexity of elements necessary for the successful prosecution of such cases, officers should not attempt to make arrests or seize material until *a member from Vice* has *instructed them on what to do*.

Liquor Violations

By Minors

No person under the age of 21 years shall purchase or knowingly possess, transport, or have under *their* control in a motor vehicle any alcoholic beverage. This shall not apply to persons who are employed by licensees and who possess, transport, or have under *their* control such alcoholic beverages during regular working hours and in the course of *their* employment. Further, any adult who shall knowingly sell, give, or furnish a minor with any alcoholic beverage shall be presumed to be in violation of the state law concerning furnishing alcoholic beverages to a minor. All violators may be arrested and conveyed to the Detroit Detention Center if the violation is an arrestable offense.

Reporting Vice Complaints

Any complaint relative to liquor, gambling, or vice activities coming to the attention of a *Detroit Police Department (DPD)* member shall be reported to the officer-in-charge of the precinct station desk and *an incident report shall be completed and forwarded to Vice. After hours, members can notify Vice through Notification and Control when an officer comes in contact with a victim of human trafficking and the officer(s) will be given instructions. Vice shall be the primary investigative unit within DPD concerning complaints involving human trafficking.*

Human Trafficking can take many forms, whether it's a minor involved in sex work, adult sex worker, or labor for no or minimal compensation. Anytime an accosting and soliciting operation is conducted, detainees will be debriefed to determine if the individual is being trafficked or operating independently. Members assigned to Vice will respond and investigate complaints involving human trafficking.

Vice will also assume responsibility for cases initially assigned to other entities, such as the Precinct Detective Units, Sex Crimes, and Child Abuse that has a human trafficking nexus. Vice will maintain a working relationship with the F.B.I. and provide the F.B.I. with Vice/DPD members to be assigned out to the S.E.M.T.E.C (Southeast Michigan Trafficking and Exploitation Crimes) Task Force when needed.

Reporting Vice Violations

Vice shall have the responsibility of gathering and recording information related to liquor, gambling, and vice activities.

Reporting MLCC Violations - Violations Involving Licensed Liquor Establishments

1. When a commanding officer receives a write-up concerning a violation in a licensed liquor establishment, the commanding officer shall complete the Liquor Control Commission Violation Report, L.C. 600. Details of the violations shall be recorded on the front of the form. On the reverse side shall be recorded the names and addresses of all witnesses and a brief statement from each witness, including officers. All evidence confiscations shall be listed in the space provided. The Liquor Control Commission Violation Report, L.C. 600 shall be forwarded to Liquor License. A copy shall be retained at the precinct.
2. Liquor License shall forward the Liquor Control Commission Violation Report, L.C. 600 to Vice after approval. The Liquor Control Commission Violation Report, L.C. 600 shall then be sent to the Liquor Control Commission together with any other necessary information. Liquor License shall retain a copy.
3. When a commanding officer files a violation complaint against a licensed liquor establishment outside the command, the commanding officer shall forward a copy of the Liquor Control Commission Violation Report, L.C. 600, to the commanding officer of the precinct in which the establishment is located.

License Violation Warnings

Rather than referring the report of a violation by a licensed liquor establishment to the Liquor Control Commission, the commanding officer may recommend that a warning be issued to the licensee. In this case, the commanding officer may wish to interview the licensee and/or consult with the officer who made the report. The commanding officer shall prepare a report on an Inter-Office Memorandum (DPD568), stating the violation allegations, recommendations, and the reason for not referring the matter to the Liquor Control Commission. A copy of the report shall be forwarded to Liquor License.

Reports

Officer's Daily Report

1. The *Officer's Daily Report* shall be prepared *in accordance with unit/command procedures whenever the precinct conducts "vice activities" (e.g., O.T.E. operations)*. All activities pertaining to liquor, gambling, and vice shall be reported by law enforcement.
2. Entries shall include the time and place of each incident, the name of the investigating officer, and the name, age, sex, race, and address of the person investigated or arrested. When a person is arrested at a location, other than on the street, a complete description of the property in which the person was arrested shall be included in the report. These activities shall be listed chronologically and the following detailed information shall be included:
 - a. Liquor activities, including routine inspections of licensed establishments, visits observing for violations in licensed establishments, attempted buys in unlicensed establishments, visits to suspected unlicensed establishments, observations of suspected blind pigs/after hours, persons investigated on the streets, arrests and raids in detail (if a violation notice is issued against a liquor licensee, a brief synopsis of the violation shall be given);
 - b. Gambling activities, including attempted bets, visits to suspected gambling establishments, person investigated on the streets, arrests and raids;
 - c. Vice activities, including places visited with "No Action" observations of suspected disorderly houses, persons investigated on the streets, arrests and raids; and
 - d. Miscellaneous activities, including persons investigated, arrests, and other action taken.
3. Any money spent will be listed in the summary of activities following the description of the activity for which it was used. The amount spent, the name of the person spending the money, and the purpose for which the money was spent will be indicated. Expenses will then be totaled by category and listed on the *Officer's Daily Report in accordance with unit/command procedures*.
4. When completed, the report shall be signed by each member *from the precinct who participated in the "vice activities" and then reviewed and approved by the precinct commanding officer or designated officer*.

Daily Summary Report

Each precinct Special Operation shall also complete and attach a summary of all activities reported on the *Officer's Daily Report, completed in accordance with unit/command procedures*, for each 24-hour period, to include the number of crews operating in that 24-hour period. The original summary shall accompany a *completed Officer's Daily Report in accordance with unit/command procedures*, and copies of the summary shall be attached to copies of the *Officer's Daily Report* for distribution.

Summary of Liquor, Gambling, and Vice Activities

Using information obtained from the *Officer's Daily Report, completed in accordance with unit/command procedures*, a Summary of Liquor, Gambling, and Vice Activities shall

be submitted monthly. The original shall be forwarded to the commanding *officer* of Liquor License. In addition, one copy shall be forwarded to the concerned deputy chief and one (1) copy shall be retained by the commanding officer submitting the report.

Court Procedures

Precinct Court File Book

1. Each precinct shall maintain a court file book containing the following information on all liquor, gambling, and vice arrests when a warrant is to be requested: date, defendant's name (last name first), the court file number, charge, officer in charge of the case, where arrested, and disposition.
2. The court file numbers will be issued chronologically by precinct. A court file number shall be assigned to each case with the exception of those involving multiple defendants. In these instances, each case shall have the same court file number. In all cases, the court file number shall be recorded on the front of the Court Case Envelope (DPD532).

Certifying Liquor Related Court Dispositions

The Michigan Liquor Control Commission requires certification of court dispositions prior to conducting hearing on liquor license violations. Therefore, it is necessary to follow the procedure listed below for those cases, which are processed through 36th District Court, Criminal Division or 36th District Court, Traffic and Ordinance Division and subsequently heard before the Michigan Liquor Control Commission.

36th District Court, Traffic and Ordinance Division

1. In the event a member issues an Ordinance Violation Notice in conjunction with the preparation of the Liquor Control Commission Violation Report, L.C. 600, THE OFFICER WHO ISSUED THE Ordinance Violation shall contact Liquor License by phone with the disposition rendered by 36th District Court, Traffic and Ordinance Division.
2. If the ordinance violation case is adjourned, the officer shall prepare an Inter-Office Memorandum (DPD568), stating that the case was adjourned and indicate the new trial date. The original copy of the memorandum shall be forwarded to the commanding officer of Liquor License and the first copy shall be forwarded to the precinct involved. The memorandum shall contain the name and address of the liquor establishment as well as the name and address of the defendant.
3. It shall be the responsibility of the officer who issued the Ordinance Violation Notice to notify Liquor License of the court disposition.

Certification of Court Disposition

1. In liquor cases involving 36th District Court, Criminal Division and 3rd Circuit Court, the officer in charge of the case shall notify Liquor License of the court disposition. If the case is adjourned, an Inter-Office Memorandum (DPD568) shall be prepared and distributed as indicated above.

Distribution

1. Members shall then deliver the court printout form (either in person or through

department mail) to the commanding officer of Liquor License. The commanding officer of Liquor License shall then mail the original form to the Licensing and Enforcement Division of the Michigan Liquor Control Commission. A copy shall be retained in the file maintained by Liquor License. A second copy shall be forwarded to the precinct in which the initial offense occurred for filing in the precinct liquor file.

2. In the event a case is dismissed in either 36th District Court, Criminal division, 3rd Circuit Court, or 36th District Court, Traffic and Ordinance Division, it is necessary that this information be indicated on the court printout form.

Narcotic Related Activity

1. It is the responsibility of all department members to enforce the provisions of the Controlled Substances Act where there exists reasonable and probable cause to believe that a violation has been committed; and to properly report all alleged narcotic related activities coming to their attention.
2. Whenever a citizen contacts any command within the department, whether by letter, telephone, walk-in, or by any other means, with information concerning alleged narcotic-related activity; or whenever a member otherwise becomes aware of alleged narcotic-related activity which does not necessitate immediate action, the member receiving or having knowledge of such information shall *enter the complaint in the Narcotics Complaint Form, located on the Department Intranet Page*. The member having initial contact shall accept all narcotic-related information. Under no circumstances shall any person offering such information be referred to Narcotics or to any other command. However, if circumstances necessitate prompt action, the concerned member shall immediately contact Narcotics. *The Narcotics Unit is responsible for managing and assigning narcotics complaints.*

Raids

1. Under no circumstances shall a member outside of Narcotics conduct a Narcotic Raid without the approval of the commanding officer of the member's respective command. *Prior to executing a Narcotics raid, HIDTA shall be contacted and the location deconflicted. The supervisor and requesting member (search warrant affiant) shall provide HIDTA with their cell phone number so that they may be immediately reached in the event that another DPD unit or outside agency has ongoing activity at the location. Any search warrant specific to Narcotics must be approved by the appropriate Deputy Chief (Detective Bureau, Eastern/Western Operations) before submission to the Wayne County Prosecutor's Office for review.*
2. A raid is a pre-planned, concerted effort by members of the department to affect the arrest of persons engaging in illegal activity on the premises of some property or to seize contraband and/or other property in regard to such activity by virtue of a search warrant.
3. Raids shall be properly supervised and conducted in accordance with the law, existing department rules, regulations and procedures relating to arrest, search and seizure, safeguarding of evidence, and security of prisoners.
4. In every raid, a supervisor shall act as the raid commander. The raid commander shall have the authority and responsibility to formulate a specific plan to achieve

the objective of the raid and shall personally supervise the raid. *The raid commander* shall issue all orders and make any necessary adjustments in the plan. *All members assigned to an entry team on a raid must be MCOLES certified to do so (SRT Raid Training). In the event that a member is not trained, they are relegated to outside security.*

5. *The raid commander shall review the Risk Assessment Matrix (RAM) to determine if the unit is permitted to, and capable of, executing the raid.*

Simplicity

1. In making plans for a raid, it must be remembered that no matter how thorough the plan is, in all likelihood the actual raid *may* not develop as originally expected. The behavior of a subject to be arrested or some other factor beyond the control of the raiding party may necessitate a change in plans.
2. It is for this reason that while a raid plan must be made to accomplish certain objectives, the plan should be as simple as possible. In developing the strategy and plan of attack for a raid, a sound policy is to make the plan simple enough that the least experienced member participating can understand all phases of the operation. Each plan must, of necessity, be complete enough to handle foreseeable developments as the raid progresses.

Speed

1. Within the limits of safety, speed is vital to the successful execution of a raid.
2. Speedy movement by the members may well complete the apprehension of a subject before *they* can undertake any counteraction such as disposing of narcotic evidence. A properly executed arrest or raid places the subject on the defensive and gives the arresting officer a definite advantage.
3. Speed affords greater safety to the participating members in that it gives occupants of the premises little or no chance to make plans of their own. Coordination is essential; however, all members who participate should be given specific assignments, which they completely understand, *are trained for*, and are competent to handle.

Surprise

The purpose of surprise in any raid or arrest situation is to catch the subject off balance, to move in on *them* when *the subject* least expects it, and to thus minimize *their* chances of escape, opportunity to destroy evidence, or put up armed resistance.

Safety

In any police operation, emphasis must be placed upon the safety of the public, department members, and involved subjects. Raid situations necessitate the carrying of firearms and frequently it is necessary to use them. However, the raid commander, by careful planning and deployment of personnel, can minimize the risks. Participating members must use all possible caution to reduce the hazard of injury or death to themselves, to other members, or innocent persons. In order to ensure that participating members are readily identifiable as police officers, those who are not in police uniform shall wear *their* badge pinned to *their* outer garment and be clearly identified as police.

Raid Location

1. The location of the proposed raid must be determined accurately. *As a general rule, a search warrant is to be obtained.* Members must have the correct street address, and a physical description of the building, e.g., single home, two (2) family flat, apartment building, apartment number if any, color of the building, whether of brick or frame construction and any unusual characteristics such as a porch.
2. If possible, a floor plan should be obtained of the premises to be raided. These may be obtained from city offices or utility companies. If not, some relevant information may be obtained from informants, neighbors, landlords, etc.
3. A surveillance of the raid site and surrounding area should be conducted prior to the raid in order to familiarize officers with the physical layout of the building, the proximity of other buildings, avenues of escape, presence of *children, dogs, surveillance cameras*, cover for officers and other pertinent information.

Amount of Personnel

The number of members necessary to properly and safely conduct a raid shall be determined by the raid commander after *they have* considered the number of persons to be arrested, the size of any premises to be searched, resistance which may be encountered, weapons which may be on the premises, and other pertinent factors.

Briefing Personnel

Prior to conducting the raid, the raid commander shall assign participating members to specific tasks and shall brief them on his/her duties. The raid commander shall make certain each officer knows *their* own function and that of other members of the raiding party. All members involved in the raid should be readily identifiable to each other and all should know the raid commander by sight and voice. If desirable, and if time permits, the raid commander should prepare and disseminate an instruction sheet to participating members.

Uniformed Personnel

There shall be a sufficient number of uniformed members present when possible, to preclude any claim that occupants did not know that they were being raided by police. Where time and circumstances permit, arrangements should be made for all members involved in the raid to wear uniforms so that no additional uniformed personnel will be required. (*Class C uniforms may be appropriate.*) A sufficient number of uniformed officers shall be assigned to enter and secure the premises quickly. The uniformed officers shall be clearly identifiable as police.

Strategic Placement of Personnel

1. A sufficient number of members shall be assigned to cover the outside of the premises to prevent any escape of persons, to handle any crowd which might gather, and to safeguard department vehicles.
2. The raid commander shall assign each member to a specific duty at a specific location.
3. All arrested persons shall be searched for weapons, centrally located, and guarded at all times by at least one member. All people at the location should be

frisked. Previously assigned members may then conduct any necessary search of the premises.

Evidence Officers

Other searching members should assign one (1) or more members as evidence officers, whose tasks shall be to mark and safeguard all evidence seized. Prior to making any money as evidence, the evidence officer shall count the money to verify the original count made by the seizing member. Evidence officers shall be equipped with a supply of evidence tags, envelopes, etc. The evidence officers shall prepare the *incident* report.

Weapons and Armor

1. The need for specific equipment will vary depending upon conditions and the objective of the raid.
2. *Body Worn Cameras shall be worn by all members, in accordance with policy.*
3. All members shall have *their* sidearm. If there is a need for shoulder weapons, designated members should be armed with shotguns. *Only authorized members or units may deploy rifles when executing search warrants (SRT, Organized Crime).*
4. *Heavy body armor* shall be issued to and used by all members of the raiding party. For the purpose of identification, the word "police" should be stenciled in bold letters on the front and back of such armor. *Members of the entry team shall wear Level 3 body armor, rifle rated plates, and ballistic helmets.*
5. Each participating member shall have extra ammunition for *their* weapon.
6. All members of the entry team shall be equipped with flashlights. At night, the cover team shall also have flashlights.
7. Depending upon the circumstances of the raid, enough handcuffs or other restraining devices shall be available so that any arrested person may be properly restrained.
8. Members shall be equipped with whatever is necessary to obtain necessary forced entry quickly, e.g., ram, *halligan*, sledge hammers.

PREP Radios

PREP radios shall be available to provide adequate and necessary communication between the raid commander and other members of the raiding party or between individual members.

Raid Kits

1. A kit shall be prepared consisting of Evidence Tags, Property Envelopes, Lock-Seal Envelopes, Arrest Tickets, Fingerprint Cards, Interrogation Sheets, etc. This will permit members to prepare necessary forms or reports on the premises if there is a need for them to remain for extended periods of time.
2. A camera should be available so that photographs may be taken at the direction of the raid commander. For example, photographs might be taken of persons arrested along with the arresting officer, evidence, barricaded walls, barred windows, damage to doors which have been forced, or any other unusual conditions.

Transporting of Property

In cases when it becomes necessary to move a large quantity of property or large, heavy items from raided premises, the raid commander may request the use of a truck from Property Control. Communications Operations shall be contacted after normal business hours, weekends and holidays for such requests.

Notifying Communications Operations of Raid

The officer in charge of the precinct involved and Communications Operations shall be notified prior to the actual execution of the raid. *Communications shall issue a "zone clearance" prior to execution of a search warrant.* The raid commander, after considering the circumstances, shall determine at what point the notification shall be made and whether to make such notification by telephone or radio *that the raid team has made entry and is secure.* Upon receipt of the information, Communications Operations shall notify the executive and/or field duty officer.

Preliminary Action

1. Vehicles shall be left at a previously designated location. If deemed necessary by the raid commander, a guard shall be maintained to protect the vehicles. *A van should be used to transport the entry team, and at least one fully marked scout car shall accompany the van to/from the location. Arrangements should be made to obtain an appropriate van from Fleet Control by the raid commander if one is not available at the command.*
2. The premises to be raided should be surrounded and exits covered by members of the cover team as previously ordered by the raid commander. All exits, including first floor windows, should be within the view of at least one (1) officer.
3. The entry team, along with the raid commander, shall position themselves in a tactical position in order to safe guard members of the entry team. The raid commander shall announce *their* authority and purpose to the occupants and shall demand that the door be opened. If the raid is under the authority of a search warrant, this shall be included in the announcement to the occupants. If no response is obtained, officers shall force the door as previously planned. Upon gaining entry, the raid commander shall again announce his/her presence and purpose. *Members shall be reminded that "No knock" warrants are strictly prohibited, unless authorized by the Chief of Police.*
4. In the interest of safety, a protective sweep on the premises shall be conducted. Members should make a room-by-room search for these individuals, search them for weapons, and take them to a central location. Any persons arrested should be handcuffed as necessary and guarded at all times by at least one (1) officer. *No search for property, with the exception of patting down individuals for weapons, shall be done until the location has been deemed secure by the raid commander.*

Search and Seizure

1. After all persons on the premises have been located and taken to a central location, the raid commander shall inquire as to who owns, rents, or is in charge of the premises.
2. If such person identifies *themselves*, or is otherwise known to raiding members, the raid commander should ask *their* cooperation and whether any

large sums of money or items of great value are on the premises. If the response is affirmative, the person should accompany members who will seize any such large sums of money or items of great value for evidence or safekeeping, as the case may require.

3. If the person is not cooperative, *they* shall still be required to accompany members during the room-by-room search after the location had been declared secure. The cooperation of the person in charge of the premises shall also be sought by the raid commander in locating any evidence to be seized, whether by authority of a search warrant or otherwise.
4. If such cooperation cannot be obtained or it cannot be determined who is in charge of the premises, members shall proceed with the search as previously planned.
5. Members in the handling of suspected narcotics and other contraband and/or property shall exercise care because the containers or the substances themselves may have been treated with corrosive agents. Any member who comes in contact with such an agent, or so believes, shall report to *the closest authorized medical facility* as soon as possible for treatment.
6. If time and circumstances permit, a previously designated evidence officer or officers shall mark and maintain custody of any evidence. Prior to marking any money as evidence, the evidence officer shall count the money to verify the original count of the seizing member. The evidence officer shall note the location on the premises from which the evidence is taken. Evidence shall be placed into appropriate containers according to department regulations.

Counting the Money

1. If at all possible, any money, which is seized for either evidence or safekeeping, shall be counted immediately in the presence of a supervisor and the person from whom it is taken. If taken from a location on the premises, and a person has been identified as being in charge of the premises, the money should be counted in the person's presence.
2. Prior to marking any money as evidence, the evidence officer shall count the money to verify the original count made by the seizing member. The Evidence or Safekeeping Tag shall contain the signatures of all officers who count the money. After counting, the amount shall be entered on an Evidence or Safekeeping Tag and the person from whom the money was taken or the person in charge of the premises shall be asked to sign in the space provided on the tag to indicate that the amount is correct. If no Evidence or Safekeeping Tag is immediately available, the money shall be put into an envelope and the amount shall be written in ink on the envelope.
3. The supervisor and the person witnessing the counting shall then sign their names on the envelope underneath the amount. If it is not possible to immediately count any seized money, it shall be immediately put into an appropriate container and carefully guarded for later counting when circumstances permit.

Final Acts on Premises

1. Members shall try to determine from another occupant whether there is some responsible person to leave in charge of the premises. If so, members shall make appropriate arrangements.

2. If contraband or other property has been seized under authority of a search warrant, a tabulation of such property must be made on the premises. A copy of the search warrant and a copy of the tabulation shall be given to the person in charge of the premises or, if this is not practicable, the copies shall be left on the premises.
3. *Detainees shall be conveyed to the Detroit Detention Center, and property seized shall be taken to the designated precinct.* Any photographs, which are deemed necessary, shall be taken.
4. If it is not possible to locate a person to leave in charge of the premises, members shall secure or lock doors before leaving or attempt to secure the location. Communications Operations shall be notified that police personnel have left the premises.

Raid Reports

Upon arrival at the precinct station or Narcotics, the raid commander shall ensure that necessary reports are made.

Detainees Arrested for Narcotic Related Offenses

1. The arresting officer shall complete the Interrogation Record (DPD342) for all persons arrested for Violation of the Controlled Substance Act and shall be responsible for forwarding same with *their incident* report to Narcotics, Prisoner Processing.
2. Prisoners charged with offenses other than Violations of the Controlled Substance Act, but including Violations of the City Controlled Substance Code who are believed to be, or admit to be, dependent on narcotic drugs shall be questioned sufficiently to complete the portion of the Interrogation Record (DPD342) titled "For Use in Narcotic Cases." A copy of the Interrogation Record (DPD342) and *incident* report shall be forwarded to Narcotics, who shall be responsible for maintaining files on such persons.

Narcotic Violations – Small Amounts

1. Officers having occasion to affect an arrest for possession of narcotics shall contact Narcotics, Prisoner Processing, who will determine the validity of the arrest and the appropriate charge.
2. The narcotics shall be placed into evidence and conveyed to Narcotics, Prisoner Processing, along with the original *incident* report by the confiscating officer.
3. If the charge is determined to be a misdemeanor, a Traffic Court Warrant Request (DPD466) shall be prepared by the arresting officers and conveyed to Narcotics, Prisoner Processing. Narcotics will identify and weigh the substance and furnish the officer with a copy of the Preliminary Analysis Report.

Updates to the Department Manual are forthcoming.

JAMES E. WHITE
Chief of Police