



DEPARTMENT NOTICE

24-069

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District Station Narcotics Drop Box (Locker)

(Supersedes DN 22-087)

A Narcotics Drop Box (NDB Locker) has been installed or identified at all ten district stations. Members assigned to district stations will no longer be required to respond to the Hall of Justice (HOJ) at 850 Bryant St. to book the narcotics evidence. Members booking narcotics shall follow all current policies and procedures related to the testing and packaging of narcotics, including properly labeling evidence bags with a bar code generated through EvidenceOnQ.

The NDB Locker(s) will be under the supervision of the Station Keeper(s), who will maintain a separate District Station Narcotics Control Log (SFPD 230A) in duplicate. Members will list each booked item on its own line on the District Station Narcotics Control Log. The Property Control Division (PCD) will not accept the evidence if members list multiple items on one line. The Station Keeper is responsible for placing the narcotics evidence into the NDB Locker to ensure and maintain the chain of custody. The NDB Locker shall be secured with a lock, and the Station Keeper will retain the key until relieved.

The Station Keeper is responsible for ensuring that narcotics evidence is booked correctly. The PCD will not accept narcotics evidence improperly booked. The refusal will be noted on the District Station Narcotics Control Log. The Station Keeper and the OIC of the officer who incorrectly booked the narcotics evidence will be notified of the reason for the refusal. In a timely manner, the officer shall correct the packaging error(s), re-book the narcotics, and complete a supplemental report documenting why the original booked narcotics packaging was modified. A PCD officer will pick up the item(s) the next day after the narcotics have been appropriately booked/packaged.

The PCD will pick up and take custody of the narcotics evidence from the NDB Locker at each district station under the existing evidence pick up schedule. The NDB Locker in the basement of the HOJ shall still be available for all Bureaus and outside agencies. Members shall contact DOC after hours for items that do not fit into the NDB Lockers.

Members assigned to the Airport Bureau will follow San Mateo County protocols related to booking of narcotic evidence at the San Francisco International Airport.

References:

DN 24-028 – Property Control Division Right of Refusal Policy

DN 22-088 – Fentanyl Safety Recommendations for First Responders

DN 22-089 – TruNarc Analyzer-Narcotics Field Testing

SFPD 230A – District Station Narcotics Control Log (attached)


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.