



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

760 - CONTROLLED SUBSTANCES

GENERAL ORDER: 2024-38
ISSUED: July 5, 2024

EFFECTIVE: July 5, 2024

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: May 27, 2024

ACTION: Amends General Order 2023-51 (October 11, 2023)

WILEAG STANDARD(S): 6.5.1, 11.2.1

ROLL CALL VERSION

Contains only changes to current policy.
For complete version of SOP, see SharePoint.

760.10 CONTROLLED SUBSTANCES TESTING (WILEAG 11.2.1)

- B. Only department personnel trained in the use of the Narcotics Pouch Test (NPT) are authorized to test for controlled substances using the narcotics pouch. Commanders shall ensure their work location is stocked with narcotic testing pouches. The ~~Printing~~ and Stores Section shall be contacted for additional pouches as needed.
- F. All items listed on a narcotics inventory shall be ~~sealed~~ placed within one security envelope or box, if the item(s) do not fit in an envelope. Commanders shall ensure that a sign out log is used to record the name of the officer using the security envelope. Any voided security envelopes shall be recorded as such and deposited in the district "drug safe."
- G. Commanders shall ensure that adequate security envelopes are available. The ~~Printing~~ and Stores Section shall be contacted to obtain additional small and medium sized security envelopes and the Property Control Division shall be contacted to obtain additional large security envelopes when needed.

760.12 CONTROLLED SUBSTANCES TESTING SAFETY

B. EXPOSURE SAFETY

- 7. Any member who reasonably believes based on intelligence, investigation, or mitigating circumstances that an extensive amount of fentanyl is present at a scene, should leave the immediate area the substance is in and notify their shift commander who will contact the ~~HDTA~~ Criminal Investigation Bureau shift commander at extension [REDACTED] for guidance and instruction.

C. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 1. Commanders shall ensure the following PPE (personal protective equipment), which can be ordered through ~~Printing and~~ the Stores Section, is present in each testing room and is in use by its members:

- a. Nitrile Gloves;
- b. Safety Glasses;
- c. N-95 Respirator Masks;
- d. Safety Gowns.

E. CONTROLLED SUBSTANCES PACKAGING

2. Controlled substances shall be inventoried by placing the substances in a secured paper fold, a sealed zip-lock bag, and the appropriately sized security envelope (form PE-14S, or M, or L). ~~If small items of paraphernalia are involved, they may also be placed into the security envelope along with the controlled substances.~~ The unsealed narcotics envelope shall ~~then~~ be sealed placed inside a clear plastic zip-lock ~~or heat sealed~~ bag that allows for the ability to read the narcotics envelope.

If small items of paraphernalia are the original outer container for the drugs (e.g., corner cuts, tin foil, etc.), they may also be placed into the security envelope along with the controlled substances. Any other items of paraphernalia, even if they contain drug residue, shall not be placed in the narcotics envelope and shall be inventoried separately.

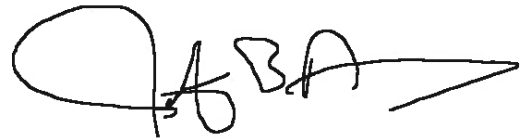
3. If fentanyl or any fentanyl analog is present, package the material in a sealed zip-lock bag and then seal place it in the appropriate sized drug envelope. The unsealed narcotics envelope shall then be sealed placed inside a clear plastic zip-lock ~~or heat sealed~~ bag that allows for the ability to read the narcotics envelope. On the security envelope under "Drug Type", write in red ink, 'Suspected Fentanyl'.
5. The member testing the controlled substance and a witness shall place his or her signature on the security envelope or box after the contents have been placed inside the unsealed envelope ~~has been sealed~~. After the inventory report has been approved by a supervisor, the security envelope, as well as the inventory, shall then be placed in the work location drug safe. No other location may be used to store controlled substances except as outlined in 760.10(E), or as authorized by the Chief of Police, or designee.
6. During the daily property pick-up, a Property Control Division officer will verify the contents listed on the inventory report are contained inside each narcotics envelope and are packaged properly. A Property Control Division narcotics officer will then verify the contents and seal the white narcotics envelope. The Property Control Division narcotics officer will then place their initials along with the date and time on the back of the white drug envelope.

(WILEAG 11.2.1.5)

760.20 "NO CASE" CONTROLLED SUBSTANCES RECOVERY (WILEAG 6.5.1)

- B. The district shift commander shall have the suspected controlled substance's weight recorded (without removing the controlled substance from its original container) and

inventoried by placing the substances in a sealed zip-lock bag, and the appropriately sized security envelope (form PE-14S, or M, or L). The unsealed narcotics envelope shall then be sealed placed inside a clear plastic zip-lock or heat sealed bag that allows for the ability to read the narcotics envelope. Members shall not test the suspected controlled substance except in accordance with SOP 760.20(C). The member will write on the outside of the envelope under "Drug Type" the words 'No Case'. The member shall then secure the envelope in the work location narcotics safe.

A handwritten signature in black ink, appearing to read "J.B.N." with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk