5-04/110.10 - Narcotic Records and Control

Narcotic evidence shall be entered into PRELIMS and stored in the safe in the absence of a narcotic depository. If the station/unit has a narcotic depository, which is a sturdy, locked, tamper-proof container, narcotic evidence shall be stored in this depository.

The Narcotics Bureau has the key to this depository and the watch commander shall have a duplicate key. The watch commander's key shall be sealed in an envelope and placed in the watch commander's safe. This envelope shall contain instructions for the preparation of a memorandum for the unit commander's review, explaining the circumstances under which the seal was broken. After use, the watch commander shall be responsible for resealing the key in an envelope and placing it back in the safe.