5-04/110.40 - Narcotic Evidence Report Record

Seized contraband of a narcotic nature shall be described in the "Evidence Held" section of the original report as follows:

- Actual physical form (e.g., powder, plant material, tablets, tarry substance, liquid, etc.) AND the controlled substance believed to be present;
- Dimensions of the package OR a description of the container to include a notation of the quantity within the container (e.g., full, ½ full, minute, etc.); and
- The number and form of the items in the package (e.g., two bindles, six balloons, one plastic bag, etc.).

Personnel not from Narcotics Bureau, Central Property and Evidence, and Scientific Services Bureaus should not state specific weights. This prevents inconsistencies when accurate scales are not available. The descriptive terms kilos, kegs, jars, bags, lids, etc., shall not be used because they vary in weight and quantity.

The evidence shall be marked for identification, as described in section 5-04/110.50 - Narcotic Evidence Special Handling, by the deputy who will testify in court proceedings.

Narcotic evidence shall be packaged and labeled as indicated in section 5-04/010.60 - Packaging of Evidence and section 5-04/110.50 - Narcotic Evidence Special Handling; however, the quantity and type of evidence may require special handling as outlined in the aforementioned section.