

## 3-8 Narcotics Evidence Disposal (Burn) Procedures

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **3-8**

Subject: **NARCOTICS EVIDENCE DISPOSAL (BURN) PROCEDURES**

Effective Date:	08/11/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

### I. CONCEPT AND ISSUES

#### A. Purpose

The purpose of this bureau order is to provide policy and procedures concerning

the planning and deployment of Narcotics Bureau and Central Property & Evidence personnel during a planned disposal of narcotics evidence (Narcotics Burn). The primary duties of Narcotics Bureau personnel assigned to these operations is to provide security.

#### B. Scope of Policy

This policy is directed to all Narcotics Bureau personnel who participate in the disposal of narcotics evidence (Narcotics Burn). All concerned personnel shall be familiar with the contents of this policy.

## II. POLICY

Based on the volume of narcotics evidence which has been identified and prepared for disposal, Central Property and Evidence will secure a disposal date with the Southeast Resource Recovery Facility (incinerator) in Long Beach, California. This date will be forwarded to the Narcotics Bureau Operations Lieutenant and Operations Sergeant for further assignment and completion of a tactical operations plan (Refer to Attachment "A").

Once the Incident Commander (Lieutenant) and Team Leader (Sergeant) have been identified, the Team Leader will select and assign a minimum of (10) sworn Narcotics Bureau personnel to assist in the operation. The Team Leader will also coordinate with the Supervising Evidence & Property Custodian (Narcotics Section) to determine which Central Property & Evidence personnel will be assigned to participate. This information will be forwarded to the Asset Forfeiture Sergeant for inclusion in the tactical operations plan. Once the operations plan has been approved, it is the responsibility of the Team Leader to provide each

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participant with a copy (electronic or hard copy) of the operations plan for their review and preparation.

### A. **AUDIT PROCEDURES**

Prior to leaving the Central Property & Evidence Warehouse, the Incident Commander shall conduct a random audit of the narcotics evidence selected for disposal. The Supervising Evidence & Property Custodian (Narcotics Section), shall provide the Incident Commander with a Narcotics Evidence Pool List, which is an itemized list of the narcotics selected for disposal.

The Incident Commander shall randomly select individual items from the Pool List. A designated employee, from the Central Property & Evidence staff, shall locate and remove the item in question from its pallet for inspection by the Incident Commander. Once the Incident Commander has determined that the physical item (evidence) corresponds with the itemized description on the Pool List, the item shall be placed back onto its original pallet. The Incident Commander shall repeat this process until he/she is satisfied with the audit procedure. It is recommended that a minimum of (2) individual items be selected from each pallet.

### B. **OPERATIONS PLAN**

Refer to Attachment "A" (Operations Plan Template) for further instructions.

**ORIGINAL SIGNED**

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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Text Box:

**Attachment  
"A"**

**Narcotics  
Burn**

**OPERATIONS PLAN**

**DATE OF  
OPERATION**

**CONFIDENTIAL**

**Prepared**

**File#:**

**Approving  
Officer:**

**Captain:**

**Date  
approved:**

**yes X no date**

**(  
notified  
)**

Narcotics Bureau Unit Orders : 3-8 Narcotics Evidence Disposal (Burn) Procedures

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<p><b>Area</b>      <b>Jordan</b></p> <p><b>Commander:</b></p> <p><b>( notified )</b></p>	<p><b>HQ Intranet</b></p> <p><b>LACLEAR person notified</b></p>	<p><b>NAR</b></p> <p><b>n/a</b></p>
<p><b>yes      no   x   date</b></p>		<p><b>date   n/a</b></p>

DATE OF OPERATION	BRIEFING TIME	BRIEFING LOCATION
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	0700 hours.	Central Property & Evidence 11515 S. Colima Rd, Whittier, 90604 (Parking Lot)
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<p><b>TYPE OF OPERATION</b> <i>EXAMPLE: SEARCH WARRANT - PROBATION SEARCH - RIP, ETC</i></p>
<p>Secure, Transport, and Destroy the "Approved for Disposal" evidence seized by Narcotic's Bureau.</p>

<p><b>LOCATION OF OPERATION</b></p>
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ADDRESS	11515 S. Colima Road,	CITY	Whittier (90604)
DESCRIPTION	West-end of STARS Center, behind E.O.B's Warehouse		

THOMAS GUIDE		GPS COORDINATES <i>OPTIONAL EXCEPT MET OPS</i>	
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Narcotics Bureau Unit Orders : 3-8 Narcotics Evidence Disposal (Burn) Procedures

SUSPECT (S) NAME	n/a	DESCRIPTION	n/a
VEHICLE (S) PLATE #	n/a	DESCRIPTION	n/a

SUSPECT (S) NAME		DESCRIPTION	
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**COMMAND POST LOCATION**

DESCRIPTION		ADDRESS	
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THOMAS GUIDE		GPS COORDINATES <i>OPTIONAL EXCEPT MET OPS</i>	
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**RADIO FREQUENCY'S**

TACTICAL CHANNEL		MODE	Direct	FREQUENCY	
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STATION WORKING CHANNEL	Norwalk	MODE		FREQUENCY	
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**EMERGENCY CONTACTS AND NOTIFICATIONS**

STATION/AREA	Norwalk	PHONE #	(562)863-8711	W/C	
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Narcotics Bureau Unit Orders : 3-8 Narcotics Evidence Disposal (Burn) Procedures

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<u>LOCAL AGENCY</u>	Norwalk Station	<u>PHONE #</u>	(562)863-8711	<u>W/C</u>	<u>AM Shift</u>
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<u>MART</u>	Referral	<u>PHONE #</u>		<u>CONTACT</u>	
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**HOSPITAL**

<u>NAME</u>	Whittier Hospital	<u>ADDRESS</u>	9080 Colima Road, Whittier, Ca 90605
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<u>PHONE #</u>	(562) 945-3561	<u>THOMAS GUIDE</u>	**See attached map
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**COMMAND RESPONSIBILITY**

<u>INCIDENT COMMANDER</u>		<u>CAPTAIN</u>	
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<u>AREA COMMANDER</u>		<u>LIEUTENANT</u>	
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**I. SITUATION**

Due to the volume of stored narcotics evidence which has been approved for disposal/destruction, Central Property & Evidence (Narcotics Section) has requested assistance from Narcotics Bureau to provide security for a scheduled narcotics evidence destruction operation.

<u>Authorizing Judge:</u>		<u>Court:</u>	
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**II. MISSION**

Narcotics bureau personnel will provide armed security during the transportation, offloading and destruction of narcotics evidence designated by Central Property & Evidence personnel.

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**CONCEPT OF OPERATION**

All Narcotics Bureau personnel assigned to this operation shall assemble for a tactical briefing in the secured Central Property & Evidence parking lot located at S.T.A.R.S., at the indicated date/time. All bureau personnel shall be equipped and ready to deploy as if participating in a warrant service. The Team Leader shall designate selected personnel to deploy the Benelli shotgun and/or the M4 rifle at his/her discretion.

Central Property & Evidence personnel will be responsible for the loading and offloading of all narcotics evidence. Narcotics Bureau personnel shall assist with the offloading process on an as-needed basis. It is recommended that Narcotics Bureau personnel bring the following safety equipment: safety goggles, ear protection, and work gloves. Central Property & Evidence will provide safety helmets and dust masks.

Prior to leaving the Central Property & Evidence Warehouse, the Incident Commander shall

conduct a random audit of the narcotics evidence selected for destruction.

**The disposal / destruction of narcotics evidence shall occur at:**

Southeast Resource Recovery Facility (SERRF)

150 Henry Ford Avenue (Terminal Island, N/W corner of Ocean Bl. & Hwy. 47)

Long Beach, CA. 90802 (Refer to attached map, TG: Page 793, Grid H-2)

Phone # (562) 570-1196

**The Recommended route of travel is as follows:**

Exit S.T.A.R.S. and turn right onto W/B Telegraph Road. Turn left onto S/B Valley View Avenue. Turn right onto W/B Orangethorpe Avenue. Proceed west and enter the W/B 91 freeway. Continue W/B on the 91 freeway to the 110 freeway. Transition to the S/B 110 freeway and continue to the Vincent Thomas bridge off-ramp (to Terminal Island). Continue W/B across the bridge to New dock Street and proceed to the main truck entrance.

**Narcotics disposal / destruction procedures:**

Central Property & Evidence personnel shall conduct the offloading of all narcotics evidence. The Team Leader shall designate members of the security team to assist with the offloading and transporting of narcotics evidence to the 6<sup>th</sup> floor of the facility where the actual disposal occurs. The remaining security team members shall be strategically deployed and maintain operational security.

**III. CONCEPT OF OPERATION** (continued)

**Security and Evacuation concerns:**

The southeast Resource Recovery Facility is in full operation during the narcotics disposal operation. During this operation, we will be sharing this facility with numerous employees and various contractors. All security team members must remain vigilant and the cognizant of potential safety hazards (i.e., field of fire, fire control, etc.)

This facility contains numerous pressurized hoses, high voltage lines and industrial machinery. Should an emergency occur or an evacuation order be initiated by the facility management, the incident Commander and/or Team Leader shall determine whether the narcotics evidence is to remain in place or if it should be reloaded onto the truck(s).

If an immediate evacuation of the premises is required, all personnel shall report to the field command post designated in this operations plan as soon as possible. The Incident Commander shall ensure that all bureau and Property & Evidence personnel are accounted for.

The Incident commander shall contact Long Beach Police Department and request additional resources if necessary and the response of a field supervisor to the command post. The Incident commander is responsible for ensuring that all appropriate notifications (i.e., Headquarters Narco, Unit Commander, SHB, etc.) are made in a timely manner.

**SHOTS FIRED PRIOR TO ENTRY -**

REACT TO THREAT

ESTABLISH PERIMETER OR MOVE TO RALLY POINT

IF NECESSARY, WITHDRAW AND ESTABLISH EXTERIOR PERIMETER

ACCOUNT FOR PERSONNEL

ESTABLISH COMMAND POST

**SHOTS FIRED AFTER ENTRY OR BARRICADED SUSPECT -**

REACT TO THREAT

EVACUATE INJURED PERSONNEL

HOLD EXISTING POSITION OR MOVE TO RALLY POINT

IF NECESSARY, WITHDRAW AND ESTABLISH EXTERIOR PERIMETER

ACCOUNT FOR PERSONNEL

ESTABLISH COMMAND POST

OUTSIDE CONTAINMENT DO NOT SHOOT INTO THE LOCATION UNLESS THERE IS AN  
IMMEDIATE THREAT

**DEPUTY DOWN-INTERIOR OR EXTERIOR -**

REACT TO THREAT

EVACUATE INJURED PERSONNEL

HOLD EXISTING POSITION OR MOVE TO RALLY POINT

ACCOUNT FOR PERSONNEL

ESTABLISH COMMAND POST

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**IV. EXECUTION**

<b>A. TEAM ROSTER/LOCATIONS/ADDRESSES</b>				
<b>LOCATION #</b>	<b>TEAM/UNIT:</b>			
<b>ADDRESS:</b>	11515 S. Colima Road, Whittier, Ca. 90604 (Central Property and Evidence )			
<b>NAME &amp; EMPL #</b>	<b>ASSIGNED DUTIES</b>	<b>CALL LTRS</b>	<b>VEHICLE</b>	<b>AGENCY/UNIT</b>
	<b>TEAM LEADER</b>			

<b>LOCATION #</b>	<b>TEAM/UNIT:</b>			
<b>ADDRESS:</b>	N/A			
<b>NAME &amp; EMPL #</b>	<b>ASSIGNED DUTIES</b>	<b>CALL LTRS</b>	<b>VEHICLE</b>	<b>AGENCY/UNIT</b>
	<b>TEAM LEADER</b>			


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<b><u>LOCATIONS</u></b>	<b><u>SUSPECTS AND/OR VEHICLES</u></b>
	<b><u>OTHER POSSIBLE OCCUPANTS:</u></b> <b><u>ADULTS, CHILDREN, ELDERLY,</u></b> <b><u>HANDICAPPED</u></b> (Indicate Sex / Race / Age)
11515 S. Colima Road, Whittier, Ca 90604 (562) 477-5285	SUSPECT 1.) n/a  VEHICLE 2.) n/a
Refer to Tactical Plan attachments for information specific to individual locations. Entry supplementary reports must include team members and assignments.	

**V. SPECIAL ADMINISTRATIVE INSTRUCTIONS**

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**A. REPORTING PROCEDURES**

All departmental reporting procedures shall remain in effect. Incidents regarding shots fired, use of pepper spray or other use of force, injured deputies, etc., shall be communicated through channels to the operations commander immediately and appropriate notifications and documentation completed.

**B. PERSONNEL**

<u>DEPUTY GENERALIST</u>		<u>DEPUTY BONUS I</u>		<u>DEPUTY BONUS II</u>	
<u>RESERVE DEPUTY</u>		<u>SERGEANT</u>		<u>LIEUTENANT</u>	
<u>OTHER</u>					

**C. SPECIAL EQUIPMENT**

Armed Investigators will have immediate access to their issued MP5 sub-machine gun.

**D. ADDITIONAL**

**EMERGENCY NUMBERS**

	<b><u>ADDITIONAL</u></b>
	<b><u>NOTIFICATIONS</u></b>

<b><u>Norwalk Station (911) (562) 863-8711</u></b>	<b><u>Aero Bureau Desk (562) 421-2701</u></b>
<b><u>Command Post (562) 477-5285 (Sgt. Morris)</u></b>	
<b><u>LBPD (911) (562) 570-7260</u></b>	