



IP42

**DRUG HANDLING**

IP42

Effective Date: 01 February 2000  
Last Reviewed/Revised Date: 01 December 2022\*

**Contents**

POLICY..... 1

REASON FOR POLICY ..... 1

RELATED POLICIES.....2

PROCEDURES.....3

    General .....3

    Drug Exhibits.....3

    Analyzed Drugs.....5

    Destruction & Disposal of Drug Exhibits.....6

    No Case Seizures .....6

    Canada Border Services Agency (CBSA) .....7

    Syringes .....7

    Photographing Before Destruction .....7

    Drug Related Currency.....8

    Marijuana Grow Operation (MGO) .....8

    Clandestine Laboratory Response .....9

**POLICY**

1. The Delta Police Department (Department) will establish procedures for enforcement of the *Food and Drug Act* and the *Controlled Drug and Substances Act*.

**REASON FOR POLICY**

2. To provide basic guidelines for initial response to drug related matters as prescribed by statutory law.
3. To ensure that all drug exhibits are handled in a safe manner to prevent injury to all persons who may come in contact with them.
4. To ensure that all drugs coming into possession of a Department employee are handled accurately in order to ensure exhibit integrity.



5. All handling, seizure, storage and disposition of drugs will be handled in a consistent manner and to comply with the *Criminal Code of Canada*, *Food and Drug Act*, *Controlled Drug and Substances Act* and Health Canada.

## RELATED POLICIES

- DF11 – Accounting System
- IP40 – Property & Exhibits
- IP41 – Civil Forfeiture
- IR22 – Forensic Identification Services
- IR31 – Opioid Overdose Response (Naloxone)

## DEFINITIONS

6. For the purposes of this Policy, the following definitions will apply:

**Drug Exhibit:** any seized prescription or controlled drug or substance, or anything suspected of being such or to be contaminated by such (e.g., containers, spoons, money, or syringes).

**Drug Exhibit Card:** a serial-numbered card provided by Health Canada and to be affixed to a plastic bag for the purpose of processing a drug exhibit for analysis by Health Canada.

**Contaminated Syringe:** a syringe or hypodermic needle that is not contained in sealed factory packaging.

**Trafficking:** as defined in the *Controlled Drugs and Substances Act*:

- a) to sell, administer, give, transfer, transport, send or deliver the substance;
- b) to sell an authorization to obtain the substances, (such as the unlawful issue of a prescription); or
- c) to offer to do anything mentioned in (a) or (b), otherwise than under the authority of the regulations.



## PROCEDURES

### General

7. Members shall:
  - a) complete all reports regarding drugs prior to the end of the member's shift, unless authorized by a supervisor;
  - b) process drugs in the designated locations in the Powdersafe Enclosure units;
  - c) process drugs with another member or with proper monitoring;
  - d) double up on latex or nitrile gloves and wear long sleeves when handling any type of drugs;
  - e) submit all seized or found drugs to the Property and Exhibits Unit, including undercover drug purchases, drug paraphernalia, and drug-related items and money; and
  - f) complete and submit a Form 5.2 and the Drug Offence and Disposition Form (HC/SC 3515) for all drug exhibits and seizures.
8. Members shall weigh all drugs on an electronic scale, and:
  - a) measure all drugs in metric form; and
  - b) in the case of capsules, tablets or pieces, also indicate the total count; and
  - c) record the amount and weight of drugs in a drug exhibit (e.g. number of lids, hits, caps, pills) in their notebook, on a drug exhibit flow-chart, on the Drug Offence and Disposition Form, and in the General Occurrence report.

### Drug Exhibits

9. A member preparing to send a drug exhibit for analysis shall:
  - a) enter on PRIME the details of all drugs, including the type of drug suspected and weight;



- b) print and attach the sticker property report tag to a Health Canada exhibit label (HC/SC 4257B) and then complete the label;
  - c) attach the completed Health Canada exhibit label, with the sticker property report tag on it, to a 6' x 9' tamperproof evidence bag (note: the preprinted fields on the tamperproof evidence bag do not need to be completed);
  - d) place the drug in the tamperproof evidence bag and seal the bag, and for powder type substances place into a smaller exhibit bag prior to placing in the tamperproof bag (double-bagged);
  - e) if there is more than one type of drug, each type shall be placed in a separate completed tamperproof evidence bag, with its own completed exhibit label and separate Health Canada exhibit label for each drug being analyzed;
  - f) if an exhibit is too large or bulky for a standard exhibit plastic bag, the exhibit shall be submitted in a tamper evident package to ensure exhibit integrity, and a completed exhibit label must accompany every exhibit; and
  - g) submit a typed copy of the HC/SC 3515 on the same day the drugs are submitted, and a photocopy of the HC/SC 3515 is to accompany the exhibits.
10. A quantitative analysis may be requested if a member requires knowledge of the purity of an illicit drug, where all such requests shall be accompanied by a letter signed by a supervisor requesting the analysis and reason for the request.
11. Members sending only a portion of a drug exhibit for analysis is to weigh the balance of the drugs on the electronic scale and enter the remainder into property, and where the recommended quantity of a drug to be analyzed is not available, the entire sample shall be submitted for analysis.
12. When seized drug related items (e.g. paraphernalia, hydroponics equipment, money or a vehicle), are submitted to the Property and Exhibits Unit, the member shall complete the required management order or restraint application.
13. A Property and Exhibits Custodian is to courier drug exhibits requiring analysis to Health Canada.



14. When seizing drugs which require emergency destruction (e.g. freshly harvested marijuana), members shall:
  - a) complete and submit the Drug Offence and Disposition Form to the Federal Office of Controlled Substances;
  - b) submit a copy of the form to the Property and Exhibits Unit; and
  - c) ensure that all required samples, back-up samples and photos are taken, prior to completing an authorized emergency destruction.
15. When a drug exhibit has been released for court purposes, but not entered as evidence in court, it shall be returned to the Property and Exhibits Unit and only re-weighed if the seal has been broken.
16. If a plea has been changed to guilty subsequent to exhibits being submitted for analysis, the member shall contact the laboratory and cancel the analysis.

### **Analyzed Drugs**

17. Returned analyzed drug exhibits are to be forwarded to the Property and Exhibits Unit, and the Property and Exhibits Unit shall forward a copy of the Certificate of Analysis to Court Liaison, which shall be submitted to Crown counsel for disclosure/service to the accused.
18. When the Property and Exhibits Custodian receives notification that a drug exhibit has been analyzed as negative, the Custodian is to advise the investigating member, who shall then prepare a supplemental report setting out the negative analysis, and submit the report to Court Liaison to be forwarded to Crown counsel.
19. A member who is notified by Crown counsel that charges will not proceed is to advise the Exhibits Unit that the drug exhibits are to be destroyed, and the Exhibits Unit will seek authorization for the destruction of the drug exhibit.
20. Unless otherwise directed by the Crown counsel, large bulk drug seizures shall not be produced in court (only supporting exhibits such as "Health Canada" drug security envelopes, drug money, videotapes, photos and other documents).



---

---

**Destruction & Disposal of Drug Exhibits**

- 21. Once the exhibits have been returned from analysis or have been submitted for destruction, they shall be accepted by Property and Exhibits Custodian with documentation, including the Department file number and completed HC/SC 3515, and shall be securely stored.
- 22. Drug Exhibits are to be audited twice annually by a member appointed by the Audit Committee, and upon completion of the audit, the member shall report to the Committee.
- 23. Drugs may only be disposed of:
  - a) after obtaining permission from the Federal Office of Controlled Substances and at an approved disposal facility and in accordance with Health Canada guidelines.
  - b) by a Property and Exhibits Custodian, subject to the approval of the seizing member if charges were approved; and
  - c) upon approval and per the direction of the Drug Section Supervisor.
- 24. Drug exhibits unsuitable for storage or that are no longer required for evidence shall be requested to be destroyed by the Property and Exhibits Custodian, at the request of the seizing member, by completing and submitting a Form 3515.

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

- 26. Following the disposal of drugs, a Property and Exhibits Custodian shall ensure that the necessary documentation is forwarded to the Federal Office of Controlled Substances.

**No Case Seizures**

- 27. Controlled substances or drugs that are seized for destruction shall be processed without analysis.



28. The Property and Exhibits Custodian is to request authorization from the Office of Controlled Substances to destroy 'no case' exhibits every thirty (30) days.

**Canada Border Services Agency (CBSA)**

29. The CBSA may request assistance, in which case members shall:
- a) initiate a file and take control of the investigation, including retaining the exhibit(s) and obtaining a report from CBSA; and
  - b) submit all of the required documentation including the HC/SC 3515 and a Report to Crown Counsel (RTCC).

**Syringes**

30. Any syringe not sealed in its factory packaging shall be considered contaminated and members must place syringes in an approved plastic tube container.
31. A member seeking disposal of a contaminated syringe is to dispose of it in a 'sharps disposal container.'
32. Syringes shall only be submitted to Property and Exhibits for analysis in special circumstances, and are to be placed in a plastic tube container, which shall be placed in a plastic bag with an affixed a bio-hazard label.

**Photographing Before Destruction**

33. When the member applies for permission to have a drug exhibit destroyed prior to the exhibit being entered in court, they shall photograph the exhibit, if photos have not already otherwise been taken.
34. Photographs or video recordings of a drug exhibit which will be destroyed shall include the following:
- a) file number and seizing member's PIN;
  - b) the totality of the seizure;
  - c) a sample from each package of the seizure (clearly showing which sample came from which package); and
  - d) a detailed close-up for a description of the exhibit.



**Drug Related Currency**

- 35. Currency is to be handled and processed in accordance with related Policy IP40 – *Property & Exhibits*.
- 36. Prior to counting the currency, the member is to assess whether any forensic analysis is to be conducted, and if so, this shall be completed before the money is handled for counting, to be facilitated by the Drug Section NCO through LMD IFIS.
- 37. Canadian currency is to be processed through Currency Recording and Tracing System (CRATS) to determine if it was previously used in an undercover operation.

**Marijuana Grow Operation (MGO)**

- 38. Members obtaining information, or locating an illegal MGO or Clandestine Laboratory, shall consult with the NCO Drugs Section before taking any further action, and notify B.C. Hydro.
- 39. Members shall be aware of, but not limited to, the following:
  - a) significant electrical shock hazard;
  - b) exposure to unknown toxins (both airborne and splashed), herbicides/pesticides/fungicides, and THC;
  - c) compromised oxygen levels or excessive carbon monoxide; and
  - d) traps or devices intended to protect the property.
- 40. Prior to dismantling an illegal MGO:
  - a) if forensic examination is required, the Lower Mainland District Integrated Forensic Identification Service (IFIS) shall be requested to photograph the scene and any exhibits;
  - b) if forensic examination is not required, the NCO Drugs Section, or their delegate, can direct drug members to photograph the scene themselves;
  - c) members shall seize all relevant exhibits outlined in the search warrant; who shall:



- i) catalogue the exhibits seized on an exhibit flowchart, and
  - ii) complete and submit Form 5.2 and a Drug Disposition Report (HC/SC 3515) to Health Canada to provide authorization for disposal of marijuana plants; and
  - d) members shall secure the property.
41. Members dismantling an illegal MGO shall wear:
- a) rubber or latex gloves;
  - b) a respiratory filter mask;
  - c) a form of eye protection;
  - d) Department issue footwear, preferably steel toe boots; and
  - e) long sleeved shirts and full length pants, or the assigned police uniform.
42. All equipment seized from an illegal MGO shall go into the Seized Property Management Directorate bins located in the compound of HQ, where the bin number and file number are to be noted and provided to the Property and Exhibits custodian.
43. A Management Order is to be completed and forwarded to Federal Crown for authorization, and management orders shall only be authorized once charges have been laid.

**Clandestine Laboratory Response**

44. Any member who comes across what is believed to be a Clandestine Laboratory shall secure the site immediately and ensure all persons exit the premises, and the Duty NCO shall:
- a) contact the Investigative Services NCO and request a call-out of the Drugs Section to investigate;
  - b) engage the RCMP Clandestine Laboratory Team (CLEAR) who will be responsible for dismantling the lab;
  - c) contact Delta Fire Department to attend the scene to set up decontamination stations (Decon);



- d) request British Columbia Emergency Health Services to attend in the event of a medical emergency or to stand by;
- e) establish an Incident Command Post, if necessary;
- f) evacuate persons living within the immediate area of the lab to a safe location, if deemed necessary; and
- g) seek to ensure anyone who entered the area is quarantined until Decon is established, and that they then enter the Decon process.

\*Revised Dates:  
17 December 2012  
24 June 2014  
19 June 2017