



**TITLE:** BOOKING OF MARIJUANA LESS THAN ONE OUNCE

**NUMBER:** 15-002

**ISSUER:** Office of the Chief of Police *Kevin Egan*

**DATE:** April 15, 2015

**ROUTING**  
All Department Employees

**PURPOSE:** Due to the recent changes in laws that govern possession of marijuana less than one ounce and the curtailing of filings from the courts for these infractions, the Department is implementing a new procedure for booking of marijuana less than one ounce which has no evidentiary value or connected to a concurrent administrative or criminal investigation. This Standard Operating Procedure (SOP) provides officers with guidelines for the booking and chain of custody for non-evidence marijuana less than one ounce.

**INSTRUCTIONS: Processing Non-Evidence Marijuana**

- 1) Any sworn personnel of the Department who seizes marijuana less than one ounce to be placed in a designated Department storage locker shall make an inventory of that property (where it was found or recovered). The inventory shall include the following information for all items of the marijuana:
  - a. The CFS and SP Number
  - b. The Completed Property Report
- 2) The booking officer shall properly handle, mark, weigh and package all the marijuana and transport the marijuana to the Department storage locker in the LASPD Division of the occurrence, or other authorized location where the marijuana can properly be processed and secured. **(Refer to step-by-step instructions for processing that is attached with this SOP; it can also be found on the LASPD Website under "officer resources.")**
- 3) Any sworn personnel taking possession of marijuana less than one ounce shall book the property in a designated Department storage locker as soon as practical or prior to the end of watch in the division in which the property was seized.



- 4) Marijuana obtained in the course of the officer's duties shall not be kept in any office, locker, or other place longer than is necessary to move it to the Department storage locker, and in no case shall it be past their End of Watch.

### **Recording the Transfer of Custody**

- 1) The officer seizing the property is responsible for completing the LASPD Property Report prior to the marijuana being booked.
- 2) The officer seizing the property shall ensure the marijuana being booked is properly packaged, labeled, and placed in a secured Department storage locker located at the division of occurrence.
- 3) The officer seizing the marijuana shall document the booked property on an LASPD Control Ledger (supplied to each division). **NOTE: Any received contraband in connection with an additional criminal offense SHALL be booked at the local law enforcement agency and should conform to that agency's protocols.**

### **Supervisor Responsibility**

- 1) The Division Commanding Officer, or supervisory designee, shall be responsible for ensuring the physical structure of the storage locker locations are secure at the beginning and end of watch.
- 2) On a weekly basis, or when necessary, a designated officer from Administrative Services Division will be responsible for picking up the marijuana from each division. Each Division Commanding Officer, or designee, will meet with the transporting officer to review the contents of the storage locker for accuracy. The officer will transport the marijuana back to LASPD Headquarters where the Administrative Division Sergeant will monitor the transfer of the marijuana and ensure the marijuana is placed in the Department's main property locker for safekeeping until such time it is transported for proper disposal.
- 3) During Holidays, off-hour watches, or at the officer's discretion, an officer may choose to book the marijuana less than one ounce at the local law enforcement division agency or at LASPD Headquarters Central Division's storage locker. **NOTE: Officers shall utilize a standard contraband evidence booking procedure should they choose and utilize the local law enforcement agency.**



### **Department Responsibility**

On a monthly basis, or when necessary, the Commanding Officer of Administrative Services Division or an appointed designee, shall remove the contents of the Department's main property locker and cause transport of the marijuana to a designated and approved evidence disposal site. A master log of this record shall be kept by the Commanding Officer of Administrative Services Division.

Upon transport of the marijuana to the disposal site, a supervisor shall accompany the officer to the location. A transfer receipt shall be received for the marijuana to be destroyed. All receipts will be kept by the Custodian of Records.

Keys to the Division storage lockers will be maintained by the Commanding Officer of Administrative Services Division, the Administrative Services Division Sergeant, and the Watch Commander.

**ASSISTANCE:** If you have additional questions, contact the Office of the Chief of Police (213) 202-4509.