



19-239
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TruNarc Analyzer – Narcotics Field Testing (Supersedes DB 18-213 & DB 18-202)

The purpose of this bulletin is to provide guidelines for field testing seized narcotics utilizing the TruNarc Analyzer.

When officers seize any narcotics where an individual is arrested (booked or cited) or book any narcotics for destruction, members shall:

- 1) Properly and safely secure the seized narcotics.
- 2) Respond to any of the following locations where a TruNarc Analyzer is located:
Southern, Tenderloin, Mission, Ingleside Stations.
- 3) At the designated narcotic booking area, utilize precautions already set forth in current Department policy.
- 4) Prior to heat sealing the seized narcotics in the polyethylene bag, members shall weigh the seized narcotics and then utilize the TruNarc Analyzer to determine the substance seized.

Members trained on the TruNarc Analyzer shall be those conducting the field testing of the suspected narcotics. The testing officer's name and star number shall be documented in the incident report. The results of the TruNarc Analyzer shall also be documented in the incident report and the testing officer shall complete a statement as to the results of the TruNarc Analyzer. Always handle the TruNarc Analyzer with care. Once the analysis is complete, the following procedures shall be completed:

1. Member should continue to use 3"x5" or larger 5"x7" zip-loc bags to package items of evidence. The exterior of the baggies should be labeled with the case number, lab number, initials and star of the booking officer as well as numbered sequentially to match the information written on the exterior of the Analyzed Evidence adhesive sticker. The information should be written on the baggies prior to placing the items into the baggies, reducing the risk of a puncture and exposure to the seized narcotics.
2. All documentation shall be completed accurately and neatly on the new SFPD Analyzed Evidence sticker and shall match the information listed in step one. The adhesive Analyzed Evidence sticker shall be affixed prior on the bottom of the evidence in bag, opposite the heat seal. The sticker should be affixed prior to placing the evidence in the bag. If the presence of fentanyl is known or suspected, an additional color coded fentanyl adhesive sticker shall be placed on the lower left side of the of the Analyzed Evidence bag. Members shall place only suspected narcotics, which have been sealed in 3"x 5" or other larger zip-loc baggies, into the 12"x 18" Analyzed Evidence polyethylene bag. Members shall not place paraphernalia or extraneous items into the Analyzed Evidence bags. Extraneous items include but are not limited to: clothing, wallets, purses,

metal tins, or boxes, glass containers, mason jars, cardboard boxes or containers, pill bottles, pipes, needles, scales, in one testing forms, etc. ****IN THE EVENT THAT THE SUSPECTED NARCOTICS SEIZED IS FENTANYL OR BELIEVED TO BE FENTANYL, OFFICERS SHALL LEAVE THE NARCOTICS IN THE CONTAINER IT WAS SEIZED IN.****

If the suspected narcotics are too large for packaging in the 12"x 18" polyethylene bag, members shall use a fifty-five gallon 6 mil polyethylene and securely attach the Analyzed Evidence adhesive sticker. Members shall comply with current Department policy, related to [Narcotics Division Notifications](#). When bags are too large to be heat sealed, members shall ensure all potential points of entry to the containers are sealed with appropriate packaging-type tape. Members shall not use staples to close containers.

3. Bulk or "wet" Marijuana should be booked into burlap sacks only. Members shall write the incident number and lab numbers on the outside of burlap sacks.
4. Upon placing the narcotics evidence into the Analyzed Evidence polyethylene bag, the bag shall be sealed with the Hand Operated Bag Sealer, *then seal the envelope with tape and initial over the taped seal*. The bag shall be sealed as close to the top opening of the bag as possible. Do not cut or downsize the bag. Once the narcotics have been properly booked as evidence, members shall hand carry the evidence to the Narcotics Drop located at the basement of 850 Bryant. Do not force items that will not fit in the Narcotics Drop. Contact DOC after hours for items that will not fit in the Narcotics Drop.
5. Narcotic evidence received by the Property Control Division that is not booked correctly will not be accepted. The OIC of the officer who booked the narcotics will be notified. The officer shall respond to PCD in a timely manner and correctly book the narcotics and complete a supplemental report as to why they made the modification to the original booked narcotic packaging.

Airport Bureau shall follow its protocol for Narcotics Field Testing. Members with questions can contact Narcotics PC at (415) 553-9101.


WILLIAM SCOTT
Chief of Police

Per DB 19-156, sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.