



Kern County Sheriff's Office
Policies and Procedures

TITLE: Syringe Transfer Policy		NO: J-1805	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: July 14, 2004	REVIEWED: 06/15/2018	REVISED: 3/10/2015	UPDATED: 06/15/2018

POLICY

The Kern County Crime Lab does not normally analyze the contents of syringes seized as evidence for controlled substances, except in cases of violent crimes such as homicide or rape.

It will be the policy of the Kern County Sheriff's Office that only specified, qualified Sheriff's personnel transfer the contents of syringes when appropriate.

DIRECTIVE A-AUTHORIZED PERSONS

In order to safely transfer the contents of syringes for examination, the Coroner's staff will train specified Sheriff's personnel in the proper method of transferring syringe contents and protecting themselves from blood borne pathogens.

Civil Section Sergeants from the Support Services Division will receive the training and will be responsible for all transfers of syringe contents. Only those Sheriff's personnel, who are trained and authorized, will make transfers of syringe contents for examination by the Crime Lab.

PROCEDURE A- REQUESTS FOR ANALYSIS

When applicable, Sheriff's personnel must submit a request for the transfer of a syringe's contents for the purposes of having it analyzed as evidence. Syringe transfers will only be conducted in felony cases such as H&S 11378, H&S 11351, and P.C. 4573, or when a suspect has other felony charges in addition to misdemeanor possession drug charges as described under Proposition 47. The Crime Lab will not test the narcotics unless it is a felony case, and requires a minimum of 1/10th ml. to conduct a laboratory test. An amount less than that will be considered residue only and will not be tested. The booking deputy is responsible for completing and attaching the Crime Lab request (IPreLog) to the narcotics evidence upon booking.

- Requests for the transfer of a syringe's contents for analysis will be made by sending an email to:

Propertyroom@kernsheriff.org and the current Civil Section Sergeants

The email must include the associated case number.

Note: Any syringe transfer request for a District Attorney authorized Presumptive Narcotic Testing on misdemeanor cases can be made by sending an email to the above listed email addresses.

PROCEDURE B – REQUEST FOR MISDEMEANOR ANALYSIS

Occasionally, Property Room staff receives requests from the Kern County District Attorney’s Office regarding syringe transfers for lab analysis on misdemeanor narcotics cases. In such cases, the Property Room Sergeant is responsible for completing the syringe transfer and Crime Lab request.

Note: All evidence must be booked into the property room in accordance with DPPM J-1800.

PROCEDURE C-TRANSFERRING SYRINGE CONTENTS

When a narcotics bag is received containing a syringe, Property Room staff will notify the Property Room Sergeant. If the Property Room Sergeant is unavailable, the Property Room staff will notify the Civil Unit Sergeant. Upon being notified, the sergeant will familiarize him/herself with the items contained in the Crime Laboratory envelope.

If the Crime Laboratory envelope contains a narcotic-filled syringe, the following procedures will be followed:

- The sergeant will verify the narcotics were seized as evidence and are associated with a criminal filing. If the syringe is not associated with a criminal case, the item will be accepted into the property room as evidence and later destroyed following established guidelines.
- If the narcotics inside the syringe will be submitted to the laboratory for analysis, the sergeant will wear the following protective equipment:
 - Protective mask, goggles, gown, hair and shoe covers, and two pair of latex or puncture proof gloves. All of these materials will be obtained from the Coroner’s Division.
- The sergeant will place an uncapped micro-centrifuge tube in a test tube rack; carefully remove the syringe from the property room packing, taking care not to place his or her hands near the syringe needle, and remove the syringe needle cap, if present, with a pair of forceps. The sergeant will release between 1 ml. and 2 ml. of the syringe’s contents into the centrifuge tube by depressing the plunger on the syringe. The sergeant will replace the syringe needle cap using the forceps.
- If the contents of the syringe cannot be removed in the above manner, the plunger may be removed and the contents of the syringe poured into the centrifuge tube.
- The sergeant will cap the centrifuge tube and mark it as evidence pursuant to DPPM J-1800. The sergeant will package and seal the tube in an approved plastic evidence bag and affix a biohazard tag on the outside of the bag. He or she will complete an additional Property Room card and a Kern Regional Criminalistics Laboratory Narcotics Envelope

J-1805-2

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for the centrifuge tube and place the sealed plastic evidence bag into the narcotic envelope.

- A supplemental report, using the same case number, will be completed by the assigned deputy explaining the transfer process.
- Prior to leaving the area, transfer personnel will repackage the syringe by placing it back into the syringe tube and sealing it with evidence tape. Transfer personnel will also ensure the work area is cleaned and all protective garments properly disposed of.
 - The sergeant will ensure all evidence is booked into the Property Room and all original evidence is rebooked into the Property Room.
 - The Property Room staff will transfer the sealed narcotics envelope to the Crime Lab.

J-1805-3

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1350 Norris Road
Bakersfield, California 93308-2231

AFFIDAVIT OF FINDER

Reference: California Civil Code Section 2080.1

DATE: _____

TO: The Sheriff of the County of Kern County

I, _____, found on _____, at the

following location: _____

the below described property which was placed in the keeping of the Sheriff:

I further declare the following facts:

1. The owner of the property is unknown to me;
2. and, I have not secreted, withheld, or previously disposed of any part of this property.

I declare under penalty of perjury that the above statements are true and correct, and that these items were not found in the course of employment as an employee of any public agency (California Civil Code Section 2080.2).

CLAIMANT'S SIGNATURE: _____

Affidavit of Finder

Page 2

Please print or type the following information:

Claimant's Name: _____

Address: _____

Type of Identification: _____ Identification Number: _____

Sheriff's Office Case Number: _____

Releasing Officer's Name: _____

Releasing Officer's Signature: _____

**ATTACH PHOTOSTATIC COPY OF IDENTIFICATION TO THIS AFFIDAVIT PRIOR TO
RELEASING THE DESCRIBED PROPERTY.**