

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

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Accreditation Index: 41.2.4			404.2
Part Title: Operations		Chapter Title: Vice Operations	
Chief of Police:			

Clandestine Drug Lab Procedures

I Policy

It is the policy of the Springfield, Missouri Police Department to conduct aggressive, comprehensive and coordinated investigations to detect and provide for the safe handling and disposal of clandestine drug laboratories, and/or their components by properly trained and equipped specialists.

II Definitions

Case Agent – Officer that is assigned as primary investigator.

Clandestine Drug Lab – Any site, facility, or process where the manufacturing of illegal drugs, or imitation controlled substance has, or may occur.

Clandestine Drug Lab Components – Any chemicals or substance that is manufactured, purified, manipulated, reconstituted or synthesized into an illegal drug, including all containers, apparatus and equipment used in the process.

Contamination – Occurs anytime a person inhales airborne substances, is injected, skin penetration occurs, or a person ingests by mouth from eating, smoking or chewing prior to being completely decontaminated. Contamination is also skin contact where a splash or any contact with a substance to exposed skin occurs or where the substance passes through protective clothes or gloves. Contamination may occur to either persons or property.

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Exigent Situation – Is defined but not limited to the following: Any situation that could result in death, serious injury, contamination to the environment, or a lab that if left unattended could result in explosion.

Exposure – Occurs when an employee is in close proximity to a lab, or activated chemicals and it is apparent there is a concentration of airborne, liquid or solid contaminants. Additionally, exposure occurs when there is more than simply observed vapor, dust or a noticeable odor, it must be evident to the employee that their presence, close proximity and relationship to the contaminant might create a potential health risk.

Safety Equipment – Normally means any personal protective clothing which includes an outer garment, hood, footwear, gloves, radio, fire extinguisher, Self Contained Breathing Apparatus (SCBA), or any other article that serves to protect the person from contamination or exposure.

Specialist – Any employee of the Springfield Police Department, other government agency or authorized private employee who is specially trained, certified and equipped to properly dismantle and remove the hazardous materials and waste from the clandestine lab site. A specialist may also remove lab components, precursors, reagents, manufactured drugs and other articles associated with drug production.

III Procedure¹

1 HAZARDS OF CLANDESTINE DRUG LABORATORIES

- 1.1 Safety procedures in this directive are established with safety as the foremost consideration. All personnel should exercise extreme caution when approaching or working in the area of a suspected clandestine lab or components of a lab.
- 1.2 Potential Danger-Clandestine laboratories producing illicit drugs are frequently operated with little or no safety precautions. Immediate dangers include fire, explosion, inhalation of harmful or toxic fumes, and skin contact with dangerous chemicals. Exposure to such chemicals found in such laboratories by personnel without proper training and protection may cause immediate incapacitation, cumulative, or damaging effects to the body.
- 1.3 General Precautions – Until trained personnel arrive and take control of a suspected clandestine laboratory, or partial component lab, officers should take general precautions including:
 - 1.3.1 Recognizing that fumes can be deadly, an officer should maintain a safe distance from the suspected laboratory and avoid being downwind and downgrade from the lab. The scene should be protected as any other crime scene, with the possible exception of expanding the tape barrier consistent with the incident. The

¹ III changed Procedures to Procedure, per Policy Change Order 14-066, Effective Date 10/15/2014.

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expansion of the crime scene will help eliminate inadvertent exposure and cross contamination.

- 1.3.2 Refrain from entering the structure/vehicle, or moving vehicle, unless properly trained and have the necessary safety equipment to do so, or exigent circumstances exist. If exigent situations justify entry into a suspected clandestine laboratory, the time in the laboratory should be as brief as possible. Persons entering the lab should exercise extreme care not to touch anything. Breathing of any chemicals or fumes may be hazardous. Even life saving efforts may be discouraged by unprotected officers if such action requires the rescuer to enter a confined space such as an underground laboratory, a trailer with a single access point, or buried vehicle or container, etc.
- 1.3.3 Employees should never attempt to smell, taste, or touch chemicals or substances from a suspected clandestine lab.
- 1.3.4 Employees should refrain from eating, drinking, smoking, chewing gum or tobacco and from placing their hands to their mouth or face.
- 1.3.5 Persons should wash hands, face and exposed skin immediately upon leaving the area of a clandestine lab. If a person has been contaminated by physical contact that person should seek immediate decontamination by either the Fire Department or DEA.
- 1.3.6 Personnel should isolate the structure or vehicle involved and the immediate area to provide the maximum protection possible to persons in the area.
- 1.3.7 Previous clandestine laboratory cases have reported suspects throwing, or attempting to throw, toxic, volatile or caustic chemicals on law enforcement officers, thereby creating a substantial risk of serious harm, or death. Officers may need to consider the use of deadly force to stop the suspect's act in these situations.
- 1.3.8 Booby traps are uncommon, but officers should be aware they have been found in some labs. Some possible booby traps are:
 - 1.3.8(a) Containers of solvents wired to electrical sources.
 - 1.3.8(b) Trip wires.
 - 1.3.8(c) Wired refrigerators, drawers or rooms.
 - 1.3.8(d) Boards with nails.
 - 1.3.8(e) Chemical reactions (e.g. acid spilled into cyanide).

2 PATROL OFFICER RESPONSIBILITIES

- 2.1 Field personnel finding or having knowledge of a clandestine laboratory or components will immediately notify the Special Investigations-Narcotics office, or duty officer. (CALEA 41.2.4)

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- 2.2 Officers should secure possible suspects, keeping in mind possible contamination of the suspects and officers.
- 2.3 Officers should seek medical attention if required.
- 2.4 Officers may be required to provide security during the processing of the laboratory/vehicle, if needed.
- 2.5 Patrol officers will relinquish control of the crime scene to narcotics officers upon their arrival. (CALEA 41.2.4)
- 2.6 Where a lab is known, or highly suspected, patrol officers should notify the narcotics duty officer who will assess the situation and may also notify the Fire Department hazardous materials team for ventilation and decontamination procedures. (CALEA 41.2.4)
- 2.7 In some situations such as vehicle stops, knock and talks, and response to other police calls, officers may find themselves at an active lab site. Officers should be guided by the following and other considerations when making decisions on how to proceed:
 - 2.7.1 Rapid shutdown of certain chemicals and processes can result in fire, explosion and toxic waste release.
 - 2.7.2 When suspects realize police are on the scene, they frequently try to dump the drugs and chemicals into the sewer system. This action can cause explosion on location, or in neighboring homes and businesses causing collateral damage and contamination to innocent people and property.
 - 2.7.3 Officers must realize that many police situations are inherently dangerous. When making decisions on in-progress crimes where hazardous materials are present, officers must balance their decisions between the needs to secure the suspects, protection of evidence and stopping environmental contamination by hazardous materials and waste AGAINST the safety needs of the innocent citizens and officers. Entry may be an appropriate course of action to reduce the risk of fire, explosion, and toxic release into the environment and limit overall contamination. Officers should attempt to remain undetected as long as possible.
 - 2.7.4 Juveniles- Under Missouri law RSMO 568.045, persons may be arrested for Endangering the Welfare of a Child when they manufacture illicit drugs in the presence of a juvenile. If officers find juveniles on scene, they should immediately take them away from the lab. Officers should contact the Department of Family Services who may take custody of the juvenile. The officer's authority to remove the child comes from RSMO 210.125. In addition, RSMO 210.115 places police officers under mandatory reporting guidelines. (CALEA 41.2.4)

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3 NARCOTICS UNIT PROCEDURES AND RESPONSIBILITY

3.1 Organization and Supervision

- 3.1.1 The Narcotics supervisor or designee will be responsible for overall direction of all clandestine drug lab (CDL) operations. This does not preclude the direction of DEA, OSHA, DNR, EPA, or other responsible parties.
- 3.1.2 The Narcotics supervisor will review and approve all CDL case investigations.
- 3.1.3 The Narcotics supervisor will ensure that all narcotics officers who are asked to collect evidence or dismantle a lab are fully trained and equipped with Level C protective equipment such as Tyvex suits, Air Purifying Respirators (APR), or Self Contained Breathing Apparatus (SCBA), and Nitrile gloves and boot covers. Equipment should also include an Explosive vapor monitor and a phosphine gas monitor. The supervisor is also responsible for the certification and recertification of these officers.
- 3.1.4 The Narcotics supervisor will ensure that all federal, state and local laws and regulations are adhered to, specifically, OSHA National standards as outlined in the Code of Federal Regulations (CFR) Title 29, Part 1910 with special emphasis on 29 CFR 1910.120 (Hazardous Waste Operations and Emergency Response – HAZWOPER).
- 3.1.5 The Narcotics supervisor may call numerous other governmental agencies and ancillary services to assist in the appropriate and safe handling of the lab and components. Narcotics personnel will notify the DEA immediately at the onset of the investigation. Some of the organizations are listed as follows: (CALEA 41.2.4)
 - 3.1.5(a) Drug Enforcement Administration (DEA)
 - 3.1.5(b) Department of Family Services (DFS)
 - 3.1.5(c) Department of Natural Resources (DNR)
 - 3.1.5(d) Environmental Protection Agency (EPA)
 - 3.1.5(e) Springfield Fire Department Haz-Mat Team
 - 3.1.5(f) Springfield Health Department
 - 3.1.5(g) Special Response Team (SRT)

3.2 Investigative Responsibility/ Case Agent

- 3.2.1 The case agent is responsible for the preservation, collection, submission and presentation of evidence. Extensive photographs should be taken before evidence is collected. Flash bulbs should not be used due to the explosive nature of labs. Strobes should be used on cameras.

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- 3.2.2 The case agent is responsible for, or causing the acquisition of a search warrant, where appropriate.
 - 3.2.3 The CDL case agent will coordinate with SRT, providing all pertinent information for high-risk search warrant execution.
 - 3.2.4 The CDL case agent will coordinate liaison with other law enforcement and Criminal Identification personnel. All evidence should be considered and marked “contaminated” and must be packaged as such.
 - 3.2.5 The case agent will complete the National Clandestine Laboratory Seizure Report (NCLSR) and forward the report to the El Paso Intelligence Center (EPIC), and the NET Sergeant.
 - 3.2.5(a) The NET Sergeant will forward the NCLSR reports to the SIS Commander on a monthly basis. The SIS Commander will ensure that all labs associated with the NCLSR reports are placed on the meth lab map, which is located on the Department’s website.
 - 3.2.6 The case agent will notify the Division of Environmental Health of the Springfield-Greene County Health Department of any dwelling, business or mobile living quarters that has housed a Clandestine Drug Laboratory. The case agent will also identify and contact the property owner about the CDL that was located within the owner’s property.
 - 3.2.7 The CDL case agent will be responsible for the packaging and disposal of all items that are considered non-evidence due to their hazardous nature. All items that are considered non-evidence will be transported to a Missouri Department of Natural Resources (MODNR) hazardous materials bunker for disposal by the CDL case agent. Prior to transport, the case agent will package these items per MODNR hazardous materials packaging guidelines.
 - 3.2.8 When the CDL case agent places items in the MODNR bunker, they will place a copy of the NCLSR in the bunker, along with a completed Meth Lab Emergency Response Shipping form. The CDL case agent will ensure that all items placed in the bunker have the case number written on them.
- 3.3 Posting and Clean-up Procedures
- 3.3.1 The case agent will ensure that clandestine sites which pose a continuing hazard are conspicuously posted with the DEA warning placard (DEA Form 483) or similar warning. This includes vehicles in which laboratory components are seized.
 - 3.3.2 The case agent will attempt to notify the owner of the property on which a clandestine laboratory is located that future occupancy of the property is potentially hazardous. The case agent should inform the owner of the property that clean-up and removal of hazardous

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substances are the owner's responsibility and information for proper clean-up may be obtained from the Department of Natural Resources. When the owner is contacted personally by the case agent, that fact should be noted in the appropriate report. Notification may also be made by mail.

4 EXPOSURE/CONTAMINATION REPORTING PROCEDURES AND INFORMATION

4.1 Employee Reporting

4.1.1 All employees who are exposed to a laboratory, who can see vapor and/or smell chemicals, but suffer no obvious effects should complete a Chemical/Hazardous Exposure Report, [SPD Form # 98-IN-0302](#).²

4.1.1(a) A headache or similar symptoms can be captured on the Chemical/Hazardous Exposure Report without completing an injury packet if medical attention is not required.³

4.1.1(b) If at a later date the employee wants to seek medical attention, for example a headache will not go away, a full injury packet along with the Chemical/Hazardous Exposure Report will need to be submitted through normal channels.

4.1.2 When an employee has been exposed or contaminated, is incapacitated, overcome, is ill, has been injected, ingested or has difficulty breathing the employee should seek medical attention immediately. The employee must complete an IDC, [SPD Form # 94-AD-0062](#) reference the injury, [City of Springfield Workers' Compensation Incident Report](#), and Chemical/Hazardous Exposure Report, [SPD Form # 98-IN-0302](#).⁴

4.2 Records Processing and Storage

4.2.1 If medical treatment is requested the original copy of the Chemical/Hazardous Exposure Report, [SPD Form # 98-IN-0302](#) will be sent immediately to the Human Resources Department along with other required reports. The Chemical/Hazardous Exposure Report will be placed in the Confidential Workers' Compensation file. A copy for the Chemical/Hazardous Exposure Report will be sent to the Narcotics Supervisor.⁵

2 Section 4.1.1 corrected grammar, punctuation and title of the form, per Policy Change Order 14-066, Effective Date 10/15/2014.

3 Section 4.1.1(a) and 4.1.1(b) new, added procedures regarding medical attention and supervisory notification, per Policy Change Order 14-066, Effective Date 10/15/2014.

4 Section 4.1.2 corrected title of the form, per Policy Change Order 14-066, Effective Date 10/15/2014.

5 Section 4.2.1 revised reporting procedures and corrected title of the form, per Policy Change Order 14-066, Effective Date 10/15/2014.

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- 4.2.2 If no medical treatment is required the original Chemical/Hazardous Exposure Report will be sent to the Narcotics Supervisor who will file it in a secured file cabinet within his office. ⁶
 - 4.2.2(a) The reports will be filed in chronological order.
- 4.2.3 In the event it becomes necessary, the City may access police records where police reports and lab analysis reports identify the chemicals in each event where an employee was exposed.
- 4.3 Occupational Diseases
 - 4.3.1 Disease of the lungs or respiratory tract or disease of the heart or cardiovascular system, including carcinoma, may be recognized as occupational diseases for the purposes of Chapter 287 RSMo, and are defined to be disability due to exposure to smoke, gases, or inadequate oxygen, for peace officers certified pursuant to Chapter 590 RSMo, or any person assisting in the cleanup or disposal if a direct causal relationship is established to exposure to an illegal controlled substance manufacturing laboratory.
- 5 CERTIFICATION OF LAB SPECIALIST AND PHYSICALS
 - 5.1 Specialist Certification
 - 5.1.1 All employees who actively engage in dismantling a clandestine lab must be fully equipped and certified by the DEA. All certified lab specialists must also attend and successfully complete the Missouri Department of Natural Resources Hazardous Materials Packaging/Transport training.
 - 5.1.2 All specialists who were certified must re-certify every year.
 - 5.1.2(a) A copy of their re-certification certificate will be filed by the Narcotics supervisor.
 - 5.1.2(b) The Narcotics Supervisor will also ensure a Training Activity Report, [SPD Form # 94-SP-0157](#) is completed and forwarded to the Training Unit with a copy of the re-certification certificate.
 - 5.2 Physical Evaluation
 - 5.2.1 All specialists shall receive a physical evaluation prior to being allowed in the Clandestine Drug Lab certification schools. This establishes a physical baseline.
 - 5.2.2 All specialists must submit to a physical examination every 22 months or anytime they are obviously contaminated and exhibit signs of incapacitation or injury.

⁶ Section 4.2.2 revised reporting procedures, per Policy Change Order 14-066, Effective Date 10/15/2014.

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- 5.2.3 Physical Examinations for DEA clandestine lab certification (pursuant to OSHA 29 CFR Part 1912.120) and City of Springfield Hazardous Material Recovery Team physical examination requirements shall be met.
- 5.2.4 The physical examinations will be provided by the department at no cost to the employee.
- 5.2.5 Examination results will be maintained by the Narcotics Supervisor in a secured file cabinet within his office.

IV Attachments