

DEKALB POLICE DEPARTMENT

Subject: **Laboratory Marijuana Leaf Identification**

Policy #: **406.7**

Effective Since: 2-15-10

Revision Effective: 1-1-19

Reference Material: Illinois Cannabis Control Act, 730 ILCS 5/59-1.4

ILEAP Standards Covered: NA

FTO Training Task: NA

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PURPOSE: In an effort to relieve the backlog of cannabis cases at the Illinois Crime Laboratories, the Illinois Department of State Police Division of Forensic Services, Forensic Sciences Command, offers a certified Marijuana Leaf Identification course of training. The course has been certified by the Illinois Law Enforcement Training Standards Board. This policy will outline the procedures that will be followed by anyone who has completed this course and examines marijuana in a laboratory setting as an employee of the DeKalb Police Department.

DEFINITION:

Marijuana Leaf Examiner: Any employee who has attended and satisfactorily completed the 80-hour certified Marijuana Leaf Identification course will be deemed by the DeKalb Police Department as a certified examiner in the identification of cannabis with regards to leafy plant material.

PROCEDURES:

A. Quality Control Checks

On days that the examiner performs testing and prior to any testing, the examiner will perform quality control checks including:

1. Balance (Scale)
 - a. Inducing the balance to conduct an internal self-check.
 - b. Using certified weights will check the accuracy of the scale with regards to 1gram, 2 grams, 5 grams, 10 grams, 30 grams and 100 grams and insuring that the accuracy of the balance is within plus or minus 2 hundredths of a gram.
2. Microscope - Basic check of the microscope to determine it is functional.
3. Modified Duquenois Testing
 - a. Examiner will conduct a blank test (empty vile) to ensure chemicals being used are not bad.
 - b. Examiner will conduct a known test (lab tested cannabis) to ensure that chemicals are working.
4. The results of the quality control checks will be entered into the examiners log book.

B. Submitting, Receiving and Examining Evidence:

1. It will be the standard operating procedure for the department to utilize its internal certified examiner(s) for all cases of marijuana testing whenever possible.
2. The examiner will accept submittals from within the department using the current Illinois State Lab submittal form or similar form utilized by the DeKalb Police Department. DeKalb Police submittals will come from temporary evidence storage. All submittals are required to be sealed.
3. The examiner will accept submittals from outside agencies using the current Illinois State Police submittal form or a DeKalb Police Cannabis Lab receipt. Outside agency submittals will be received in a designated drop box. The drop box will be a locked/secure container that allows outside agencies to leave submittals for the examiner. The examiner will have sole authorization to remove submittals from the drop box. All submittals are required to be sealed.
4. The examiner will test only one case at a time. The examiner will open the submittals at some place on the package other than at the original seal.

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5. The examiner will weigh the evidence utilizing a clean/unused weigh boat or similar container. The examiner will utilize the tare function of the balance to negate the weight of the weigh boat thus gaining an accurate weight of the evidence. The examiner will note the weight to the nearest one hundredth of a gram on a lab worksheet. For the purposes of final reporting, the examiner will truncate the weight to a tenth of a gram.
6. The examiner will then analyze the evidence under the microscope and determine if it is positive or negative for cannabis. The examiner will note the result on the lab worksheet.
7. The examiner will then test the evidence using the Modified Duquenois Test. The test will be done utilizing a clean/unused glass vile. The examiner will determine if the test was positive or negative for cannabis. The examiner will note the result on the lab worksheet.
8. The examiner will then, to the best of his abilities, repackage the evidence as originally received. Any variations will be noted on the lab worksheet. The examiner will then reseal the package(s).
9. The examiner will put submissions from within the DeKalb Police Department back into temporary evidence when completed.
10. The examiner will use the lab worksheet to generate a lab report for return to the submitting person. The examiner will include all findings on the report. The examiner will in some cases recommend that the evidence be re-submitted to a State Crime Laboratory. Reasons for such recommendation can be but are not limited to:
 - a. Submissions do not contain identifiable portions of a leaf.
 - b. Items do not test positive for cannabis but resemble another substance controlled by state or federal Law.
 - c. Large felony amounts of cannabis.
11. The examiner will keep a case file of all analysis. The case file will include the lab worksheet, a copy of the submittal form and a copy of the lab report. The examiner will make an entry in the log book indicating the date, lab number, agency name, case number, weight and results of each test.
10. Evidence handled for the purpose of in-house laboratory analysis will be in accordance with Policy 305.2, Evidence Packaging & Processing Procedures, and this policy.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.