**EFFECTIVE: Immediately Updated: February 2020**

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| **PURPOSE:** | To instruct PCCO staff on the procedure to collect, account for, store, and dispose of all Illicit drugs. |
| **SCOPE:** | This guideline applies to sworn PCCO personnel. |
| **GUIDELINE:** | When illicit drugs are found on a subject or collected as part of an investigation they will be counted documented and secured.   1. The drug shall be documented on the Park County Medication Log. 2. The drug shall be documented in the report. 3. The drugs shall be locked into the evidence locker in the morgue and the running log shall be filled out. 4. When the drug is no longer needed for the investigation it shall be relayed to the Park County Sheriffs Office Evidence Technician for storage or disposal. 5. The drug will be signed for by the Evidence Technician Using the Chain of Custody form. |
| **FORMS:** | Park County Coroners Office Medication Log, Park County Coroner Chain of Custody |

Approved by: David E Kintz Jr

Park County Coroner