



SPECIAL ORDER



	SERIES 84	NUMBER 25	EFFECTIVE DATE April 27, 1984
SUBJECT	DISTRIBUTION A		
DEA Form 7 (Report of Drug Property Collected, Purchased or Seized)	ORIGINATING UNIT PDD		
	EXPIRATION DATE *		

It has come to my attention that, in the absence of detailed preparation instructions, the DEA Forms 7 (Report of Drug Property Collected, Purchased or Seized) which are submitted to the Morals Division do not reflect sufficient information to document drug seizures. In addition, the DEA Forms 7 are being submitted by members without being reviewed and approved by an official of the element.

Effective immediately, DEA Form 7 shall be typed or legibly handprinted and completed in accordance with the following guidelines:

The reporting member shall type or print his/her name, rank and element in the upper left hand corner of DEA Form 7 in the space above the form's title.

1. How Obtained - Check the appropriate block to indicate how the drug was obtained.
2. File Number - Enter the central complaint number.
3. G-DEP Identifier - Indicate if the offense is a misdemeanor or felony.
4. File Title - Enter the defendant's name, the undercover investigator's number, or the special employee number, or case pending.
5. Where Obtained - Enter the full address where the drug was obtained.
6. Customs Referral - Not applicable.
7. Date Prepared - Enter the date the report was prepared.
8. Program Code - Not applicable.
9. Exhibit Number - Enter the exhibit number assigned to the drug. (Assign an exhibit number to each type of drug seized [i.e., Exhibit No. 1 - Heroin, Exhibit No. 2 - Cocaine, etc.]).
10. Alleged Drugs - Enter the name of the drug seized. (i.e., cocaine, heroin, PCP, etc.)
11. Marks or Labels - Enter a description of the drugs. Include color, inscriptions, quantity, information on labels, etc. (i.e., one manila envelope containing a quantity of green weed).

12. Seized - Enter the total quantity of drugs seized. Use this section for items that can be counted (i.e., capsules, tablets, etc.).

13. Submitted - Enter the total quantity of drugs submitted. Use this section for items that can be counted (i.e., capsules, tablets, etc.).

14. Purchase Cost - Enter the amount paid for the drug, if applicable. If the drug was not purchased, enter "N/A".

15. a) Container - Self explanatory.

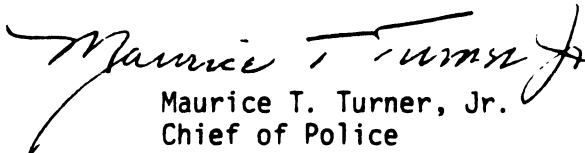
b) Remarks - Enter a brief statement of the facts surrounding the drug seizure, to include the date, time and location of the seizure, and the location of the drugs on the defendant's person, if applicable. Indicate the name of the CSES officer identifying the drug and the name of the drug. Include the property book, page and entry numbers.

16. Submitted by Special Agent - Signature of member submitting the report. The member shall type or print his/her name below the signature.

17. Approved By - Signature of supervisory lieutenant or designated official reviewing and approving both the report and the lock seal envelope. The DEA Form 7 shall then be stapled to the top portion of the lock seal envelope.

Questions concerning the preparation of DEA Form 7 shall be directed to the Narcotics Section on extension 74427.

This special order shall remain in effect until such time as the preparation instructions are incorporated into DEA Form 7.

  
Maurice T. Turner, Jr.  
Chief of Police

MTT:VA:tmb