



OHIO STATE HIGHWAY PATROL
CRIME LABORATORY
Internal Control Procedure
Canine Training Aids and Distribution Procedure – 3.0

Statement of Agreement

The Ohio State Highway Patrol and the _____ agree as follows:

- (A) The _____ will abide by all federal, state, and local laws and regulations relating to controlled substances and listed chemicals.
- (B) The _____ will, upon receipt, maintain these controlled substances in a secure fashion and separate from any other training aids.
- (C) The Ohio State Highway Patrol Crime Laboratory will package controlled substance training aids in small heat-sealed packages with a Crime Laboratory seal and unique control number accompanied by laboratory documentation that indicates weights and identities of the controlled substances. Each agency representative is to receive packages of the following controlled substances (if available) and approximate sizes, weighed to the nearest gram:
- Cocaine – 20g
 - Heroin – 10g
 - Marijuana – 40g
 - Crack Cocaine – 20g
 - Methamphetamine – 10g
- (D) The Ohio State Highway Patrol Crime Laboratory will only transfer controlled substances training aids to the agency representative in hand-to-hand transactions at the Crime Laboratory.
- (E) All transferred controlled substance training aids are the property of the Ohio State Highway Patrol Crime Laboratory and will be returned to the Crime Laboratory to be destroyed. The Crime Laboratory will document all destructions of returned controlled substance training aids. No controlled substance training aids will be re-supplied without the return of originally issued aids.



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- (F) The law enforcement agency, or other licensed agency, will immediately report all damaged, lost, or stolen controlled substance training aids to the Ohio State Highway Patrol Crime Laboratory. It is the responsibility of the agency to inspect the controlled substance training aids at a frequency and intervals that safeguard the controlled substances. Evidence of tampering, loss, theft or any irregularity will be reported to the Crime Laboratory immediately.
- (G) It is the responsibility of the law enforcement agency, or other licensed agency, to properly secure issued controlled substance training aids.
- (H) The agency representative agrees they will never publicly acknowledge the maintenance or transportation of controlled substance training aids in their vehicles or their use in public or private demonstrations.
- (I) The law enforcement agency, or other licensed agency, agrees to permit the Ohio State Highway Patrol Crime Laboratory access to controlled substance training aid records for the purpose of verifying compliance with the Memorandum of Understanding.
- (J) This Memorandum of Understanding will remain in effect indefinitely, said period commencing from the date of the signing of this agreement.
- (K) Controlled substance training aids assigned to the law enforcement agency, or other licensed agency, will be returned to the Ohio State Highway Patrol Crime Laboratory to be refreshed on a biennial basis, or at other intervals as directed by the Crime Laboratory.
- (L) Any and all written notification regarding this Memorandum of Understanding shall be sent to:

The Ohio State Highway Patrol
Crime Laboratory
1583 Alum Creek Drive
Columbus, Ohio 43209



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The undersigned, on behalf of the _____, acknowledges and states that he/she has read the foregoing and understands and agrees with the contents; that he/she has the authority to act on behalf of the _____ in this capacity; and that he/she has signed this Memorandum of Understanding pursuant to said authority.

_____/_____
Name and Title / Date

_____/_____