

Controlled Substance Laboratory Mobile Inspection Form

The State of Connecticut Drug Control Division is utilizing all-inclusive mobile inspection forms that encompass multiple inspection types and business models. Inspection sections and/or inspection fields may intentionally remain blank when such sections and/or fields do not apply to the inspection type and/or business model for which the mobile inspection forms are being utilized. Please contact the Drug Control Agent who conducted your inspection if you feel an inspection section and/or inspection field was inadvertently left blank.

Canine Controlled Substance Laboratory Compliance, Opening, and Relocation Inspection Form

General Questions

Yes No Advised

1	Did the police department electronically submit the requested cover letter on police department letterhead?			
	Food Reward Program			
	Toy Reward Program			
2	Did the police department electronically submit the police department's controlled drug protocol for the police department's canine program?			
3	Does the police department's controlled drug protocol for the police department's canine program specify the type(s) of controlled drug(s) used in canine training?			
4	Does the police department's controlled drug protocol for the police department's canine program specify that the canine handler receive initial training?			
5	Does the police department's controlled drug protocol for the police department's canine program specify that the canine handler receive at least twenty-four hours of continuing training on a quarterly basis?			

6	Does the police department's controlled drug protocol for the police department's canine program specify that each controlled drug used in canine training be weighed upon acquisition of such controlled drug?			
7	Does the police department's controlled drug protocol for the police department's canine program specify that each controlled drug used in canine training be double-packaged or the equivalent to assure zero spillage of such controlled drug?			
8	Does the police department's controlled drug protocol for the police department's canine program specify that each controlled drug used in canine training be stored in an approved safe?			
9	Does the police department's controlled drug protocol for the police department's canine program specify that a controlled drug log for such canine program be maintained within the safe and if there is insufficient space within such safe to maintain such log, such log may be maintained adjacent to such safe?			
10	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear the weight of each controlled drug removed from the approved safe by the canine handler for canine training?			
11	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear the name of the canine handler who removed each controlled drug from the approved safe for canine training?			
12	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear the signature of the individual who witnessed the canine handler remove each controlled drug from the approved safe for canine training?			

13	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear the purpose for removing each controlled drug from the approved safe for canine training?			
14	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear the time at which each controlled drug was used in canine training?			
15	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear the location of canine training with a controlled drug?			
16	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear the date of canine training with each controlled drug?			
17	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear the weight of each controlled drug returned to the approved safe after canine training?			
18	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear either the initials or signature of the individual who initially removed each controlled drug from the approved safe for canine training upon returning such controlled drug to the approved safe after canine training?			

19	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear either the initials or signature of the individual witnessing the return of each controlled drug to the approved safe after canine training?			
20	Does the police department's controlled drug protocol for the police department's canine program specify that the controlled drug log for such canine program bear each discrepancy noted upon returning each controlled drug to the approved safe after canine training?			
21	Does the police department's controlled drug protocol for the police department's canine program specify that each unresolved controlled drug discrepancy be reported via an incident report to either the Police Chief, Police Commander, or Direct Police Supervisor?			
22	Does the police department's controlled drug protocol for the police department's canine program specify that each discrepancy that remains unresolved after twenty-four hours be reported to both the Drug Enforcement Administration and the Drug Control Division within seventy-two hours of discovering such discrepancy?			
23	Does the police department's controlled drug protocol for the police department's canine program specify that any evidence of criminal activity with respect to such canine program be reported to either the Police Chief, Police Commander, or Direct Police Supervisor?			
24	Does the police department's controlled drug protocol for the police department's canine program specify that each controlled drug removed from the approved safe for canine training be securely maintained by a single, designated individual?			

25	Does the police department's controlled drug protocol for the police department's canine program specify that each controlled drug removed from the approved safe for canine training be securely locked?			
26	Does the police department's controlled drug protocol for the police department's canine program specify that each controlled drug removed from the approved safe for canine training be under the direct control of the single, designated individual during the interval of canine training?			
27	Does the police department's controlled drug protocol for the police department's canine program specify that each controlled drug utilized to maintain on-going canine training be the minimum necessary quantity of such controlled drug to maintain such canine training?			
28	Does the police department's controlled drug protocol for the police department's canine program specify that each controlled drug utilized to maintain on-going canine training be securely locked in an approved and secure location (i.e. securely locked Ray Allen box) except for the actual time required to utilize such controlled drug to accomplish such canine training?			
29	Does the police department's controlled drug protocol for the police department's canine program specify that each controlled drug stored in a location other than the approved safe be handled in accordance with the security and recordkeeping requirements set forth in the controlled drug protocol approved by the Drug Control Division for the police department's canine program?			
30	Does the police department's controlled drug protocol for the police department's canine program specify that each controlled drug utilized for such canine program and stored in a location other than the approved safe be returned to the police department on at least a monthly basis for documentation and inventory purposes?			

31	Does the police department's controlled drug protocol for the police department's canine program specify that inventory records for such canine program be maintained separate from other records?			
32	Does the police department's controlled drug protocol for the police department's canine program specify that the canine handler, along with either the Police Chief, Police Commander, or Direct Police Supervisor, possess the combination for the approved safe used to store each controlled drug obtained for such canine program?			
33	Does the police department's controlled drug protocol for the police department's canine program specify that all records required of such canine program be readily available for inspection?			
34	Does the police department's controlled drug protocol for the police department's canine program specify that all records required of such canine program be maintained for a period of no less than three years from the date of the last recorded transaction?			
35	Does the police department's controlled drug protocol for the police department's canine program specify that the canine handler will maintain all records required of such canine program?]			
36	Does the police department's controlled drug protocol for the police department's canine program specify that the canine handler will provide a copy of all records required of such canine program to the Police Chief, Police Commander, or Direct Police Supervisor on a quarterly basis?			
37	Does the police department's controlled drug protocol for the police department's canine program specify that an inventory of all controlled drugs used for such canine program be conducted on a monthly basis?			

38	Does the police department's controlled drug protocol for the police department's canine program specify that an inventory of all controlled drugs used for such canine program be conducted in accordance with both the Regulations of Connecticut State Agencies (annually) and Federal law (biennially) and maintained separate from other records?			
39	Does the police department's controlled drug protocol for the police department's canine program specify that controlled drugs used for such canine program will be stored in the approved safe in the absence of prior written notification from the canine handler's direct supervisor?			
40	Did the police department electronically submit a copy of the controlled drug log for the police department's canine program on police department letterhead?			
41	Did the police department electronically submit the safe specifications for the safe to be used to store each controlled drug utilized by the police department's canine program?			
42	Does the police department's safe for the storage of each controlled drug utilized for the police department's canine program have a minimum of a "B" burglary rate? [Section 21a-262-1(f)(1)]			
43	Is the police department's safe for the storage of each controlled drug utilized for the police department's canine program equipped with a re-locking device? [Section 21a-262-1(f)(2)]			
44	Does the police department's safe for the storage of each controlled drug utilized for the police department's canine program weigh at least 750 pounds? [Section 21a-262-1(f)(3)]			

45	Did the police department securely anchor the safe to be used to store each controlled drug utilized by the police department's canine program to a permanent structure within the police department? [Section 21a-262-1(f)(3)]			
46	Does the police department's safe for the storage of each controlled drug utilized for the police department's canine program have adequate interior space to store all controlled drugs required to be kept within such safe? [Section 21a-262-1(f)(4)]			
47	Was the police department advised that the controlled drugs obtained for the police department's canine program can only be used for the police department's canine program?			
48	Was the police department advised to contact the Drug Enforcement Administration to inform the Drug Enforcement Administration of the police department's intention to establish a canine program and inquire as to how to obtain training aids from the Drug Enforcement Administration for such program?			
49	Was the police department advised to renew the controlled drug laboratory credential issued to the police department on a biennial basis?			
Additional Comments		Yes	No	
1	Does the inspecting agent have any additional comments with respect to this controlled substance laboratory inspection?			