

**ER SOP-13 Guidelines for Receiving Special License and  
Firearms Unit Urine Samples**

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*Approved by Director: Dr. Guy Vallaro*

**A. Purpose: To ensure that urine specimens from the Special License & Firearms Unit for Boxing Contenders are taken in correctly.**

**B. Responsibility: Evidence Control Officers or designees.**

**C. Procedure:**

The Special License & Firearms Unit are responsible for submitting urine specimens for Boxing Contenders. All contenders have the same agency case number for that particular event. The unique identifier is the boxing contender's name.

1. Follow normal evidence submission SOPs and enter information from the DESPP 9-C (Rev. 1/2013) or the Request for Analysis (SOP-ER-2:1) form into JusticeTrax:

*Agency*

Special License & Firearms Unit & Agency case number

*Offense*

Possession of controlled substance

Town of incident & Date of incident

*Individuals*

Last name, First name, Middle name

Select "Source"

Enter Race, Sex, DOB if available

*Evidence*

Description: TX collection outfit containing (1) urine specimen

Note: if (2) specimens change (1) to (2)

*Requests*

Drug Analysis – urine sample

*Local Data*

Town of offense

2. The evidence will be kept in the refrigerator and be included in the transfer of specimens to a representative of the Toxicology section.