

 CITY OF TUCSON	City of Tucson Central Safety Services Number: SD-009 Subject:	Page 1 of 7
	Reporting, Security and Disposal of Hazardous Materials or Firearms	Effective Date: 10/01/2014
		Reviewed/ Revised: 10/01/2014

SAFETY DIRECTIVE

1.0 SCOPE

This directive will apply to all City employees or contracted employees who in the course of duty find or discover weapons (e.g. firearms/ammunition/knives) or hazardous materials such as: controlled substances (narcotics), prescription or over-the-counter (OTC) medications, sharps and potentially hazardous chemicals.

The directive applies to all City employees or contracted employees who in the course of duty find or are presented with lost and found item(s) which are required to be secured by the department until reclaimed by the owner; or until the day after the department's defined holding period, at which time the lost and found item(s) become the property of the City and is subject to legal disposal or auction.

The Procurement Department, Surplus Auction Materials Management (SAMM) Division is offering, as a courtesy to the citizens within the City of Tucson, a method for claiming lost and found property.

In conjunction with Central Safety Services (CSS), Procurement Department employees charged with searching found item(s) and identifying contents for legal disposal or auction, will establish and follow internal policies and procedures specific to the task.

2.0 PURPOSE OF SAFETY DIRECTIVE

To establish a procedure for staff on the reporting and securing process for found ammunition, firearms, knives, sharps, prescription and over-the-counter medication, illicit/illegal narcotics and related paraphernalia in the field.

To establish a procedure for staff on the reporting process for found liquids or chemicals that are potentially hazardous, to the Tucson Fire Department (TFD) for proper handling and legal disposal.

3.0 DEFINITIONS

Ammunition: Projectiles, such as bullets and shot, together with their fuses and primers, which can be fired from firearms or otherwise propelled.

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Firearm: A weapon where shot is discharged by ignition of gunpowder.

Hazardous Chemical: A material not housed in its original packaging that cannot be visually identified, or the manufacturer's label is no longer readable, or a material labeled as hazardous or explosive in its original packaging, This may be in one of the following states: liquid, gas, solid, or sludge waste that have properties that are dangerous or potentially harmful to human health or the environment. These may fall into one of several physical hazard classifications to include but not limited to: corrosive, explosive, oxidizer or flammable.

Items of Value: Items that have monetary value (jewelry, electronics, bicycles or similar items, or personal items to include credit cards, gift cards, cash, identification, or similar items).

Narcotics: A legally prescribed or illicit/illegal controlled substance as defined by the Drug Enforcement Agency (DEA).

Other Potentially Infections Materials (OPIM): Items containing liquid or semi-liquid blood or bodily fluids which could be infectious.

Over-the Counter Medication (OTC): Pharmaceuticals available for purchase and use without a medical prescription.

Prescription Medication: Pharmaceuticals prescribed by a licensed physician.

Sharps: A syringe with a needle, a needle, or device used to deliver drugs into the body. A knife, razor blade, Exacto-knife, box-cutter, or similar items used to cut material or pierce the skin.

4.0 DIRECTIVE

1. Evidence or suspicion of a crime shall be immediately reported to Tucson Police Department (TPD) or other legal jurisdictions, by contacting 911.
2. Employees shall not handle (touch) any material contaminated with blood, bodily fluid or other potentially infectious material (OPIM).
3. In accordance with City of Tucson Procurement Policy or Tucson Code, all employees that find or are presented with lost and found items shall turn item(s) over to supervision for inventory and securing. The department may make an initial attempt to locate and reunite the owner of the lost and found item(s).

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4. In accordance with City of Tucson Procurement Policy or Tucson Code, all items not claimed within a department's defined holding period, shall be forwarded to the Procurement Department, SAMM for legal disposition.
5. Employees shall NOT go through bags, garments, purses, backpacks, suitcases, coolers or similar items.
6. In the rare event a potentially hazardous item is identified inside a bag, garment, purse, backpack, suitcase, cooler or similar item during the course of identification and return of said item, the hazardous item shall be left untouched.
7. In the event that the City facility is under the legal jurisdiction of an agency other than the City of Tucson, notification regarding found ammunition or firearms is to be made to said legal jurisdiction (i.e., Oro Valley Police Department, Marana Police Department, Pima County Sheriff's Department).

Ammunition

1. Found ammunition shall be reported immediately to a supervisor by cell phone or radio to coordinate an emergency response. Found ammunition shall ultimately be forwarded to SAMM to be disposed of according to internal policy by SAMM employees.

Firearms

1. Employees shall not handle (touch) a found firearm.
2. Report the discovery of a firearm to immediate supervision; in person, by cell phone or radio to coordinate an emergency response.
3. Found firearms shall be immediately reported to the Tucson Police Department by contacting 911. Found firearms will be left untouched inside bag, garment, purse, backpack, suitcase, cooler or similar and secured under lock and key or, if found in the field, left untouched but shall remain in the direct line-of-sight (control) of the employee and/or their supervision until possession is taken by the Tucson Police Department.
4. Secure the area with caution tape, safety cones or similar method. Employees, without endangering themselves, shall attempt to keep the public from entering the secure area. If possible, document the discovery with a cell phone camera or other type of camera.
5. Cooperate with all questions posed by the legal authorities.

Hazardous Chemical

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1. Employees shall not attempt to open or identify by opening; unlabeled liquids, creams, and powders, or similar material, which shall be considered potentially hazardous or injurious.
2. Report the discovery of a hazardous chemical to immediate supervision; in person, by cell phone or radio to coordinate an emergency response.
3. Found unlabeled liquids, creams, and powders or similar shall be immediately reported to the Tucson Fire Department by contacting TFD's Hazmat Unit at 791-4014. Found potentially hazardous materials will be left untouched inside bag, garment, purse, backpack, suitcase, cooler or similar and secured under lock and key or if found in the field, left untouched but shall remain in the direct line-of-sight (control) of the employee and/or their supervision until possession is taken by the Tucson Fire Department.
4. Chemicals or powders in the original container (packaging) that are labeled hazardous (example: explosive, corrosive, flammable, etc.) shall be immediately reported to 911 and shall be treated in the manner described in previous paragraph (#3).
5. In the field, secure the area with caution tape, safety cones or similar method. Employees, without endangering themselves, shall attempt to keep the public from entering the secure area.
6. In circumstances where an unidentified or identified hazardous substance is leaking, the Tucson Fire Department shall be immediately advised and the Department shall heed and execute any direction from the Tucson Fire Department regarding facility evacuation.

Items of Value

1. Report the discovery of Items of Value to immediate supervision; in person, by cell phone or radio.
2. In accordance with City of Tucson Procurement Policy/Code, an attempt shall be made to reunite lost Items of Value with the identified owner.
3. Items of Value that cannot be immediately traced by the department to an identified owner shall be reported to the Tucson Police Department by calling 911 after the defined holding period and shall be secured until possession is taken by TPD and ultimately delivered to SAMM.

Narcotics

1. Employees shall not handle (touch) a found narcotic.

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2. Report the discovery of a narcotic to immediate supervision; in person, by cell phone or radio to coordinate an emergency response.
3. Found narcotics shall be immediately reported to the Tucson Police Department by contacting 911. Found narcotics will be left inside bag, garment, purse, backpack, suitcase, cooler or similar and secured under lock and key or if found in the field, left untouched but shall remain in the direct line-of-sight (control) of the employee and/or their supervision until possession is taken by the Tucson Police Department.
4. Secure the area with caution tape, safety cones or similar method. Employees, without endangering themselves, shall attempt to keep the public from entering the secure area. If possible, document the discovery with a cell phone camera or other type of camera.
5. Cooperate with all questions posed by the legal authorities.

Over-the Counter (OTC) Medication

Employees shall not handle (touch) loose medication (pills or capsules).

1. Report the discovery of OTC medication to immediate supervision; in person, by cell phone or radio.
2. In accordance with City of Tucson Procurement Policy/Code, an attempt shall be made to reunite lost OTC medication (aspirin, cold tablets, vitamins, etc) with the identified owner.
3. In accordance with City of Tucson Procurement Policy/Code, OTC medication not claimed with the specified time period shall be forwarded to the Procurement Department, Surplus Auction Materials Management for legal disposition.
4. Under no circumstances shall employees dispose of OTC medication in the trash or sanitary sewer system (sink or toilet).

Prescription Medication

1. Employees shall not handle (touch) loose medication (pills or capsules).
2. Report the discovery of prescription medication to immediate supervision; in person, by cell phone or radio.
3. In accordance with City of Tucson Procurement Policy/Code, an attempt shall be made to reunite lost prescription medication in the original, closed container with name of the patient and prescribing physician, with the prescribed owner.

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4. In accordance with City of Tucson Procurement Policy/Code, prescriptions not claimed with the specified time period shall be forwarded to the Procurement Department, Surplus Auction Materials Management for legal disposition.
5. Under no circumstances shall employees dispose of prescription medication in the trash or sanitary sewer system (sink or toilet).

Sharps

1. Employees shall not handle (touch) sharps (needles, syringes, lancets, razor blades, knives) or similar. Employees shall use appropriate PPE (latex, nitrile or heavy rubberized gloves) with a tool (forceps, pliers) or similar to handle of sharps.
2. Sharps shall be disposed into a sharps container for proper disposal by contract vendor or shall be secured in a puncture proof container and disposed into the waste stream as allowed by City of Tucson and Pima County regulation for a non-medical waste generator.
3. Found knives contaminated with blood shall be left untouched and immediately reported to the Tucson Police Department by contacting 911. Found knives contaminated with blood shall be left untouched inside bag, garment, purse, backpack, cooler, suitcase or similar, and secured under lock and key or if found in the field, left untouched but shall remain in the direct line-of-sight (control) of the employee and/or their supervision until possession is taken by the Tucson Police Department.
4. Secure the area with caution tape, safety cones or similar method. Employees, without endangering themselves, shall attempt to keep the public from entering the secure area. If possible, document the discovery with a cell phone camera or other type of camera.
5. Cooperate with all questions posed by the legal authorities.

5.0 COUNSEL

1. For questions concerning the interpretation of a weapon or for direction in reporting or securing a weapon, illicit narcotics or questions regarding a potential crime and securing evidentiary material, the department shall contact the Tucson Police Department (911 or 791-4014).
2. For questions concerning potentially hazardous material the department shall contact the Tucson Fire Department (911).

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3. For questions concerning Lost and Found Material, the department shall follow City of Tucson Procurement Policy/Code, or shall contact the Procurement Department, SAMM at 791-3167.