



# Covington Police

## Chief's Office

1 Police Memorial Drive  
Covington, KY 41014  
Phone: (859) 292-2222  
Fax: (859) 292-0333

### Memorandum

---

TO: Jenna Skop, Internal Auditor *JTS*  
FROM: Lt. James T. Donaldson  
CC: Captain Patrick Swift, Dawn Bayless  
DATE: 07/11/2016  
RE: Drug Burn 07/07/2016

In accordance with the Fiscal Year 2015-2016 Annual Audit Plan, I participated in the Police Department's narcotics disposal process with Evidence Tech. Dawn Bayless and Angie Keller on July 7<sup>th</sup>, 2016.

I met with Tech Bayless at 09:00 and watched as she scanned and logged the packages and then opened these packages to transfer the contents to the burn bag. I was able to verify that all the contents of the packages matched the descriptions of what was supposed to be in the packages including the amounts. For this particular iteration of the disposal program the Police Department destroyed 61 actual packages, representing 46 different case numbers, covering a span of cases from 2010, 2012, 2014, 2015, and 2016.

Once the items were placed into the burn bag it was tied off and given to Tech. Keller who transported it to the Kenton County Animal Shelter. I was present for the trip out to the shelter as well as being there when the bag was placed into the furnace and the furnace lit. I left when the inside temperature of the furnace had reached 420 degrees.

Lt.jtd