

Proposed Fee Schedule and Use Policy

Port Lavaca Police Department Evidence Incinerator

Purpose

The Port Lavaca Police Department maintains an evidence incinerator for the lawful destruction of evidence and contraband following court disposition or authorized destruction orders.

This policy establishes procedures and fees for **outside law enforcement agencies requesting use of the Port Lavaca Police Department incinerator**. Fees are intended to recover operational costs including fuel, personnel time, equipment maintenance, and administrative processing.

Authorized Materials for Incineration

The incinerator is designed for the destruction of routine evidentiary materials including narcotics packaging, drug paraphernalia, and certain biohazard items.

The following materials are generally approved for incineration:

- Paper evidence and documents
- Drug packaging and paraphernalia
- Controlled substances and narcotics evidence authorized for destruction
- Small plastic packaging associated with evidence
- Organic materials and cloth items
- Routine biohazard evidence including:
 - Texas DPS blood collection kits
 - Used syringes and hypodermic needles
 - Sharps containers when appropriate for burn disposal
 - Contaminated evidence packaging

Small quantities of glass containers or fragments associated with evidence may be incinerated if they do not pose a safety risk or damage the equipment.

All materials must be inspected prior to incineration.

Prohibited Materials for Incineration

To protect personnel, equipment, and comply with safety and environmental standards, the following materials **shall not be incinerated**:

Explosive or Reactive Materials

- Ammunition
- Explosives or explosive components
- Fireworks or pyrotechnic devices
- Pressurized containers such as aerosol cans or gas cylinders

Batteries and Electronic Devices

Due to the risk of explosion and toxic emissions, the following are prohibited:

- Lithium batteries
- Rechargeable batteries
- Alkaline batteries
- Electronic devices containing batteries

Large Metal Objects

The incinerator is not designed for metal destruction. Prohibited items include:

- Firearms or firearm components
- Knives or metal weapons
- Large metal objects
- Metal containers or cans

Excessive Plastic Materials

Limited plastic associated with evidence packaging may be incinerated. The following materials are prohibited:

- Bulk plastic materials
- Industrial plastics
- Vinyl products
- Rubber tires or heavy synthetic materials

Hazardous or Unknown Materials

- Unknown chemicals or substances
- Hazardous waste requiring specialized disposal
- Bulk liquid evidence or chemical containers

Pre-Burn Inspection Requirements

All evidence submitted for incineration shall be inspected by the Port Lavaca Police Department Evidence Custodian or supervising officer prior to destruction to ensure:

- Evidence is authorized for destruction through proper court order, disposition authority, or departmental approval
- No prohibited materials are present
- Ammunition, batteries, and pressurized containers have been removed
- The volume of materials is within the safe operational capacity of the incinerator

The Evidence Custodian or supervising officer may **refuse incineration of any material that presents a safety risk or could damage equipment.**

Fees for Outside Agency Use

Agencies requesting use of the Port Lavaca Police Department evidence incinerator shall reimburse the City of Port Lavaca for operational costs according to the following fee schedule:

Standard Incineration Session:

\$150 per burn session

This fee includes:

- Facility use
- Staff supervision
- Documentation of destruction
- Equipment operation and maintenance
- Propane fuel consumption
- Post-burn cleanup

For unusually large quantities requiring extended burn time, additional fees may be assessed.

Scheduling and Operational Requirements

1. Incineration sessions must be scheduled in advance with the Evidence Custodian.
2. The requesting agency is responsible for transporting its own evidence.

3. Evidence from outside agencies must remain under the custody of the submitting agency until destruction occurs.
 4. Port Lavaca Police Department personnel will supervise the destruction process.
 5. A destruction log or certificate may be completed documenting the items destroyed.
-

Liability for Outside Agencies

Agencies requesting use of the Port Lavaca Police Department evidence incinerator shall be responsible for ensuring that all materials submitted for destruction comply with these guidelines.

The requesting agency shall be liable for any damage to equipment, environmental violations, or safety hazards caused by the submission of prohibited materials including, but not limited to:

- Ammunition
- Batteries
- Pressurized containers
- Hazardous chemicals
- Any material not approved for incineration

The Port Lavaca Police Department reserves the right to **inspect, reject, or remove any material that does not comply with these requirements.**

Authority

The Chief of Police or designee may approve modifications to operational procedures related to incinerator use to ensure safety, environmental compliance, and proper evidence handling.