



Policy # Pharmaceutical Disposal	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Statutes: Secure and Responsible Drug Disposal Act of 2010	
Date Implemented:	Review Date:

- I. **Policy:** It is the policy of the department to provide a safe, convenient, and responsible means with which to assist individual citizens in the anonymous disposal of a broad range of acceptable unused, unwanted, and/or expired medications and pharmaceutical products.

- II. **Purpose:** The nonmedical use of prescription drugs is a growing problem in the United States, particularly among teenagers. The number of deaths and treatment admissions for controlled prescription drugs (CPDs) has increased significantly in recent years. This department established a drug disposal program to facilitate the collection and destruction of unused, unwanted, or expired medications. The purpose of this program is to help get outdated or unused medications off household shelves and out of the reach of children and teenagers.¹

- III. **Procedures:**
 - A. A secure drop box is located in or about the lobby area of the department headquarters. The drop box will be accessible to the public during business hours and will remain under continuous video surveillance. The drop box will be emptied by Property and Evidence personnel and Chief's designee.
 - B. The drop box shall be securely locked with the two uniquely keyed padlocks at all times except when being emptied by authorized personnel.
 - C. Both padlocks shall be provided by the Chief of Police or their designee and they shall not be changed without his/her prior written consent. The duplication of the padlock keys is prohibited.

¹ Secure and Responsible Drug Disposal Act of 2010

- D. The drop box shall fall under the joint responsibility of the Property and Evidence Custodian and a ranking officer designated by the Chief of Police who is not affiliated with the property and evidence section of the department.
- E. Each of the aforementioned individuals shall possess a single key to only one of the two padlocks that are affixed to the drop box. Each key shall be to a different padlock. Because of this security feature, no single person can access the contents of the drop box.
- F. The Property and Evidence Custodian key-holder and the Chief's designee key-holder shall be responsible for ensuring that both padlocks are firmly affixed to, and locked to the drop box.
- G. The Property and Evidence Custodian key-holder and the Chief's designee key-holder, shall be present at all times when the drop box is opened and throughout the transfer process from one container to the other.
- H. The contents of the drop box will be emptied monthly or as needed.
- I. When emptied, the contents of the lobby drop box shall be immediately transferred to the Property and Evidence Room by the Property and Evidence Custodian key-holder and the Chief's designee key-holder.
- J. An inventory of the contents shall be weighed, then packaged and labeled in the same manner as evidence and entered into evidence tracking system.
- K. The contents of the lobby drop box will be transferred to a storage device with the same security features as the lobby drop box i.e. the dual key system.

IV. Property & Evidence Room Storage Procedures:

- A. The property and evidence room custodian shall maintain a single purpose, double locking drug disposal storage container for the sole purpose of storing the contents of the lobby drop box until the date of destruction.
- B. Both padlocks shall be provided by the Chief of Police or their designee and they shall not be changed without his/her prior written consent. The duplication of the padlock keys is prohibited.
- C. The property room drug disposal storage container shall fall under the joint responsibility of the Property and Evidence Custodian and a ranking officer designated by the Chief of Police who is not affiliated with the property and evidence section of the department.
- D. The property and evidence officer is prohibited from unilaterally opening this drug disposal storage container.
- E. This procedure shall be performed in the property and evidence room and in full view of the room's surveillance cameras. The property and evidence key-holder and the Chief's designee key-holder will simultaneously unlock the lobby drop box, empty the

contents into the property room drug disposal container, and immediately secure it with the dual locking system.

- F. Prescription medications collected should not be tampered with or removed from evidence except as for appropriate destruction in accordance with this policy.
- G. No other narcotic evidence in possession of the department shall be placed into or co-mingled in way with the lobby drop box contents.**
- H. When the lobby drop box is emptied, the Property and Evidence Custodian shall generate an incident report. This report shall include the following information:
 - a. Incident number
 - b. Time and date the lobby drop box was opened
 - c. Persons present when the lobby drop box was opened
 - d. Time that the property and evidence, drug disposal storage container was with the drugs intact was doubled locked.
- I. The lobby drop box will be returned to the designated position in the lobby and the locks will be secured, ready to receive unwanted narcotics from the community.
- J. Narcotics Destruction:** On the day narcotics held by the department are to be destroyed, departmental procedures with respect to narcotic disposal shall be followed. The property and evidence room narcotics disposal container will be transported to the destruction site with the dual locks secured. To properly execute this disposal three persons must be present:
 - a. The property and evidence room key-holder
 - b. The Chief's designee key-holder
 - c. A ranking member of the department with no affiliation to the property and evidence room function who shall oversee all of the items destroyed during the process.
- K. Once at the destruction site, the two-key holders shall unlock the narcotics disposal container and destroy the narcotics. Destruction can be satisfied by turning over collected prescriptions to a DEA collection site and obtaining a receipt from the DEA for evidence file.
- L. Reporting:** Property and Evidence Custodian shall generate an incident report. This report shall include the following information:
 - a. Incident number
 - b. Time and date the property room narcotics storage container was opened
 - c. Persons present when the container was opened and drugs disposed of.