

SAMPLE # 1

POLICE POLICY FOR PRESCRIPTION DRUG COLLECTION BOXES

A. Procedure

1. The prescription drug take back program is for citizen use only. The police department will not accept prescription drugs from commercial entities for the purpose of destruction.
2. Unwanted or expired prescription medication brought in by the public will be deposited into the drug disposal receptacle located in the police department lobby. The person turning in the prescription medication may remain anonymous.
3. The collection receptacles are green metal containers with a one-way deposit drawer and lockable door. Each receptacle will have a "sharps" container attached to them. The containers are securely attached to the floor or lobby wall, in plain view of police employees, and secured with a lock. There will be a drop box placed in the lobby in each police department station (Central and Santan). They will be marked with department logos and display lists of acceptable and unacceptable items.
 - a) Acceptable items include: Prescription drugs, prescription patches, prescription samples, pet medication, and over the counter medications including vitamins.
 - b) Unacceptable items include, but are not limited to: Aerosol cans or inhalers, prescription ointments, bio-hazard or infectious waste, hydrogen peroxide or alcohol, thermometers, food items and supplements.

B. Police Personnel Responsibilities

1. Once per week an officer will empty the receptacle of all materials. This will be initiated by the on-duty Teleserve employee who will create a "special detail" call for service. Communications, in turn, will dispatch an available officer to empty the box.
2. The officer will collect the contents and will document the amount and approximate the weight of the items in the container. Items deemed "unacceptable," "acceptable" and items from the sharps container will be packaged separately with the appropriate description used (ie., acceptable, unacceptable, sharps)
3. Those handling the medications will take necessary precautions. Liquid medications must be properly sealed to prevent spillage.
4. The officer will complete a departmental report and impound the items for destruction; the weight should be recorded in the I/LEADS property module. The report will indicate that the listed items are to be destroyed and the medication will be placed into an evidence locker.
5. Property personnel will process the contents (both "acceptable" and "unacceptable") in accordance with their established procedures.

SAMPLE # 2

POLICE POLICY FOR PRESCRIPTION DRUG COLLECTION BOXES

District Coordinator Responsibilities

Assign an officer on a rotating bi-weekly basis to perform the following:

Create a Department Report (DR) number in the RMS system using the offense code 00-5025 (Med Return). Clear with a DC1 disposition.

Remove the prescription drugs from the Med Return drop box. It is recommended the drop box be checked periodically depending on the anticipated volume at each location but no less that twice a month. The dates of the collection will be at the discretion of the Division Commander or designee.

Items removed from the Med Return drop box should be weighed and recorded in the RMS property module using the appropriate unit of measure type.

Instructions on the Med Return drop box will specifically prohibit liquid medications from being deposited. In the event liquid medications are deposited, the officer will need to separate liquid prescriptions drugs from solid prescriptions drugs as outlined in **DPM 3.2.50 Impounding Evidence & Property-Special Handling**.

Package any item(s) collected and submit to Evidence Section for destruction through RMS Evidence Collection module.

Disposal of Liquids & Hazardous Materials:

The disposal of liquids deposited into the Med Return drop boxes shall be handled by the Evidence Section as outlined in **EVI 3.6 Property/Evidence and Disposition/Destruction**.

In the event hazardous materials are dropped off, contact (Environmental and Sustainability Division for proper handling and submit separately from the other items.

Drug Enforcement Agency (DEA) will no longer accept liquid prescriptions for disposal.

In the event a liquid is deposited and leaks inside the MED Return and then seeps outside of the unit:

Follow protocols set for the in Hazardous Materials, **DPM 1.2.135 Health Hazard Incidents-Definitions & At Risk Assignments** and **DPM 1.2.145 Health Hazard Incidents-Prevention & Decontamination**.

Refer to **DPM 1.2.145A1, Health Hazard Prevention Guide**.

Location of Med Return Drop Box

It is recommended that Med Return drop boxes be located in the lobby of each Patrol Division, giving access to citizens during normal business hours. This is at the discretion of the Division Commander or designee.

Officers are not required to remain with Med Return drop boxes since they are secured and have been designed to be tamper proof.

The Med Return drop boxes shall be clearly marked, prohibiting the disposal of prescriptions drugs by private businesses.

A media release shall be done through the Media Relations Office (MRO) advising of acceptance prescription drugs to deposit in Med Return drop boxes.

Flyers and emails shall be generated by the district Crime Prevention Officer advising of acceptance prescription drugs to deposit and locations of Med Return drop boxes.

SAMPLE # 3

POLICE POLICY FOR PRESCRIPTION DRUG COLLECTION BOXES

PURPOSE: The purpose of this General Order is to set forth the policy and procedure of the Police Department in regard to the disposal of unwanted prescription medication by the public.

A. POLICY Prescription drug abuse is an increasing threat, especially among our teenage population. This policy will assist in reducing access to and safely disposing of unwanted or expired prescription medication. It is the policy of the Police Department to accept for disposal all prescription medication turned in by the public.

B. PROCEDURE

The prescription drug take back program is for citizen use only, the police department will not accept prescription drugs from commercial entities for the purpose of destruction.

Unwanted or expired prescription medication brought in by the public will be deposited into the drug disposal receptacle located in the police department lobby.

The person turning in the medication may remain anonymous.

The medication will be documented on a Property Receipt form as to amount of medication, by weight, and/or approximate amount of liquid remaining within the container. The form will be marked that the listed items are to be destroyed and the medication will be placed into an evidence locker.

Those collecting the medications will draw a DR and write an informational report, including the weight of the medications collected.

Those handling the medications will take necessary precautions in the handling of them. Liquid medication must be properly sealed to prevent spillage.

SAMPLE # 4

POLICE POLICY FOR PRESCRIPTION DRUG COLLECTION BOXES

PURPOSE

To set forth policy and procedure for the department regarding the disposal of unwanted and unused prescription medication by the public.

POLICY

1. Prescription drug abuse is an increasing threat to public welfare, especially among teenagers.
2. To help decrease the supply of diverted prescription drugs, the department has developed a convenient and environmentally responsible prescription drug disposal program.
3. The Prescription Drug Take-Back Program is designed to assist the public in the safe and proper disposal of their unused and unwanted prescription medication.

PROCEDURE

OVERVIEW

1. Only private individuals within may use the Prescription Drug Take-Back Program. The department does not accept prescription drugs from commercial entities for destruction.
2. Unwanted, unused, and expired prescription medication brought in by the public will be deposited in the prescription drug collection receptacles located in district lobbies.
3. The person turning in the prescription medication may remain anonymous.
4. The **COLLECTION RECEPTACLES** are:
 - a. Green, metal containers with a one-way deposit drawer and a lockable side door.
 - b. Securely attached to the floor or lobby wall, in plain view of police employees, and secured with a lock.
 - c.
 - d. Marked with Police and Fire logos, and display lists of acceptable and unacceptable items.
5. **ACCEPTABLE ITEMS** include:
 - Prescription drugs.
 - Prescription patches.

SAMPLE # 4 Continued

POLICE POLICY FOR PRESCRIPTION DRUG COLLECTION BOXES

- Prescription ointments.
 - Prescription lotions.
 - Prescription samples.
 - Prescription liquid medication in leak proof containers.
 - Pet medication.
 - Over the counter medications, including vitamins.
6. **UNACCEPTABLE ITEMS** include, but are not limited to:
- Needles (sharps).
 - Aerosol cans or inhalers.
 - Bio-hazard or infectious waste.
 - Hydrogen peroxide or alcohol.
 - Thermometers.
 - Food items.
 - Supplements.

DISTRICT PERSONNEL RESPONSIBILITIES – At the end of each work week, district personnel:

1. Empty the receptacle.
2. Collect, document the amount, and weigh the items or supply the approximate amount of liquid remaining in the container.
 - Take necessary precautions when handling the medications.
 - Properly seal liquid medication to prevent spillage.
3. Complete a department report and impound the items for destruction.
4. Tally the total weight of the collected items monthly and forward the information to the Drug Enforcement Unit Sergeant for record keeping.
5. When items other than prescription medications are found in the receptacles, impound or discard those items as appropriate and per policy. Do not impound plastic pill containers with the prescription drugs.

