

PALM BEACH GARDENS POLICE DEPARTMENT		
CITIZEN'S MEDICATIONS DISPOSAL		
POLICY AND PROCEDURE 3.1.8.2		
Effective Date : 09/30/2013	Accreditation Standards: CALEA 84.1.1e, 2, 3,5,6 CFA 36.05M	Review Date: 08/01/2016

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1.Receiving Unused, Outdated and Unwanted Medications

2.Securing/Disposing of Collected Medication

PURPOSE: To establish a program which provides an environmentally safe alternative to disposing of medications in the landfill or sewer systems which may later negatively affect the environment, and to encourage citizens to remove their unneeded medications from their homes, reducing access to addictive medications for accidental or intentional misuse by children or adults in the home.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Investigations Bureau Major

POLICY: The Department will partner with the Solid Waste Authority and other area law enforcement agencies in an effort to properly dispose of unused, outdated and unwanted medication. The public can dispose of their unused, outdated and unwanted medication by turning in their medication either at a designated secure drop box in the Police Department lobby or by giving it to an officer for disposal.

1.RECEIVING UNUSED, OUTDATED AND UNWANTED MEDICATIONS

- a. The Police Department will provide a steel mailbox style secure drop box in which citizens may deposit unwanted medications. The drop box shall be placed in the lobby and clearly marked for this purpose, including indicating which items are acceptable for placement in the box, and which items are not (liquids, sharps, bio-hazardous material, hazardous chemicals, etc.)
 - i. Bulk disposals from any commercial or business entity is prohibited; use of the drop box and application of this policy are expressly limited to a citizen's household need to properly dispose of medications.
- b. The drop box shall be double locked with the two locks having separate keys. One key will be kept in the Evidence Section, and the other key will be maintained by an Investigations Sergeant.
- c. The drop box will be mounted in a manner to prohibit removal of the box or retrieval of medications from within the box without a key system.
- d. Citizens may place their unused medication/drugs into the drop box anonymously.
- e. During normal business hours, if a citizen does not want to use the collection box, an officer will be assigned to assist.
- f. If an officer receives unwanted medication(s) in the course of their duties, the officer shall submit the medication(s) to evidence for disposal following normal protocols for the submission of such property. In no event may an officer coming into possession of unwanted medication(s) deposit those medication(s) in the drop box in lieu of the proper submission process.

2. SECURING/DISPOSING OF COLLECTED MEDICATION

- a. All items placed into the drop box shall be considered abandoned property.
- b. The drop box will be checked/emptied at least once a week. This may be adjusted based on actual usage patterns.
- c. Two persons shall be present each time the box is opened for any reason, each with a separate key to the locks. This would usually be the Evidence Technician and an Investigations Sergeant. If an Investigations Sergeant is unavailable, a designee of the Investigations Bureau Major shall be present.
- d. The Evidence Technician will take custody of the contents of the drop box in the presence of the Investigations Sergeant.
- e. The Evidence Technician shall take appropriate precautions when emptying the drop box, including the wearing of gloves and being aware of potential sharps and biohazards.
- f. A "Found Property" case number will be pulled for the initial removal of medications from the box. This case number shall be used for that and each subsequent removal of items from the box until the next drug destruction. A new case number will be pulled after that drug destruction and used until the following drug destruction. This will continue each time there is drug destruction.
- g. If trash or other non-medication items of no value are found in the box, they may be disposed of without any additional action if they are non-hazardous.
- h. The medications removed from the box shall be inventoried by the Evidence Technician and the Investigations Sergeant and recorded on an evidence receipt. Each medication container found in the box and its contents will be weighed and that weight listed on the evidence receipt. If the name of the medication is not known, it shall be entered on the evidence receipt by description. The Evidence Technician and Sergeant will both sign the evidence receipt. The Evidence Technician will enter the data into RMS.
- i. The medications will then be placed into a properly labeled paper bag. All medications recovered during one check of the drop box may be placed into the same bag if they fit. The bag will be sealed with evidence tape, and the Evidence Technician and Sergeant will both initial the tape.
- j. The bag(s) containing the medications will be stored in the same manner as other drug evidence/property.
- k. When a drug destruct is scheduled, the abandoned medications will be included in the order and destroyed as per normal procedure.

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RESPONSIBILITY INDEX:

- INVESTIGATIONS BUREAU MAJOR
- SERGEANTS & OFFICERS
- EVIDENCE TECHNICIAN
- DISPATCHERS
- RECORDS

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APPROVED:

Stephen J. Stepp**10/01/2013**

Date

Chief of Police