



Police Department

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## DEPARTMENT GENERAL ORDER 18-05

OFFICE of the CHIEF OF POLICE  
REPLACES: N/A

DATE: September 12, 2018

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### **PRESCRIPTION MEDICATION DISPOSAL PROGRAM**

#### **I. PURPOSE.**

This policy defines the Prescription Medication Disposal Program within the Clayton Police Department and specifies the procedures and responsibilities of those involved in the operation. This program is to give residents of the City of Clayton a safe drop-off site for unwanted medications. The program will not accept medications from businesses or pharmacies.

#### **II. DEFINITIONS.**

Acceptable Medications – Prescription pills, ointments, patches; over-the-counter medications, vitamins, samples or prescription pet medication brought in by residents in either their original containers or in other non-leaking containers. Labels on medications are not required.

Unacceptable Medications – Sharps, needles, IV bags, thermometers, inhalers, liquids and lotions. Medications from businesses and pharmacies/clinics will not be accepted.

Prescription Drop-Off Box – A secure drop box for disposing of unwanted, unneeded or expired medications.

#### **III. PROCEDURES.**

- A. The department shall maintain a secure drop box for unwanted, unneeded or expired medications. The box shall be positioned inside the Police Department lobby. It shall be accessible to residents during normal business hours. The secure Prescription Drop Box is provided for use by residents. If a resident

physically turns over medicine to an officer for disposal, the officer shall not deposit the medicines into the secure Prescription Drop Box and should be handled as Recovered Property.

- B. One of the Evidence Officers will check the secure Prescription Drop Box a minimum of once a week to ascertain if the unit needs to be emptied. Regardless, once a month the unit shall be opened and emptied.
- C. When the lobby drop box is emptied, it will be done by an Evidence Officer and either the other Evidence Officer or a Supervisor.
- D. Latex gloves will be worn when emptying the Drop Box and the utmost care and caution should be used during this process.
- E. An Evidence Officer with either the other Evidence Officer or a Supervisor will remove the contents, place in a cardboard box, and immediately seal the box with evidence tape.
- F. To ensure integrity, an Evidence Officer and the second person monitoring the removal of the contents of the box, either the other Evidence Officer or a Supervisor, will initial and date the seal. This sealed box will be secured in the drug vault in the Evidence Room. The Evidence Officer will document the box using the Evidence Bar Code System.
- G. A minimum of every six months, the Senior Evidence Officer shall advise the Commander of the Investigations Bureau via memorandum of the need for disposal of the medications collected through the program.
- H. The medications will be disposed of via the semi-annual Prescription Take-Back Events sponsored by the Drug Enforcement Administration. The Senior Evidence Officer shall ensure that any medication collected from the program are included with the medication collected during the Take-Back events for destruction by the Drug Enforcement Administration and documented via memorandum.

BY ORDER OF:



KEVIN R. MURPHY  
Chief of Police

KRM: jpa