



Prescription Medication Collection Program Policy

This document may be used to shape [Law Enforcement Agency's] new or existing prescription medication collection program policies.

Purpose

[Law Enforcement Agency] recognizes the importance of providing the community with a secure place to dispose of unused prescription medications. The collection, identification, storage, and destruction of these medications must adhere to the highest standards to maintain the integrity of the program.

Policy

It is the policy of this agency to ensure that all unused prescription medications are properly collected, stored, and disposed of according to department policy. All surrendered medications must be properly handled and documented.

Procedure

A. Surrendering of Medications

1. *[Law Enforcement Agency]* has provided an easily accessible and secure drop box located in *[Location of Drop Box, like: "...in the lobby of the Police Department" etc]*. Public access to the drop box can be gained at any time, day or night, by placing medications in the labeled drop slot.

B. Collection of Medications in Drop Box

1. The locked access door to the medication drop box is limited to *[Title of Designated Lead Officer]* or their designee. A backup key is with *[Secondary Lead Officer Title or Secure Location]* so personnel can assist in emptying the medication drop box in the absence of *[Lead Officer Title]*.
2. The medication drop box should be emptied daily, Monday through Friday.
3. All medications will be collected and transferred to *[Secure, Locked Location, like an evidence room]*, which is a secure location, until documentation of the medication can be made.

C. Collection of Non-Evidentiary Medications by Officers:

1. When non-evidentiary medication is collected through the drop box at agency headquarters, Officers may turn it over to *[Lead Officer Title or Designated Division, like Narcotics]*. If that option is not available, the officer shall submit the medication to *[Backup Submission Point]*.
2. When collection of non-evidentiary medications takes place away from agency headquarters, including but not limited to hospice deaths, the following shall take place:
 - a. All medications collected shall be placed in an evidence bag.
 - b. A property receipt will be completed and provided to the person releasing control of the medication and proper reporting completed.
 - c. The sealed bag and receipt shall be stored per the department's evidence policy.
3. The requirements listed above are not necessary when collecting medications at a scheduled, sanctioned Drug Take Back Event.

D. Documenting of Medications

1. Any certified Law Enforcement Officer may assist in the counting, weighing, and identifying of surrendered medications. *[Lead Officer Title or Division]* is responsible for overseeing who has access to these medications and their documentation.
2. A monthly report will be prepared documenting the amounts surrendered during each calendar month.

E. Storage & Destruction of Medications

1. After all surrendered medications have been properly counted; weighed, they will be packaged and labeled, by *[Designated Officer Title or Division]*, in the same manner as evidence. *[Designated Officer or Division]* will then transfer the medications to the custody of *[Specific Officer Title or Secure Location, like an evidence room]*.
2. The medication will be securely stored until arrangements for destruction are made pursuant to state law governing the handling or destruction of waste material.
3. *[Designated Officer Title or Division]* is responsible for preparing the documentation necessary to account for the actual destruction of the medications per department policy.