

Medina Police Department

General Order

ORDER NO: 2017-015

SUBJECT: Pharmaceutical Drop Box

EFFECTIVE DATE: 1 March 2017

RESCINDS ORDER NO:

DISTRIBUTION: All Department Personnel

PURPOSE: It is the purpose of the Medina Police Department to establish procedures to provide for the collection and safe disposal of unwanted pharmaceuticals turned in to the Medina Police Department by members of the community.

POLICY: It is the policy of the Medina Police Department to provide members of the community with a safe disposal method for unwanted, unused or outdated pharmaceutical products. The Medina Police Department recognizes that prescription drug abuse continues to be a growing concern throughout the community. Improper use and disposal of medications poses rising public health and environmental risks.

The Medina Police Department will also continue to participate, in conjunction with the Orleans County Sheriff's Office, in the sponsored Drug Take Back Days as arranged by the local office of the Drug Enforcement Administration.

PROCEDURAL GUIDELINES:

I. General Policy

- A. The Medina Police Department will maintain a safe and secure location for the disposal of medications. The Collection box will be located in the lobby of the Medina Police Department.
 - 1. The hours of operation for the collection box will be during normal business hours Monday through Friday, from 8:00 a.m. until 4:00 p.m. Unless the administrative office is closed due to holidays or an unoccupied front desk.
- B. At all times, the collection box will be under observation by the Medina Police Department Clerical Staff and will also be monitored by sworn staff by available security cameras.
- C. The Chief of Police or his designee will check the collection box at least once per week to determine if the bin is full and needs to be emptied.
- D. In the event that the collection bin becomes full, the Clerical Staff will notify the Chief of Police or designee to arrange for the bin to be emptied.

II. Collection Procedures

- A. When the collection bin becomes full, the Chief of Police or designee will be notified.

- B. Prior to sealing the Collection bag, the contents shall be visually inspected to ensure that no sharps or other hazardous materials are present.
 - 1. The Chief of Police or designee will empty the contents of the collection box and seal the bag using evidence tape. The evidence tape will be signed and dated prior to securing the bag in the evidence room.
- C. The Chief of Police or designee will also complete a Property Custody Report that details the gross weight and the date of collection.
 - 1. The Property Custody Reports shall be maintained for the purpose of maintaining chain of custody and establishing yearly gross collection weights.
- D. The collected pharmaceuticals shall then be secured in collection barrels located in the evidence collection room.

III. Disposal

- A. The disposal of collected pharmaceuticals shall be conducted during annual sponsored drug-take back events or as needed, using the Covanta Niagara hazardous waste destruction Facility.
- B. The Chief or Police or designee will notify the Orleans County Sheriff's Office for pick up when collection of pharmaceuticals is impeding the storage capacity of the Medina Police Department Evidence Room.
- C. When transferring collected pharmaceuticals from the Medina Police Department to the Orleans County Sheriff's Office a signature is required on the property custody sheet.
- D. The destruction of all collected pharmaceuticals will be witnessed by a sworn member of the Orleans County Sheriff's Department and/or the Medina Police Department.
- E. The Chief of Police or designee will document the date of destruction and the weight of the contents being destroyed.

By Order Of:

Chad Kenward
Chief of Police