



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **PHARMACEUTICAL DISPOSAL PROGRAM**

SCOPE: All Department Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 11.03

ISSUED: 11/2/2021

EFFECTIVE: 11/2/2021

RESCINDS

AMENDS

WILEAG 5TH EDITION

STANDARDS: N/A

INDEX AS: Evidence
Drug Disposal
Pharmaceutical Disposal

PURPOSE: The purpose of this Policy & Procedure is to develop and implement a process by which citizens can properly and safely dispose of unused, unwanted, and expired medications. Law enforcement agencies will work to foster an environment in which medications can be easily and conveniently disposed of in a safe and proper manner.

A variety of media outreach initiatives to include brochures, public service announcements, and web-based advertisement, print and broadcast media, as well as, other community awareness efforts will serve as the foundation for success of the program.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE

I. POLICY

- A. It is the policy of the Sturgeon Bay Police Department to assist the community in providing a process to safely dispose of unused, unwanted, or expired medications.

II. PROCEDURES

- A. Collection: There are at least three ways that law enforcement can facilitate the safe disposal of medications.

1. A secure drop box is located in the lobby area of the Department. The drop box is emptied by property personnel as needed.
2. Conduct periodic community wide collection events in a public forum.
3. Citizens are encouraged to call the Department to request pick-up at their residence/business if citizen does not have means to bring medications to the Department.

- B. Documentation:

1. When a citizen utilizes the drop box in the lobby to turn in medications, no documentation is required by the citizen or by Department personnel. However, when the drop box is emptied by property personnel, a Property Inventory Report is completed for all of the contents in the drop box.
2. When an officer retrieves medication from a citizen in the field, a Property Inventory Report shall be completed, and normal procedures for the confiscation of the property shall be followed.
3. When citizens utilize a community collection event, Department property personnel will complete a Property Inventory Report for all of the medications collected during the entire event.

- C. Disposal:

1. Once the medications have been properly secured by law enforcement, either in the drop box or via a field confiscation,

property personnel will then photograph or videotape the medication, and list it to be destroyed.

2. Destruction of medications will follow normal Department procedures.

D. Additional Issues:

1. What medications can be collected via this program:
 - a) Non-narcotics
 - b) Narcotics
 - c) Over the Counter (OTC)
 - d) Herbals
 - e) Veterinary Medications
2. What materials should not be collected via this program:
 - a) Needles or sharps unless in an appropriate protective cover
 - b) Biohazard material
 - c) Illegal drugs
3. With the utilization of the drop box, it is possible that some items may be turned in that should not be. Property technicians should exercise care when removing items from the drop box.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 06/17/2020

11/2/2021

