

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: Drug Take Back Program		Number: 508	
Effective Date: March 02, 2018		Review Date: March 02, 2024	
X New	Amends	Rescinds	Dated:
Authority: Chief Antonio DeVaul			Total Pages 2

01. Purpose: To establish guidelines and procedures for handling the collection and disposal of prescription and nonprescription drugs.

02 Policy: The Department is committed to providing the community of Takoma Park a safe and secure way to dispose of unwanted medication in order to reduce potential crime associated with personal medication along with environmental issues that go along with prescription and nonprescription medications. The program is open to the public 24 hours a day and seven days a week. Persons using the drug drop box can dispose of their unwanted controlled, non-controlled, and over the counter substances.

03. Supervision and Security

A. Supervision of the Drug Take Back Program is the responsibility of the Criminal Investigations Division Commander, who may designate persons within the department to manage the everyday operations, storage and disposal of items placed into the Drug Take Back Box for disposal.

B. Drug Take Back Box will be located in an area open to the public and securely bolted to the floor, wall, or other area which will prevent easy removal. The area designated will be within view of the internal camera surveillance system.

C. Drug Take Back Box will be locked at all times and have limited access to remove and store turned in items.

D. All items that are removed from the Drug Take Back Box will be stored in a secure location with limited access by the Property Evidence Custodian or his/her designee, until disposed of.

04. Definitions:

A. Eligible items: Non-narcotic and narcotic prescriptions, ointments and creams, prescription patches, vitamins, over the counter herbal and animal medications, and any medication samples.

B. Ineligible items: Hydrogen peroxide, inhalers, syringes/needles, thermometers, biohazard items, aerosol cans, IV bags, bloody or infectious waste.

05: Procedures

The following procedures will be adhered to in order to ensure proper disposal and storage.

A. Drug Take Back Box will only be accessed by the police department's Property Evidence Custodian, designated back-up person(s) as assigned by the Criminal Investigations Commander.

B. The department's Public Information Officer will be responsible for publishing news items about the Drug Take Back Box and any associated special events such as DEA Drug Take Back Day

C. Keys will be kept in a secure location within the Property Evidence Room.

D. Drug Take Back Box will be checked weekly by the Property Evidence Custodian or designated back-up and emptied when the bin within is sufficiently full.

E. All medications, controlled and uncontrolled substances and other items that meet the criteria for disposal will be stored in the Property Evidence Room as **non-evidence** and **non-property**.

06. Disposal

A. Once the Property Evidence Custodian determines that there is sufficient quantity that exceeds space within the Property Evidence room, notification will be made to a Waste Management Service for a scheduled date for incineration or the disposal may coincide with National Drug Take Back Day and the items can be taken to the DEA for disposal.

B. Property Evidence Custodian will notify the department designee of the need for disposal and the designee will make arrangements with the Waste Management Service or DEA for disposal.

C. The items for disposal will be transported by vehicle to the appropriate disposal site, where it is weighed and a receipt provided.

D. Those transporting the items for disposal will monitor the bags thrown into the incinerator pit at the Waste Management site. For national Drug Take Back day, the bagged items once weighed can be left with the DEA for a controlled disposal at their secure location.

07. Documentation

A. The Planning Manager will maintain the name and contact information for the Waste Management Service and may make arrangements for disposal.

B. The Planning Manager will maintain copies of the receipts for disposal and share the weight disposed of turned in medications for publishing as a news item by the Public Information Officer.