
	ROSENBERG POLICE DEPARTMENT	
	General Order 12.02 Medication Collection and Disposal	
	Effective Date: 1-9-2014	Replaces: N/A
	Approved:  Chief of Police	
Reference: N/A		

I. POLICY

The Rosenberg Police Department has established uniform procedures and standards for collecting and disposing of expired or unwanted pharmaceutical drugs from individuals in order to:

- (1) Provide the public with an environmentally safe, accessible and convenient alternative to disposing of pharmaceutical drugs in the landfill or sewer systems that may later negatively affect the environment; and
- (2) Encourage individuals to remove expired or unwanted pharmaceutical drugs from their households and residences to reduce access to addictive drugs for accidental or intentional misuse by individuals, especially children, in the home.

Controlled and non-controlled drugs collected in accordance with this procedure shall be exempt from the disposal requirements for controlled drugs.

II. PURPOSE

The purpose of this directive is to establish procedures and guidelines for the medication collection and disposal program and to facilitate the proper disposal of unused household medication at the Rosenberg Police Department.

III. DEFINITIONS

Authorized Drugs: Pharmaceutical drugs, to include controlled, non-controlled and over the counter drugs from households and residences only.

Drop Box: a locked and lined receptacle into which pharmaceutical drugs are deposited, situated in a police station and constructed in a manner that prevents tampering or access by non-authorized persons.

Drop Box Custodian: Officer(s) designated by the Chief of Police, holding a key granting access to the drop box and its contents.

IV. PROCEDURES

A. Police Station Permanent Drop Box

1. A permanent drop box shall only be located in the police station and shall remain in the custody of the Rosenberg Police Department at all times.
2. The drop box shall be placed in a location that is accessible to the public and under constant video recording surveillance.
3. The drop box shall be securely mounted to a wall or floor to prohibit removal of the box or retrieval of the contents from within the box without a key.
4. The drop box shall be clearly marked with the following information:
 - a. Pharmaceutical drugs, to include controlled, non-controlled and over the counter drugs from households and residences only.
 - b. Pharmaceutical drugs may be disposed of in the original containers or in a sealed plastic bag.
 - c. Liquid pharmaceuticals shall remain in the original container.
 - d. No needles, syringes, or lancets shall be placed in the drop box.
5. Individuals shall place unused pharmaceutical drugs directly into the collection box.
6. Medication collected from Hospice care patients or at unattended deaths shall NOT be placed in the collection box.
7. Individuals utilizing the drop box in accordance with this chapter shall not be questioned or required to disclose personal identification.

B. Control

1. The Chief of Police shall designate two law enforcement officers who shall be the sole possessors of keys to the drop box and are Drop Box Custodians.
2. One Drop Box Custodian and one additional law enforcement Officer shall be present when removing, transporting, securing and disposing the contents of the drop box.

3. The contents of the drop box shall be placed and remain in the secured evidence room until they are disposed of in accordance with this procedure.
4. An inventory of collected pharmaceutical drugs shall not be required by these rules.
5. Collected pharmaceutical drugs shall not be resold or reused.

C. Disposal

1. Pharmaceutical drugs collected pursuant to this procedure shall either be destroyed via incineration, or transported offsite to a suitable evidence disposal facility at intervals not to exceed six months.
2. Pharmaceutical drugs collected pursuant to this procedure shall remain within the secured portion of the evidence room until the destruction of the material or its transport offsite is witnessed by the designated law enforcement officers (as determined in section B.).

D. Documentation and Recordkeeping

1. The designated law enforcement officers as determined in section B. shall document the following in a case number assigned to the drop box:
 - a. The location of the permanent drop box;
 - b. The date and time when the collected pharmaceuticals were removed from the permanent drop box and secured in the evidence room,
 - c. The weight of the collected pharmaceuticals when removed from the box and prior to being secured in the evidence room;
 - d. The date and time when the collected pharmaceuticals were removed from the evidence room,
 - e. The weight of the collected pharmaceuticals prior to destruction,
 - f. The date, time and location where the collected pharmaceuticals drugs were destroyed; and
 - g. The name(s) of the designated participating law enforcement officers.
2. The bags containing collected pharmaceuticals shall have an evidence label attached to them and immediately be placed into an evidence locker following any collection time.
3. The Rosenberg Police Department shall retain a copy of the documentation of the disposal of pharmaceutical drugs, as required by Jus 1605, for a period not less than 5 years.