



# Garner Police Department Written Directive

**Chapter:** 800 - Operations

**Directive:** 850.07 – Pharmaceutical Drug Disposal Program

**Authorized by:** Chief Brandon Zuidema

**Effective Date:** July 1, 2016

**CALEA Standards:**

**Last Revision:**

## 850.7.1 - Purpose

The Garner Police Department recognizes the value of cooperation with a pharmaceutical drug disposal program that provides safe and efficient means for the collection and proper disposal of pharmaceutical drugs no longer needed by the public.

The intent of the pharmaceutical drug disposal program is to provide citizens a convenient method to properly remove unneeded medications from their homes, thereby reducing the possibility for accidental or intentional misuse. This program also provides an environmentally safe alternative to disposing of medications in the community landfill, sewer or septic systems.

## 850.7.2 - Policy

The Garner Police Department will utilize a stand-alone steel collection box that provides a tamper-proof drop off chute. The collection box will be placed in our public lobby area which is open to the public during business hours and is monitored by video surveillance 24 hours a day, 7 days a week. The box will be secured by a keyed lock. The primary key for the collection access door of the box will be maintained by the Records Supervisor with a back-up key maintained by the Operations Captain.

## 850.7.3 - Procedure

The Property Control Officer shall be responsible for the collection, storing in evidence and destruction of all pharmaceutical drugs placed in the collection box.

- A. The Property Control Officer shall collect deposited drugs at least once a month, or more often if necessary.
- B. At each collection of contents from this box the Property Control Officer will generate a report number for found/unclaimed property. A property report will be filed in the evidence records of the Records Management System (RMS).
- C. At each time of collection from this box, the Property Control Officer will record the estimated weight on the property report.
- D. Each collection shall be witnessed by the Records Manager or his/her designee and documented on the property report. Access to retrieve any substances within the box by less than two persons is prohibited.
- E. The pills will be placed in a plastic bag.
- F. The closed plastic bag will be weighed and placed in an opaque box that will be sealed with clear tape, initialed, and dated by the Property Control Officer and a witness. The weight will be recorded on the property report.

- G. Once collected, the contents will be stored, and subsequently disposed of in accordance with the procedures outlined in *GPD Directive 510.01 – Evidence and Property*.