

NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual		
Policy: Medicine Disposal Drop Box Unit		AOM:O-504
Massachusetts Police Accreditation Standards Referenced:		Issuing Authority <hr/> Jody Kasper Chief of Police
Dissemination Date: 2/12/2013 Effective Date: 2/12/2013	Amended: 6/23 Reviewed: 6/13, 9/15, 8/17, 9/17, 8/20*	

Contents

I. Introductory Discussion 1

I. Policy 1

II. Procedures 2

I. Introductory Discussion

- A. The Northampton Police Department recognizes the importance of proper and safe disposal of unused prescription medication. In addition, it is a fact that well over half of first-time opiate use involves drugs that were taken out of the medicine cabinet of family or friends.

- B. Federal and state guidelines on the safe disposal of unused prescription medications has moved away from the old methods of simply disposing pills in household rubbish or flushing pills down the drain. This evolution has been shaped by both the recognition that drugs were being scavenged from solid waste, as well as the detection of measureable traces of prescription drugs in some groundwater supplies.

II. Policy

- A. It shall be the policy of the Northampton Police Department to provide the citizen with a permanent and secure drug collection unit, which will be situated in the front lobby vestibule area of the Police Department, and is under constant video

surveillance. This benefits the community by providing a safe location to drop off unused and expired medications with a high level of anonymity.

1. The keys to the secure compartment of the drop box shall be kept in two (2) secure locations:
 - a. The Ready Room key cabinet
 - b. The Administrative Wing key cabinet
 2. The key to the drop box door shall be kept in the desk area and used by the desk officer to allow citizens access to dispose of medications.
- B. The box is clearly posted as a prescription drug disposal container and what types of medications are accepted. For informational purposes only, syringes, needles, lancets, thermometers, IV bags, chemo drugs, and liquids of any kind are not accepted.

III. Procedures

A. Deposits of medications into the Drop Box Unit

1. Citizens shall use up to a 1 gallon sized seal top bag for large deposits; or any dimension smaller than a 1 gallon sized bag. The bag must have a Zip-Lock type seal. If the citizen does not have a seal type bag, one of our 9x12 clear bags shall be provided to them.
2. Citizens are responsible for packaging their own medications into the seal top bag. **ONLY PILLS SHALL BE PLACED IN THE BAGS.** Prescription bottles are not permitted to be sealed into the bags, they are to be disposed of with normal trash.
3. It is the responsibility of the desk officer to unlock the drop box deposit tray and ensure that the medications are packaged properly by the citizen (seal top bag, no items that are not permitted in bag). Once the medications are deposited by the citizen, the desk officer will secure the drop tray and return the key to the desk area.

B. Emptying of the Drop Box Unit

1. The Drop Box Unit shall be checked on a bi-weekly basis to insure that it does not overflow.
2. Once full, two (2) Police Officers, one (1) of which is to be a Supervisor, will remove the contents of the Drop Box Unit.
3. The contents shall be placed into a cardboard box, and that box shall be immediately sealed with tape. Both the Officer and the Supervisor will date and then sign their names over the seal of said cardboard box.
4. A card is to be entered into the daily log, and a property number is to be assigned.

5. The box shall then be placed into the Evidence Room.
6. The Hampshire County Sheriff's Department will be the agency that then collects and transports the contents of the Drop Box Unit for destruction. At this time the seal and signatures on the box/boxes shall be inspected to ensure they are intact and have not been tampered with. The box/boxes shall be weighed with a member of the Sheriff's Department who is collecting them. That is usually done on the third (3rd) Friday of each month.
7. After the Sheriff's Department collects the contents of the drop box unit, the property number assigned to the box shall be removed from our in-house records management system.
8. A journal shall also be kept and shall contain the following information: (See O-504.a Medicine Disposal Drop Box Log)
 - a. The date the Drop Box Unit was emptied.
 - b. The names of personnel emptying the Drop Box Unit.
 - c. The property number assigned.
 - d. The date of turnover to the Hampshire County Sheriff's Department, the weight of the box/boxes, as well as name of the Sheriff.