

	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.19.9</b>	
Subject:		Distribution:
<b>Medication Disposal Box</b>		<b>All Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>03-01-2017</b>	<b>Until Amended or Rescinded</b>	<b>N/A</b>
References:		
<b>CALEA: N/A PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## POLICY

The Lower Merion Township Police Department is participating in the Montgomery County District Attorney's Office Medication Collection Program. The Medication Collection Program allows any individual to anonymously and properly dispose of unwanted medication 24 hours-a-day, 7 days-a-week into a Med Return Drug Collection Unit, better known as a "medication disposal box."

## PURPOSE

The purpose of the Medication Collection Program is to provide a consistent system for removing unwanted medications from homes within the community and provide a safe way to dispose of these products. This policy will provide Department personnel with guidelines on the Medication Collection Program, as it relates to the Med Return Drug Collection Unit.

## DEFINITIONS

- A. Med Return Drug Collection Unit:** Also known as a "medication disposal box", is a temporary storage unit accessible to the public for the direct disposal of unwanted medication.
- B. Medication Disposal Storage Locker:** Storage locker located within the Evidence Room dedicated to the storage of medication which has been disposed of via the Med Return Collection Unit.
- C. Medication Disposal Coordinator:** Officer assigned to monitor the medication disposal box and arrange for disposed items to be collected by Montgomery County Narcotics Unit.

**D. Drug Take Back Day:** A national event sponsored by the Drug Enforcement Agency where residents are encouraged to bring in unused/unwanted drugs for safe, environmentally friendly disposal.

## **PROCEDURE**

- A.** Location – The medication disposal box will be located within the lobby of the Lower Merion Police Department.
- B.** Security - The medication disposal box will be locked and secured in the lobby of the Lower Merion Police Department and visible to the Lower Merion Communications Center personnel via the Closed Circuit Television System.
1. In the event that the medication disposal box is damaged or tampered with, an entry shall be made within the Alert Reporting System and both the shift supervisor and Evidence Custodian will be notified.
  2. The key that will permit access to the medication disposal box is located in the Medication Disposal Storage Locker and is the responsibility of the Medication Disposal Coordinator.
  3. Only the Medication Disposal Box Coordinator and the Staff and Inspections Unit Supervisor shall have a key to the Medication Disposal Storage Locker.
- C.** Disposal of Unwanted Items by the Public
1. The Medication Collection Program is completely anonymous and as a result, individuals are not required to produce any type of identification in order to use the medication disposal box.
  2. Department members should not personally handle any items that an individual is attempting to dispose of within the medication disposal box.
- D.** Items Accepted for Disposal
1. The following items are able to be disposed of within the medication disposal box:
    - a. Prescriptions
    - b. Prescription medication
    - c. Prescription ointments
    - d. Prescription patches

- f. Over-the-counter medications
  - g. Samples
  - h. Vitamins
  - i. Medication for pets
2. The following items are not able to be disposed of within the medication disposal box:
- a. Aerosol containers
  - b. Hydrogen peroxide
  - c. Illicit drugs
  - d. Inhalers
  - e. Liquids
  - f. Lotion
  - g. Medication from businesses or clinics
  - h. Needles
  - i. Thermometers
- E. Disposal of items within the medication disposal box:
1. The contents of the medication disposal box shall be prepared for storage through the following process:
    - a. An Evidence Control Officer and the Medication Disposal Box Coordinator shall transport the medication disposal box and all of its contents into the Evidence Storage Room.
    - b. The contents will then be removed, and placed into cardboard boxes. Once the items are placed into cardboard boxes, each cardboard box will be sealed and stored in the Medication Disposal Storage Locker. The items will either be retrieved by the Montgomery County Narcotics Unit as needed or turned over to the District Attorney's Office during a sponsored Drug Take Back Day.
  2. Upon retrieval of the items by the Montgomery County Narcotics Unit or presentation at a Drug Take Back Day, an Alert report shall be generated utilizing

UCR code 6007. The report will detail the total weight of the medication, assisting officers and the representative the medication was turned over to. The receipt provided by the District Attorney's Office will be submitted and attached to the report in the multimedia section.

### **RESPONSIBILITY**

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.