

# JACKSONVILLE POLICE DEPARTMENT

Policy: 3-4  
Effective: 05-01-11  
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## PRESCRIPTION MEDICATION DROP BOX

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**PURPOSE:** The Jacksonville Police Department recognizes the importance of providing the community with a secure place to dispose of prescription medications. The prescription medication drop box will allow citizens an accessible depository at all times of the day or night. The purpose is to reduce the number of unused and/or expired prescription medications from ending up in our neighborhoods for illegal sale and distribution. Also, to provide an affective avenue for residents with children in their home to properly dispose of prescription medications and help prevent unauthorized access by children, thereby saving lives.

**POLICY:** It is the policy of this Department to ensure that all medications are properly collected, stored, and disposed of according to DEA standards. All surrendered medications will be properly handled and the appropriate documentation completed and maintained on file.

### **PROCEDURES:**

#### I. SURRENDERING OF MEDICATIONS

This Department has provided an easily accessible and secure drop box located in the front lobby of the Police Department. Public access to the drop box can be gained at any time, day or night, by placing medications in the labeled drop slot.

#### II. COLLECTION OF MEDICATIONS

- A. The locked access door to the drop box is limited to the Civilian Property/ Evidence Technician (CPET) or a person designated by the Support Service Division Commander in the absence of the CPET.
- B. The medications drop box shall be emptied twice a week, or as needed, by the CPET or a person designated by the Support Service Division Commander in the absence of the CPET.
- C. The medications will be collected and transferred to a secure location within the Support Services Division until the proper documentation can be made.

#### III. WEIGHING OF MEDICATIONS

Surrendered medications will be weighed using a standard digital scale to establish accurate recordings for statistical purposes. A total weight of these medications will be documented in an offense/incident report and the Support Services Division's monthly report.

#### IV. DOCUMENTING OF MEDICATIONS

- A. The retrieval of medications will always be done by two (2) people: the CPET and a Supervisor.
- B. A detailed incident/offense report will be prepared each time a collection is done.
- C. The Support Services Division's monthly report will include a report from the CPET regarding the total weights of medications surrendered during each calendar month.

#### V. STORAGE AND DESTRUCTION OF MEDICATIONS

- A. After all surrendered medications have been properly weighed; they will be packaged and labeled by the CPET in the same manner as evidence, by logging the packages into the Barcode

Evidence Analysis, Statistics, and Tracking (BEAST) System. The CPET or a person designated by the Support Service Division Commander in the absence of the CPET will then physically transfer them to the Department evidence/property storage room.

- B. The CPET, or a person designated by the Support Service Division Commander, in the absence of the CPET, will store the medications until arrangements can be made for the DEA to collect the medications for destruction pursuant to DEA regulations and State law governing the handling or destruction of waste material.
- C. The CPET, or a person designated by the Support Service Division Commander in the absence of the CPET, is responsible for preparing all documentation pertaining to this program to include the necessary paperwork for destruction of the medications.
- D. The CPET is the primary point of contact and liaison with the DEA representative for the prescription drug take-back program and is responsible for ensuring all guidelines and procedures issued by the DEA governing this program are adhered to.



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John C. Franklin  
Chief of Police