


Rockville City Police Department

GENERAL ORDER



Subject: PRESCRIPTION DRUG DISPOSAL PROGRAM		Procedure G.O. # 4-57
Authorizing Signature 	Effective: 12-20-2021	Total Pages: 3

I. POLICY

The Rockville City Police Department is committed to reducing the accidental overdose or abuse of prescription drugs that are no longer needed or outdated. The Department recognizes the need to remove prescription and other eligible items from the home and the need for a safe, anonymous, and legal way to turn these items over to the police department for destruction.

II. PURPOSE

The purpose of this General Order is to establish a procedure for the security, handling, destruction, disposition of prescription and other eligible items, which come into the possession of the Rockville City Police Department, through the Prescription Drug Disposal Program.

III. DEFINITIONS

- A. Drop Box: A department approved, readily identifiable, stainless-steel enclosure that is key-controlled and contains a plastic trash bag inside a cardboard box.
- B. Eligible Items: Items that may be accepted into a drop box are non-narcotic and narcotic prescriptions, ointments and creams, prescription patches, vitamins, over-the-counter herbal and animal medications, and any medication samples.
- C. Ineligible Items: Items that are not accepted into a drop box include hydrogen peroxide, inhalers, syringes/needles, thermometers, biohazard items, aerosol cans, IV bags, and bloody or infectious waste.
- D. Temporary Property Storage Room (TPSR): The secure area designated by the Administrative Services Bureau Commander for holding property prior to being placed in the permanent property storage room.
- E. TraQ Evidence Database: The electronic property and evidence tracking system utilized by the Rockville City Police Department in partnership with the Montgomery County Police Department to document intake, transfer, disposal, and disposition of property and evidence.

IV. PROCEDURES

The following procedures will be followed to ensure the proper collection and disposal of unused, unwanted, and expired medications that are deposited into the prescription drop box.

- A. A drop box will be installed in the police operations building lobby, outside of dispatch. The drop box will be positioned within view of the Police Communications Operator and for security purposes, be within view of the lobby camera.
- B. The drop box shall remain locked at all times, except when being opened for collection and disposal purposes. Keys for the box will be maintained by the Administrative Services Bureau Commander, the Property Control Officer, and the Office of Professional Responsibility.
- C. The drop box shall be checked and emptied at least once a month or more frequently as needed. Emptying and processing the prescription drop box contents will be handled by the Community Services Officer (CSO) and the Property Control Officer. In the event of their unavailability, the role may be temporarily reassigned at the discretion of the Administrative Service Bureau Commander. If reassignment occurs, the assigned parties will consist of:
 - 1. One (1) sworn Police Officer
 - 2. One (1) civilian or sworn staff member affiliated with the property and evidence function.
- D. When collecting the contents of the Prescription Drop Box, the collecting employees shall:
 - 1. Wearing disposable gloves and an N95 mask, unlock and open the drop box.
 - 2. Remove the cardboard box from the drop box, staying alert for sharp items or leaking / spilled substances.
 - 3. Without handling items contained in the prescription drop box, visually inspect the contents for any ineligible items. *(See Section E. below for ineligible items procedures)*
 - 4. Without removing the plastic bag that lines the cardboard box, seal the cardboard box with evidence tape. Both employees will initial and date the seal. With the exception of a visual inspection, contents will not be inventoried or opened.
 - 5. Place a new cardboard box, lined with a heavy-duty trash bag in the drop box. Close and resecure the drop box.
 - 6. The CSO or another sworn officer if applicable, will create a miscellaneous call for service and generate a case number.
 - 7. The sealed box will be weighed and entered into the TraQ evidence database, listed for destruction.
 - 8. The Property Control Officer will take possession of the sealed box and secure it in a locker in the Temporary Property Storage Room (TPSR).

E. If ineligible items are found, they will be handled in the following manner:

1. Any readily apparent items in the prescription drop box that are believed to be evidence of criminal activity (other than CDS violations, see # 3 below) shall be documented by an on-duty officer using a separate incident number and processed with normal reporting and evidence processing procedures.
2. Sharps/Syringes: The existence of sharps or syringes that are readily apparent shall be documented in the report, using the same incident number for the destruction. Remove the items and place in a Sergeants' Tube for disposal.
3. Illegal substances: Remove any readily apparent CDS (Marijuana, Heroin, Cocaine, etc.) and have an on-duty officer generate a separate incident number. The officer will follow normal reporting and evidence processing procedures, listing the CDS for destruction in TraQ.

F. Destruction

1. The Property Control Officer will schedule a destruction date with the Curtis Bay Medical Waste Facility, located at 3200 Hawkins Point Rd, Curtis Bay, Maryland.
2. The CSO and Property Control Officer will transport the sealed box to the destruction site, obtain a weight of the sealed box, and receipt for the destruction.

V. PROGRAM REPORTING

A. The Property Control Officer will have overall responsibility of maintaining program records and reporting.

1. The Property Control Officer will maintain a spreadsheet documenting the collection and TraQ entry date, to include the report number for the event. Additionally, the Property Control Officer will record the weight, destruction date, location of destruction, destruction weight and employees present for the process.
2. The Property Control Officer will complete an event report (Police Information) for each collection occurrence, documenting the staff involved, the weight, and the entry into TraQ / Property.
3. The Property Control Officer will compile annual data and submit the summary of results in his/her annual report.