



SYKESVILLE POLICE DEPARTMENT

Medication Waste Disposal Program

General Order 10-2 Effective: 11/02/17

Authorized by: *Michael A. Spaulding* Chief of Police

I. **PURPOSE**

To establish procedures for the safe disposal, collection and destruction of unused prescription and over-the-counter medications by residents.

II. **POLICY**

The Sykesville Police Department participates in the Medication Waste Disposal Program to provide residents with an environmentally safe alternative to disposing of medications in the landfill or sewer systems, and to reduce access by minors to dangerous and addictive medications.

III. **PROCEDURES**

1. Secure Storage

A secure collection box is located inside the lobby of the Sykesville Police Department where it is accessible to the public and under the observation of law enforcement personnel.

2. Collection boxes are designed for the temporary secure storage of controlled dangerous substances and shall be locked and securely mounted to prohibit removal of the box or retrieval of medications from within the box without a key.

3. Collection from Residents

Medication Waste Disposal collection boxes are clearly marked for identification and include instructions for residents.

a. Citizens may place their unused medications/drugs into the collection box anonymously.

b. Unwanted and expired medications, both prescription and over-the-counter, in tablet, liquid, ointment, inhaler, powder, or patch form will be accepted.

c. Syringes, needles, thermometers, bandages, gauze pads, sun block, lipstick, deodorant, non-prescription skin cream, and similar products will not be accepted.

4. Loose pills or tablets shall be placed into plastic bags provided at the drop location prior to submission. Otherwise, pills or tablets included in a container or prescription bottle may be placed directly into the drop box.

- a. To avoid spillage inside the box, all creams, salves and liquid type medications will be placed into a plastic bag before being dropped into the collection box, and
 - b. Every attempt should be made by residents to ensure medications are sealed before being dropped.
5. Syringes will not be placed into the drop box. Residents wishing to dispose of syringes will be directed to a local Fire/Rescue Company for disposal.
6. Recovery and Destruction of Medication

All Medication Waste Disposal collection boxes will be locked when not attended by the Evidence & Property Room Technician. The Chief of Police, Evidence and Property Room Technician, and the Carroll County Crime Scene Unit are the only personnel authorized to possess keys to Medication Waste Disposal collection boxes.
7. Members of the Carroll County Crime Scene Unit are responsible for the recovery of deposited medications.
8. Universal Precautions

The handling of any of these medications requires the use of basic personal protective equipment.

 - a. Gloves will be worn when handling any medications or containers.
 - b. Hand washing is also required if, for at any time, skin contact was made with any medication.
9. A member of the Department may monitor recovery of the drop box contents with the member of the Crime Scene Unit. This allows the ability to survey the kinds of drugs and medications that are being disposed of. This information can be used for evaluation and decisions regarding the program.
10. A CCSO case number will be assigned to each collection run by a member of the Crime Scene Unit, and an inventory number will be assigned to the total amount of property recovered from all boxes. The member of the Crime Scene Unit will document each recovery/collection run on an Offense Report, (CCSO Form#089).
11. Members of the Crime Scene Unit will collect the deposited medications on a frequency deemed necessary based on the location and usage.
12. The Administrative Assistant and/or the Evidence and Property Room Technician will monitor the quantity of medications in the drop box and when it appears to be

full, the Evidence and Property Room Technician will transfer the medications to a secure storage container/bag and place the container/bag in the Police Department Property Room for secure storage and safekeeping until the Crime Scene Unit arrives to collect it.

13. Members of the Crime Scene Unit will package the deposited medications in conformance with Carroll County Sheriff's Office Investigative Procedure #609, "Property & Evidence Control" documenting the general description of the contents, including a weight of the contents before submitting them to the Property & Evidence Control Room pending destruction.
14. Members of the Crime Scene Unit will destroy the collected medications in conformance with Carroll County Sheriff's Office Investigative Procedure #609, "Property & Evidence Control".