

**GENERAL ORDER XLVI**

**SUBJECT: PRESCRIPTION DRUG DROP BOX**

**EFFECTIVE DATE: 06-01-2014 REVIEW DATE: 03-01-2015**

NOTE: This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

**I. PURPOSE**

To establish a policy for: receiving and disposing of un-wanted, un-used or expired medications.

**II. POLICY**

The prescription drug box will be located in the lobby of the police department for easy access by the community. The box will be checked daily and if a deposit has been made, the drugs need to be removed and processed according to current laws and department General Orders. Patches and pills only will be accepted. No liquids or needles. The medications can be weighed by the property custodian(s) of the agency and disposed of consistent with the protocol used in destroying other property. Records of disposal must be kept. All policies and government regulations that may affect medication handling must be followed.

**III. AUTHORITY**

This policy is issued by the authority of the Chief of Police. Any policy additions, deviations or revisions shall be made only at the direction of the Chief of Police.

By authority of:

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Jeffrey S. Head, Chief of Police