



# Policy 1407

Subject	
<b>PRESCRIPTION RETURN BOXES</b>	
Date Published	Page
<b>10 March 2016</b>	<b>1 of 2</b>

*By Order of the Police Commissioner*

## **POLICY**

The Baltimore Police Department (BPD) is committed to ensuring the safety and welfare of the citizens of Baltimore by providing a safe and secure method of discarding expired, unused, and/or unwanted prescription medications.

## **PURPOSE**

The purpose of this policy is to outline the procedures for maintaining Prescription Return Boxes (PRB) located at the nine police patrol stations within the City.

## **BACKGROUND**

DEA-authorized collectors safely and securely collect and dispose of pharmaceutical controlled substances and other prescription drugs. In the community, authorized collection sites may be retail pharmacies, hospital or clinic pharmacies, and law enforcement locations.<sup>1</sup>

PRBs are not to serve as a means of discarding illegal Controlled Dangerous Substances (e.g., heroin, marijuana, cocaine), nor are they intended for the disposal of Biohazard Material (e.g., needles/sharps).

## **GENERAL**

1. PRBs are located inside of the nine police patrol stations, near the front desk.
2. The keys to the PRBs will be maintained by the Administrative Supervisor and kept within the established key security procedures.
  - 2.1. Secondary keys to the PRBs shall be maintained by the Evidence Control Unit.
3. Eligible types of medications for disposal include: non-narcotic prescriptions, narcotic prescriptions, over the counter medications, herbals, and veterinary medications.

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**REQUIRED ACTION****Property Officer**

1. Empty the PRB weekly and take the contents immediately to ECU for disposal.
2. Wear nitrile gloves when emptying the PRB and exercise care and caution during this process.
3. Request a Central Complaint Number (C.C.#) and write a Found CDS report per Policy 1401, *Control of Property and Evidence*, for each ECU submission of PRB contents.
4. Do not inventory the contents of the PRB. Seal the bag inside the PRB and submit the contents as one unit to ECU.
5. Seal the submission with evidence tape and attach a completed Evidence Submission, Form 56 and present to ECU Submission Counter and forward the receipt to the Administrative Supervisor.

**District Administrative Supervisor**

Conduct weekly inspections to ensure that the property officer empties the PRB on a weekly basis and submits the contents immediately to ECU for disposal.

**Evidence Control Unit Commander**

1. Maintain spare PRB keys for the nine police districts in a secure location.
2. Ensure PRB content submissions are destroyed per ECU's found CDS, drug burn standing protocols.

**ASSOCIATED POLICIES**

Policy 1401, *Control of Property and Evidence*

**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Commanders are responsible for informing their subordinate of this policy and ensuring compliance.