

City of Johns Creek Police Department

<i>Subject:</i> Drug Drop Box Program		<i>Number:</i> 04-30
<i>Reference:</i> See also "04-23 Evidence and Property Control"		<i>Amends:</i>
<i>Effective:</i> 01/22	<i>Review Date:</i> Annually	<i># of Pages:</i> 3

PURPOSE

To establish a process by which citizens can properly and safely dispose of unused, unwanted, and expired prescription medications; as well as uniform procedures regarding the handling of any controlled substances removed from the department drug drop box.

POLICY (03-24):

It is the policy of the Johns Creek Police Department to maintain a secure drop box at department headquarters for the purpose of providing the community a means to dispose of controlled substances.

PROCEDURES

Program Responsibility (04-30-01)

The Criminal Investigations Lieutenant will be responsible for the administration and supervision of the Drug Drop Box Program.

1. The Property and Evidence/ Crime Scene Investigations Unit shall be responsible for the collection, transport, destruction, and reporting functions of the program.
2. Keys to the drug drop box shall be maintained by Property and Evidence personnel.
3. All controlled substances removed from the drug drop box shall be stored in the Evidence Repository.

Operational Procedures (04-30-02)

1. The Drug Drop Box will be located in the lobby area of the City Hall building, near Police Records.
2. The following items will **NOT** be accepted for disposal:
 - a. Sharp objects, including syringes and needles
 - b. Liquid medications and ointments
 - c. Plastic bottles
 - d. Powdered substances
3. The following items **WILL** be accepted:
 - a. Prescription medications
 - b. Prescription patches
 - c. Over-the-counter medications
 - d. Vitamins
 - e. Pet medications
4. Records personnel will maintain a key to the top deposit opening of the Drug Drop Box only. When medication needs to be deposited by a citizen, personnel will ensure it is an accepted item. Once the citizen has placed the medications in the supplied bag, Records personnel will open the top portion of the Drop Box, to allow the citizen to deposit the medications.
5. Records personnel will assist community members by providing them an evidence bag, for use when discarding approved prescription drugs into the drop box. The citizen will be instructed to empty the authorized medication from the original container into the evidence bag, seal the bag, and place the bag into the Drug Drop Box.
6. If a citizen has need to dispose of a prescription in liquid form (or other than pill form) they may be given a Detera Bag, which can be used for disposal in the trash at their residence.

Collection and Disposal of Controlled Substances (04-30-03)

Only personnel assigned to the department's Property and Evidence/ CSI Unit shall be responsible for the collection, transport, and destruction of items collected from the Drug Drop Box. The following security procedures shall be adhered to:

1. The drop box will be secured to the building, locked, and under video surveillance, to reduce risk of theft.
2. Access to the drop box will be restricted to Property and Evidence/ CSI personnel only.
3. Quarterly (or more frequently as needed) the contents of the drop box will be emptied by two (2) Property and Evidence/ CSI employees into a secured/ sealed container which will be placed in the Property/ Evidence Repository the same day.
4. Items collected shall be stored in the Property/Evidence area until ready for transport/destruction.
5. All sealed containers shall be transported to the Georgia Bureau of Investigation Crime Lab for destruction on a quarterly basis.

6. The transport shall be conducted by (2) personnel from the Criminal Investigations/ Property and Evidence Division.
7. Personnel shall request the weight of the contraband destroyed, for reporting purposes.

Reporting (04-30-04)

A miscellaneous report and Property/ Evidence Control record shall be completed whenever items are retrieved from the drop box. A supplemental to the initial report will be completed whenever items are transported for destruction. The supplement will include the following:

1. The date, time and location of pickup;
2. The names of all personnel participating in the pickup;
3. The weight of contraband at the time of pickup
4. The weight of contraband at the time of destruction;
5. The date, time, and names of personnel participating in transport to the GBI Crime Lab;
and
6. Any additional documentation as required by law.