

# JUNEAU POLICE DEPARTMENT



## PROCEDURES

<b>Title:</b>	<b>Prescription Drug Drop-off Program</b>	<b>Chapter: 5.550</b>
<b>Date Issued:</b>	<b>May 17, 2016</b>	
<b>Revised:</b>	<b>April 30, 2021</b>	
<b>Reviewed:</b>	<b>April 30, 2021</b>	

### I. Purpose

The purpose of this policy is to establish guidelines whereby citizens can safely dispose of unwanted, unused, or expired prescription medication that can otherwise present a substantial risk to our community by either falling into the wrong hands or by damaging our environment through improper disposal.

### II. Policy

It is the policy of the Juneau Police Department to permanently install a secure prescription drug drop-off box in the lobby of the Juneau Police Department where unwanted medication may be turned in anonymously. This service is provided free of charge to citizens and is not intended to be used by businesses or medical providers.

### III. Program

The drug drop-off box will be available to citizens during the business hours of the Juneau Police Department Records Unit for the disposal of unwanted, unused, or expired prescription medication. No liquids or needles/syringes will be accepted.

The Evidence Specialist or designee, accompanied by a sworn officer from the Drug Enforcement Unit, will empty the drop-off box at least once a week or more often if needed. The drugs inside the box will be secured in the Evidence Room until they can be properly disposed of. The Evidence Specialist or designee will keep a record of the weight of destroyed medications and have that available to the office of the Chief of Police.

### IV. Procedure

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- A. Records personnel working at the front window and observing citizens using the drug drop-off box will report any suspicious behavior to Dispatch or a sworn officer.
- B. Officers who collect medications as part of official duties will not use the drop-box as a way to dispose of those medications.
- C. When the drug box is emptied, the contents will not be inventoried or handled more than absolutely necessary. The contents will be secured in plastic bags that are in the receptacle inside the drop box. Those plastic bags will serve to line cardboard boxes that will hold the drugs prior to disposal. If there is a concern that unauthorized liquids or loose pills are left in the receptacle, staff may choose to put a second plastic bag over the bag from the receptacle. The bag and contents will then be weighed for the log. The bag will then be put into a cardboard box. Those boxes will be securely taped and initialed by the person who tapes the box.
- D. Prior to destruction or shipment, the boxes will reside in the Evidence Room and will not be opened.

Ed Mercer

A handwritten signature in cursive script that reads "Ed Mercer".

Chief of Police