


STRATFORD POLICE DEPARTMENT 	Type of Directive: Policy and Procedure	Updated: 03-22-2024
	Title: Drug Drop Box	No. 5.3
	Issuing Authority: Chief Joseph McNeil	Issued: 10-09-2018
	Reference: History: 10/09/18, 06/16/22	

POLICY:

It shall be the policy of the Stratford Police Department to provide for a safe disposal location for unused household medications.

PURPOSE:

The purpose of this policy is to implement the Connecticut Department of Consumer Protection policy and procedures regarding the Pharmaceutical Collection Drop Box program and to establish the duties of Stratford Police Department members who maintain the Drop Box.

The Connecticut Medication Collection and Disposal Program will provide a safe disposal location for citizens to properly dispose of unused household medications. The program provides an environmentally safe alternative to disposing of medications in the landfill or sewer systems that may later negatively affect the environment. The program encourages citizens to remove their unneeded medications from their homes. This reduces access to addictive medication for accidental or intentional misuse by children or others in the home. Commercial disposal from medical facilities, doctor/dental offices, veterinarians, etc. is prohibited and is not part of this program.

PROCEDURES:

Drop Box Location - The Drop Box shall be securely fastened in place in the police station lobby. It shall be in a location such that it can be observed by the Desk Officer.

Drop Box Operation

- The Drop Box shall be clearly marked for this purpose with instructions for proper use.
- The Drop Box retrieval door shall be secured with two locks with different keys and securely fastened in place to prohibit removal of the box or retrieval of medications from within the box by unauthorized persons.
- Citizens may place their unused medications and drugs into the collection box anonymously.
- Opened containers of liquid will not be accepted unless they are completely sealed.
- **Syringes** shall NOT be placed into the drop box. Signage will advise depositors of this.
- No medications or other waste shall be permitted to be left outside of the drop box.

Collection and Monitoring of the Medication Disposals

Two locks will be installed on the drug drop collection box. The Evidence Room Officer will hold the key for one of the locks on the collection box. The key for the other lock will be held by the Records Division Supervisor.

No department member shall have individual access to the contents of the collection box. Two department members shall be present from the time the Drop Box is opened to remove the collected drugs and until the drugs are sealed in a cardboard box.

Staff may monitor the collection of the Drop Box contents. This allows the ability to survey the kinds of medications that are being disposed of. This information can be used for evaluation and decisions regarding this program.

- A case number will be assigned to the Drop Box on a yearly basis. The Evidence Room Officer will have to provide a total weight collected annually. This allows for tracking of data to monitor the program benefits.
- The deposited drugs will be collected on a frequency deemed necessary based on usage.
- Both officers removing the collected drugs shall wear protective gloves.
- The drugs shall be placed in a cardboard box. The box shall be sealed with tamper evident evidence tape. Both officers removing the drugs from the Drop Box will place their initials and the date on each seal.
- Each box of collected drugs shall be recorded in the evidence log under the yearly Drop Box case number with appropriate data recorded to create a chain of custody. An evidence barcode label will be affixed to each box. The boxes shall be stored in the Drug Storage Room in the Evidence Room while awaiting destruction.
- The Evidence Room Officer shall complete a Property Control Form with a general description of the contents for each box. The weight of the box shall be recorded on the form.
 - The material located in the Drop Box should not be handled nor is individual product identification required.
- A supplemental police report will be generated by the Evidence Room Officer each time drugs are removed from the Drop Box. The weight of the box will be listed in the supplement.
- The Evidence Room Officer shall ensure the destruction of the collected medications by witnessed incineration at intervals not to exceed six months. This will be accomplished at the WIN Waste Innovations trash to energy plant on scheduled Contraband Burn Days.

Annual Registration Renewal with Connecticut Department of Consumer Protection

The Records Division Supervisor shall be responsible to renew the registration annually.

A registration application will be obtained from the Department of Consumer Protection, Drug Control Division web site. The registration will be renewed yearly. A new registration number will be issued with each renewal. On a yearly basis during the registration renewal process the accumulated yearly weight will be submitted to the Drug Control Division, Department of Consumer Protection.

