

Waltham Police Department
CHAPTER 85
MEDRETURN DRUG COLLECTION UNIT

General Order #:

Effective Date: 01/2014, 04/2023, 02/2024, 09/2024

Accreditation Standard #: 84.1.9

DEFINITION:

The MedReturn Collection Unit and secure sharps return unit is a safe, effective and sustainable way to collect unwanted or expired household prescription, over the counter and other unused medicines, and sharps.

PURPOSE:

The purpose of this unit is to allow the public anonymous disposal of unwanted medication, twenty-four hours a day, in a safe environment.

AUTHORIZED USERS:

The Unit shall be maintained by the Evidence/Property Room Officer and the Supervisor of the Investigations Unit. [84.1.9-3F]

LOCATION:

The MedReturn Kiosk is located in the Main Foyer of the Waltham Police Department and as such is under continuous video surveillance [84.1.9-3C]. The secure sharps unit is placed next to the kiosk with a notice warning that no needles or liquids will be accepted in the container. [84.1.9-3A, B, D]

ACCESS:

Two keys are available for the MedReturn Unit. One key is secured in the evidence room and one key is locked in the desk of the Detective Supervisor and shall be signed in and out as needed by the Evidence Officer and Supervisor. [84.1.9-3G]

PROCEDURE:

1. The MedReturn Unit and secure sharps unit shall be emptied as needed on an “on demand” schedule. [84.1.9-3H]

2. Removal of Med Return items shall be done by two authorized individuals [84.1.9-3I]:
 - a. The Evidence Officer.
 - b. The Detective Supervisor.
3. All items are in a full sealed box within the Unit. The two individuals listed above will remove the box, seal it, and initial along with the date [84.1.9-3I, J, K].
4. A new, empty labeled inner liner/box will be placed in the kiosk and locked to ensure continued use by the public [84.1.9-3E, M].
5. The sealed box shall then be logged into the Evidence Tracking System as MedReturn pending destruction and shall then be secured in the Department's evidence room, separate from any other drug evidence [84.1.9-3N].
6. When ready for destruction, the Evidence Officer will update evidence records in QED [84.1.9-3O]. A supervisor shall verify that the seal and signatures are intact and have not been tampered with by anyone [84.1.9-3P]. All containers shall be weighed and receipt is provided after destruction [84.1.9-3L]. An authorized supervisor and the Evidence Officer shall transport the substances to the appropriate destruction site, internally and observe and document the destruction process. [84.1.9-3Q]
7. The sharp kiosk will be emptied on an on call as needed basis. 24 Hour Trauma is called when the sharps container is full. The key to the sharp's container is in Police Operations.
8. Records are contained in QED and include the date the kiosk was emptied, the weight of the medication removed, the property number assigned, the date of destruction and the manner and location of each destruction. The names and ranks of all personnel present are in the drug destruct receipt documents [84.1.9-3R-X].