



# ELGIN POLICE DEPARTMENT

151 Douglas Avenue Elgin, Illinois 60120



**Effective Date:**  
11/16/12

## STANDARD OPERATING PROCEDURE

**Revised Date:**  
05/27/15

**Chief of Police:**

Prescription Medication Disposal Program, 84.2

**Cross Reference:**

**Policy Sections:**

84.2.1 Medication Turn-in Site  
84.2.2 Acceptable Medication and Packaging  
84.2.3 Medication Removal

### PURPOSE

This policy specifies the procedures and responsibilities regarding the forms of medication and packaging accepted into the prescription medication disposal program within the Elgin Police Department.

### POLICY STATEMENT

It is the policy of the Elgin Police Department to promote the importance of safe and controlled drug disposal in an effort to decrease the risk of drug related catastrophes. This program is designed to provide Elgin residents a safe and controlled medication disposal process.

### PROCEDURES

#### 84.2.1 MEDICATION TURN-IN SITE

- A. The prescription medication disposal unit is located behind the front desk, monitored by front desk employees.
- B. The disposal unit is equipped with a locking mechanism and contains internal safety measures to prevent the removal of items following their disposal. Keys to the unit are to be controlled by the midnight shift lieutenant.

#### 84.2.2 ACCEPTABLE MEDICATION AND PACKAGING

- A. Accepted medications are prescription pills. Medications shall be removed from the original container and placed in a clear, self-closing disposable bag, such as a zip lock type bag, provided by the citizen disposing the medication.
- B. Sharps, salves, liquids, needles, I.V. bags and thermometers will not be accepted. Front desk employees should conduct a cursory inspection of the bag to ensure these items are not contained in the clear, self-closing disposal bag.
- C. Medicines brought in from nursing homes, clinics, doctors' offices, or any other entity which distributes medications will not be accepted. These type of agencies should be utilizing the outside, private resources available to them.
- D. Citizens may drop off one 1 gallon bag per visit.

#### 84.2.3 MEDICATION REMOVAL

- A. The midnight shift lieutenant or designee is responsible for maintaining the disposal unit.
- B. On a weekly basis, the midnight shift lieutenant or designee shall check the disposal unit for medications. Prior to removing medications, an inspection shall be conducted to determine the existence of hazardous items, such as sharp needles.

- C. The safe handling of these medications may require the use of basic personal protection equipment. Gloves should be worn when handling any medications, especially when the self-closing bag shows indications of being compromised.
- D. All medications turned in will be photographed, weighed and documented on a property evidence form titled, "Turned in Property for Destruction." A description, the amount of medication and the final disposition of the medications collected shall be specified.
- E. The property evidence custodian is responsible for transferring the prescription medications to an authorized disposal venue that complies with the medication handling regulations prescribed by the Illinois Environmental Protection Agency.