

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 155-A

REFERENCE STANDARDS:

SUBJECT: Medication Collection and Disposal Program

PURPOSE: The purpose of this policy is to define the Medication Collection and Disposal Program and provide written direction on the procedure for the operation and administration of the program.

POLICY: It is the policy of the Hanover Park Police Department Medication Collection and Disposal Program to provide a means of safe and secure collection and disposal of unwanted prescription and other medications for residents in order to reduce the potential for theft, misuse, overdosing, and environmental damage caused by improper disposal within the Village. The Hanover Park Police Department will accomplish this through participation in the DuPage County Health Department RxBOX Medication Disposal Program.

DEFINITIONS:

ACCEPTABLE MEDICATIONS—Medications acceptable for disposal include prescription and over-the-counter medications, medicated ointments and shampoos, liquid medicines in original non-leaking containers, prescription and over-the-counter inhalers, and glass thermometers containing mercury. Medications may only be brought in by residents. Pills and liquid medication bottles should be placed in zipper top plastic bags. Medications may be disposed of in their original containers, but personal prescription information should be removed from containers. Labels on medications are not required.

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)—The state agency responsible for disposal and replenishment of the 30-gallon and 5-gallon storage containers.

MEDICATION DROP BOX (RxBOX)—A secure drop box for disposing of unwanted, unneeded or expired medications.

MEDICATION COLLECTION SITE—The location for the collection box will be the lobby of the Hanover Park Police Headquarters Building, 2011 Lake St, Hanover Park, IL 60133.

MEDICATION STORAGE RECEPTACLES – The approved containers for storage and transport for the contents of the Medication Drop Box as provided by the DuPage County Health Department or its designated waste disposal service for the RxBOX Program. These will include larger 30 gallon

containers for the bulk of the collected medications, and smaller 5 gallon containers for inhalers and nebulizers and for mercury thermometers.

PROGRAM COORDINATOR—A member of the Department responsible for the overall administration of the Medication Disposal Program. The Deputy Chief of Support Services shall serve as the Program Coordinator.

UNACCEPTABLE MEDICATIONS—Medications not acceptable for disposal include sharps, needles, IV Bags, bio-hazardous materials including wound dressings, radioactive medicines, and other household wastes. Medications brought from nursing homes, clinics, doctor's offices or other businesses which distribute medications are not acceptable.

PROCEDURE:

I. MEDICATION DROP BOX

- A. The Hanover Park Police Department shall utilize the RxBOX as a secure means of collection of medications. The box shall be located inside the lobby of the Police Headquarters Building and will be available to residents on a 24 hour basis. Department members shall assist residents with questions regarding the use of the drop box, including the provision of information regarding acceptable items for collection. Any issues or problems with the box itself shall be immediately reported to the on-duty supervisor.
- B. The medication drop box is provided for use by residents wanting to dispose of unwanted medications, and whenever possible residents shall be discouraged from giving unwanted medications to Department members directly. In the event that a resident insists on physically handing over medications to a Department member for disposal, the Department member shall not deposit the medication into the drop box. Medicines handed directly over to Department members shall be handled as recovered property in accordance with Directive 513-S, Property and Evidence Control.

II. PROGRAM ADMINISTRATION

- A. Program Coordinator Responsibilities: The program coordinator will be responsible for the following:
 - a. Serving as primary liaison with the DuPage County Health Department
 - b. Conducting community outreach and publicity regarding the Medication Collection and Disposal Program.
 - c. Ensuring Medication Drop Box key control—the Program Coordinator and Property Custodian will maintain the only sets of keys. In the event that the Property Custodian takes vacation or leave time in the amount of one full week or more, the Property Custodian shall ensure the transfer of the key to the designated back-up Property Custodian and shall notify the Program Coordinator.

- B. Property Custodian Responsibilities: The Property Custodian will be responsible for the following:
- a. The Property Custodian (or the backup property custodian in his or her absence) shall check the Medication Drop Box on a weekly basis at a minimum and any contents shall be removed. Upon opening the drop box, the inner plastic container shall be taken directly to the secure evidence area for processing. There, the Property Custodian shall weigh the contents of the inner plastic drop box, subtracting the weight of the inner storage container to account for the net weight of the items. The Property Custodian shall have another police employee witness the emptying, transport to the evidence area, and weighing of the contents. The RxBOX Volume Recording Form (Appendix A) shall be completed each time the drop box is emptied. The form will be faxed to the DuPage County Health Department RxBOX Program at 630 462 3768, and a new form will be used for each subsequent removal of drop box contents.
 - b. Upon the initial use of each receptacle, the Property Custodian shall initiate a case report number for an Assist other Agency (DuPage County Health Department). A written report shall be generated using the Department records management system. Each subsequent removal of medication from the drop box shall be accompanied by a supplemental report to the initial case report for that receptacle. Each separate receptacle shall necessitate its own unique case report number.
 - i. Each initial and supplemental case report shall include the date and time of the medication removal, the overall weight of the drop box container, name of the employee witness, and any other pertinent information.
 - ii. Each initial and supplemental case report shall be accompanied by a completed BEAST submission form, which shall include a summary of the items recovered from the drop box, including the net weight.
 - iii. Each initial and supplemental case report shall also be accompanied by a copy of the completed Volume Recording Form.
 - c. The Property Custodian shall empty the contents of the inner plastic container by sorting the enclosed items as follows:
 - i. Acceptable medications shall be secured together in the larger 30 gallon receptacle. The Property Custodian shall ensure that a plastic liner bag is placed in the container prior to placing any medication in it. Leaking packages or containers shall be placed in clear plastic zipper bags. Dry medications not in a container do not need to be bagged. Medications that are packaged do not need to be removed from their packaging.
 - ii. Inhalers and nebulizers shall be secured together in the separate specific 5 gallon receptacle.
 - iii. Mercury thermometers shall be placed in the separate specific 5 gallon receptacle.
 - iv. Needles and sharps shall be placed into designated sharps containers and disposed of in accordance with Department procedures regarding bio-hazardous materials.
 - v. Other unacceptable medications of items shall be placed into appropriate evidence packaging, labeled as bio-hazardous, and disposed of in accordance with Department procedures regarding bio-hazardous materials.

- vi. In the event that illegal street drugs are recovered from the RxBox, a separate case report number shall be initiated for a Found Property and the on-duty police supervisor shall be notified as soon as practicable.
- vii. Mail or other official business shall be transferred to the appropriate Department unit or section.
- viii. Any items deemed to be trash shall be disposed of by placement in the regular trash.
- d. The Property Custodian shall exercise extreme care while emptying the drop box. It is of high likelihood that improper items will at times be placed in the box, including sharps, weapons, or other dangerous items. The Property Custodian will wear gloves when handling any medications or items from the box, and observe proper handwashing practices. Whenever practicable, the Property Custodian shall utilize a stick, paddle, or other grabbing device rather than their hands while sorting the medications.
- e. The Property Custodian shall store the active containers in the secure drug vault in the evidence storage area.
- f. Any time the receptacle containers become full, the Property Custodian shall begin utilizing a new receptacle. The full receptacle shall be disposed of at the determined time and location as directed by the DuPage County Health Department.

C. Disposal

- a. The Property Custodian shall arrange for the delivery of the filled receptacle containers to the designated drop off location by coordinating with the DuPage County Health Department.
- b. For transport, the receptacles will be sealed by wrapping the entire edge of the closed lid with evidence sealing tape. A strip of evidence tape shall be applied perpendicular to the edge and dated and initialed by the Property Custodian to protect the integrity of the seal. The Property Custodian should primarily be responsible for the delivery of the containers to the disposal site, although the on-duty supervisor at his or her discretion may assign another Department member. During transport, the containers shall not be opened for any reason.
- c. At the disposal site, the Property Custodian or Department member conducting the transport shall take a photograph of the container's tamper proof tape seal at the site, and indicate in the photo the member's name and badge number, date, time, location, and case number. The Department member shall ensure that written documentation indicating receipt of the filled containers is completed for chain of custody purposes by completing the Contents and Containers Transfer Receipt (Appendix B) which shall be signed by the delivery personnel and a witness from the disposal site. The receipt forms shall be scanned into the case report file. The Property Custodian shall additionally ensure proper documentation of the disposal in the BEAST system.