



Subject: Drug Drop-Box Procedures

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I. Purpose:

This program will aid in preventing accidental poisonings, reduce crimes related to prescription drug abuse, property crimes, and drug misuse by juveniles. The program also provides an environmentally friendly alternative to other methods of disposal; keeping pharmaceutical drugs out of our water supplies and landfills.

II. Definitions:

- A. **Controlled Substance:** A substance that has strict prescribing and availability criteria because of its potential for addiction or abuse.
- B. **Drug Drop Box:** A secure, locked box where the public can deposit unwanted or expired medications for safe and proper disposal.
- C. **Drug Drop Box Coordinator:** A member of CID who is trained and familiar with the policy and procedures to make the program a success.
- D. **Non-Controlled Substance:** A substance that is prescribed to treat medical conditions but is not subject to some of the same limitations as controlled substances.
- E. **Over the Counter Medication:** Any medicine that is sold directly to the consumer without a prescription from a healthcare professional.
- F. **Pharmaceutical Drug:** Any chemical substance intended for the use in medical diagnosis, cure, treatment, or prevention of disease.

III. Policy:

The Ocean City Police Department has established a Prescription Drug Take-Back Program to provide its citizens and visitors with a safe and anonymous way of disposing unwanted/expired prescription medications. A secure, permanently mounted drug drop box will be placed in the front lobby of the Public Safety Building. The drug drop box will be accessible to the public 24 hours a day; 7 days a week. The program is anonymous and no forms need to be completed by the individual disposing the drugs.

IV. Procedures:

- A. **Administration**

This program is a Vice/Narcotics initiative that will be jointly administered by the Vice/Narcotics Section and the Support Services Division. Access to the box will be limited to the Vice/Narcotics Section Supervisors or their designees.



B. Drug Collection

1. The Drug Drop Box Coordinator or their designee shall collect and document the drug drop box contents on a bi-weekly basis. The contents shall be recorded on an Ocean City Police Department Chain of Custody Form 25B and marked "TO BE DESTROYED".
 - a. The contents shall be counted, weighed and recorded on a special form created by the Narcotics Section. The quantity and weight of the drugs shall then be forwarded to the Drug Drop Box Coordinator in order to evaluate the successfulness of the program.
 - b. The collected drugs shall then be turned over to the Property Section for proper disposal.
2. In the event a citizen wants to dispose of a pharmaceutical liquid, it shall be turned over to the Detention Section supervisor or full-time police officer who shall complete the proper Chain of Custody Form 25B and mark it "TO BE DESTROYED". The item should then be turned over to the Property Section for proper disposal

C. Qualifying Items

Items accepted will be prescription controlled and non controlled substances, over the counter medications, vitamins, and pet medicines.

D. Non-Qualifying Items

1. Needles, sharp objects, or nuclear/radiological drugs will not be accepted.
2. No liquids of any kind will be deposited into the drug drop box, and the procedures as outlined in Section IV, Sub-section B-2 above shall be followed.

V. Duties & Responsibilities – Drop Box Coordinator

- A. Monitor the progress of the Drug Drop Box Program
- B. Keep accurate records of the amounts of drugs seized



- C. Work closely with the Public Information Office in regards to promoting the importance of having a Drug Drop Box Program in Ocean City
- D. Report to NADDI on a quarterly basis for the first year the total number of pounds of pharmaceuticals that have been seized by the program.

Reference(s):

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