

**PORTLAND POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

	Effective Date 9/22/2013	Number 49A
Subject Prescription Drug Drop Box		
Amendment Date		

I. Policy

It is the policy of the Portland Police Department to support efforts preventing the diversion of prescription drugs in our community. Encouraging the proper and timely disposal of prescription drugs is a key element of this effort. The department will maintain a secure drop box at the police station for this purpose. This effort is intended to prevent theft and abuse of unneeded prescription drugs.

II. Purpose

The purpose of this policy is to provide rules for the proper collection, storage, and disposal of prescription drugs surrendered by the public for disposal.

III. Definitions

Drug diversion is the diversion of licit drugs for illicit purposes. It involves the diversion of drugs from legal and medically necessary uses toward uses that are illegal and typically not medically authorized or necessary.

Prescription drug is a drug that is available only with written instructions from a dentist or doctor to a pharmacist.

IV. Procedures

- A. A secure prescription drop box is located behind the information desk counter in the lobby of the police station. It is secured to the floor, locked, and monitored by video surveillance at all times. The box is not accessible to the general public. It is positioned in such a way as to ensure integrity and control of the materials deposited.
- B. Members of the public wishing to dispose of prescription drugs may present them to any police officer or administrative assistant staffing the front desk. The person receiving the drugs will inspect them to ensure they are acceptable for disposal. Drugs are to be immediately placed inside the drop box by the same person who accepted them for disposal. This must be performed in the presence of the person surrendering the drugs.
- C. There is no incident report required in the case of prescription drugs surrendered by the public and deposited in the drop box.
- D. The following items are **NOT** acceptable for disposal:
 - a. Over the counter non-prescription medication and any liquids
 - b. Illegal drugs that are non-prescription i.e. cocaine, heroin, crystal methamphetamine.
 - c. Marijuana, even if prescribed.
 - d. Sharps and medical waste
 - e. Any items that represent a potential biohazard.
- E. Anyone wishing to turn over illegal drugs such as cocaine, heroin, crystal methamphetamine, and marijuana may do so but they are not suitable for deposit in the drug drop box. An incident report is required in this case and an officer is to collect, weigh, and process the drugs into the property and evidence system for further investigation or destruction as may be appropriate.
- F. On a daily basis the property and evidence coordinator will empty the contents of the drug drop box. The contents will be stored in a secured section of the property room, protected by alarm, video monitoring,

and limited access policies already in place. Drugs will be slated for destruction on a regular basis. There is no inventory required of the contents. Contents should be checked for any prohibited items.

- G. Prescription drugs will be destroyed through a partnership with the Drug Enforcement Administration. DEA periodically hosts collection sites for this purpose. All prescription drugs collected by this department will be weighed and surrendered to DEA for destruction. Marijuana, even if prescribed, is not recognized by the DEA as a prescription drug and is not suitable for destruction under this program. The weight will be reported to the CID lieutenant for tracking purposes and to assist in the ongoing evaluation of the effectiveness of the program.
- H. Individuals and long term care facilities surrendering large amounts of drugs should be instructed to make an appointment with the property and evidence coordinator.