



Apex Police Department General Order



Title Pharmaceutical Drug Disposal Program		Order Number 1301-21
Effective Date: April 12, 2021	Amends: 1301-13	
CALEA Standard:	Rescinds:	
Reference:	Pages: 2	
Forms: F1301 – NADDI Box Check Out Sheet		

Pharmaceutical Drug Disposal Program

Purpose

The Apex Police Department recognizes the value of cooperation with a pharmaceutical drug disposal program that provides a safe and efficient means for the collection and proper disposal of pharmaceutical drugs no longer needed by the public.

The intent of the Operation Medicine Drop Permanent Collection Box Program provides citizens a convenient and safe way of disposing of unneeded and unwanted medications from their homes; thereby, reducing the possibility for accidental or intentional misuse. This program also provides an environmentally safe alternative to disposing of medications in community landfills and sewer systems.

Policy

It is the policy of the Apex Police Department to provide and maintain a steel, mailbox-style collection box for citizens to deposit unused pharmaceutical medications. The box will be located in the Apex Police Department's front lobby located at 205 Saunders Street. This area is open to the public during normal business hours and monitored by video surveillance 24 hours a day, 7 days a week by departmental personnel. A keyed lock will secure the box. Evidence Technicians will maintain the key for the collection access door of the box.

Pharmaceutical Drug Disposal Program

Procedure

The Apex Police Department Criminal Investigations Division (CID) is responsible for collecting and destroying all pharmaceutical drugs placed in the collection box.

1. The investigator assigned, along with a CID supervisor, will collect deposited drugs bi-monthly.
2. The supervisor and one sworn officer will check out the key to the box from an Evidence Technician and log it on form F1301 - *NADDI Box Check Out Sheet*.
3. At the first collection of the calendar year, the Drugs & Vice Sergeant, or his/her designated investigator, will generate a found property report that will remain open through the calendar year and be used to document the circumstance of each collection from the collection box.
4. Each time a collection is made, a supplemental narrative will be generated that includes the following information:
 - The date of collection
 - The time of collection
 - Names of the officers who physically make the collection
 - The number of dosage units collected
5. Each time a collection is made, a new evidence sheet will be generated and added to the previous ones.
6. Drugs collected from the box will be packaged in accordance with department policy.
7. Drugs collected from the box will be secured in the Evidence Room until destruction.
8. All pharmaceutical drugs collected will be incinerated for proper disposal.
9. Only authorized personnel may collect items from the collection box.

Text in "Green" denotes a significant change in policy

BY ORDER OF:



Anthony L. Godwin
Chief of Police