



**Town of Stow**  
**POLICE DEPARTMENT**  
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Michael Sallese  
Chief of Police

## General Order # 2024-01

SUBJECT: Prescription Drug Disposal Program	ISSUE DATE: February 4, 2024
	EFFECTIVE DATE: February 4, 2024
TO: All Department Personnel	REVISION OR EXPIRATION DATE: Until updated

### OBJECTIVE

The following guidelines and procedures must be adhered to for the Department's prescription drug disposal kiosk that is in the Department's lobby.

### GUIDELINES

- 1) The Stow Police Department will maintain a prescription drug disposal kiosk in the lobby of the police department. This kiosk shall be locked to prevent access and be covered by constant video surveillance.
- 2) The kiosk is to be properly labeled, identifying that it is a drop off kiosk for unwanted medication, and clearly states what is accepted and not accepted.
  - a. The kiosk shall display a warning that indicates no needles or liquids are accepted in the kiosk.
- 3) The department's Lieutenant shall be the officer assigned to oversee the drug disposal program.
  - a. Only officers assigned to the department's property and evidence room shall have access to this kiosk.

- 4) The property officer shall regularly check the kiosk to ensure that it does not overflow.
  - a. When the kiosk is determined to be full, the evidence officer(s) will remove the contents.
  - b. The contents should be placed in a plastic leak-proof bag, inside a cardboard box and immediately sealed with evidence tape.
  - c. The officer who is emptying the container and sealing the box shall sign their names over the seal and date the seal as well.
- 5) When the kiosk is emptied the officer shall advise Dispatch to generate a call entry on the daily log.
  - a. The officer shall assign a single property number for the box through IMC.
  - b. The box shall be weighed, and the weight shall be noted in the incident report.
- 6) The sealed box shall then be placed into the department's secured evidence room.
- 7) The U.S. Drug Enforcement Agency (D.E.A.) conducts a bi-annual prescription drug take back day. On this day, the Department's Administrative Captain or his/her designee will turn over the sealed box(es) of disposed medication to members of the DEA at a designated location for proper disposal.
  - a. Prior to handing off the box(es) to members of the DEA, an authorized supervisor/officer will verify that the seal and signature are intact and have not been tampered with by anyone.
- 8) The box(es) shall be turned over to members of the DEA and the officer shall witness the weighing of the box(es) by members of the DEA.
- 9) The officer shall obtain a receipt from the designated DEA member that is signed by both the DEA member and the officer turning the box over for disposal. This receipt shall contain the weight of the box(es).
  - a. This receipt is confirmation that the DEA will be responsible for properly disposing of the box(es) containing the turned in medication.
- 10) The department's evidence officer shall have dispatch pull a incident report where the evidence officer will write a narrative, to include destruction date, property destroyed and a scan of the DEA receipt of destruction. The evidence officer will be responsible for maintaining all records for the drug disposal program.