

Hamden Police Department General Orders

Policy Number: 016-006

Effective Date: 08-12-2020

Section: Property

Rescinds: None

Title: Medication Collection and
Disposal

Approved By: Police Commission

Approval Date: 08-12-2020

PURPOSE

The purpose of this policy is to provide a safe disposal location for citizens to properly dispose of unused household medications.

POLICY

- A.** The medication collection and disposal program provides a safe disposal location for citizens to properly dispose of unused household medications.
1. This program provides an environmentally safe alternative to disposing of medications in the landfill or sewer systems that may later negatively affect the environment.
 2. This program encourages citizens to remove their unneeded medications from their homes. This reduces access to addictive medications for accidental or intentional misuse by children or others in the home.
 3. Commercial disposal from medical facilities, doctor/dental offices, veterinarians, etc. is prohibited and is not part of this program.
 4. The material to be disposed must be destroyed in accordance with Police department policies and must include incineration as the method of destruction. The incineration must be performed in an authorized facility designated to perform the destruction of controlled substances.

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Procedures

- B. Seeking Authorization to install a pharmaceutical collection drop box.**
1. The Chief of Police, or his Department Delegate, will perform the following:
 - a. Contact The Department of Consumer Protection for an application to receive a registration. The registration is fee exempt and renewed on a yearly basis. This registration will be used for verification, compliance and verification for the Drug Enforcement Administration. Failure to obtain said registration will result in non-compliance. See application at the end of this document. The Department issued credential number should be conspicuously displayed on the Drop Box.
 - b. Principal Drug Control Agent:
Gerald Destefano, 860-713-6065
- C. Purchase and installation of the pharmaceutical collection drop box.**
1. The Police Department will obtain an approved steel one-way hopper door type collection box to be secured in its lobby into which citizens may deposit these medications. Under no circumstances will the drop box be located outside of the Police Department lobby.
 - a. The collection box shall be clearly marked for this purpose with instructions for proper use.
 - b. The collection box shall be double locked and securely fastened in place to prohibit removal of the box or retrieval of medications from the box by unauthorized persons.
 - c. Citizens may place their unused medications/drugs into the collection box anonymously. Markers will be provided to encourage depositors to obliterate personally identifying information.
 - d. Opened containers of liquid will not be accepted unless they are completely sealed.

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- e. Syringes shall not be placed into the drop box. Signage will instruct depositors of alternative methods of disposal.
- f. No medications or other waste shall be permitted to be left outside of the drop box.

D. Collection of the medication disposals

1. The evidence clerk or designated officer will hold the keys to the collection box.
2. The evidence clerk or designated officer will have to provide a total weight collected annually. This allows for tracking of data to monitor the programs benefits.
3. The deposited drugs will be collected on a frequency deemed necessary based on usage. The viewports on the collection box should be checked monthly, unless an especially large deposit is observed.
4. The individual retrieving the box or bucket shall wear protective gloves.

E. Storage and disposal of the collected medications

1. The evidence clerk or designated officer will package the deposited drugs and place them inside the Property Room for Safe-Keeping pending destruction through witnessed incineration program. The material located in the drop box should not be handled nor is individual product identification required.
2. The evidence clerk or designated officer shall ensure the destruction of the collected medications by witnessed incineration at intervals not to exceed six months.
3. The evidence clerk or designated officer shall ensure transportation of the items collected to a nearby U.S. Department of Justice, Drug Enforcement Administration designated site during the National Drug Take Back Day every six months.

F. Annual Registration renewal with Connecticut Department of Consumer Protection.

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1. A registration will be obtained from the Department of Consumer Protection, Drug Control Division web site. This registration is non-fee and will be renewed yearly. A new registration number will be issued with each renewal. On a yearly basis during the registration renewal process, the accumulated yearly weight will be submitted to the Drug Control Division, Department of Consumer Protection.