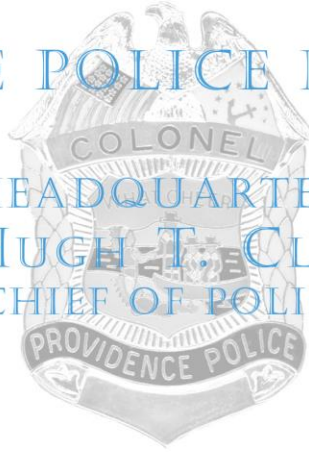


# PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS

COLONEL HUGH T. CLEMENTS, JR.  
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	500.03	2/6/2015	2/8/2015
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Drug Take-Back Program		4/26/2013	
REFERENCE		RE-EVALUATION DATE	
N/A		As Needed	
SUBJECT AREA		DISTRIBUTION	
Community Relations & Services		All Personnel	

## PURPOSE

This purpose of this policy is to announce the implementation of the Drug Take-Back Program within the Providence Police Department, effective 4/28/2013 and thereafter, and to specify procedures and assign responsibilities to ensure the effectiveness of the program.

## POLICY

It is the policy of the Providence Police Department to provide a safe, convenient, and responsible means with which to assist individual citizens in the anonymous disposal of a broad range of acceptable unused, unwanted, and/or expired medications and pharmaceutical products.

## DISCUSSION

As stated in the "Secure and Responsible Drug Disposal Act of 2010", Congress has found that the non-medical use of controlled prescription drugs (CPDs) poses a growing problem in the U.S., and particularly among teenagers, who abuse prescription drugs more than any illicit drug except marijuana – more than cocaine, heroin, and methamphetamine combined.

The number of unintentional overdose deaths and treatment admissions for CPDs has increased significantly in recent years, as have violent crimes and property crimes associated with their abuse and diversion. In the majority of cases, these CPDs are either obtained from home medicine cabinets or retrieved from the trash.

Many State and local law enforcement agencies have established drug disposal programs to facilitate the anonymous collection and destruction of unused, unwanted, and expired prescription and other medications. These programs help to get outdated or unused medications off household shelves and out of the reach of children and teenagers, while also serving to reduce the introduction of potentially harmful substances into the environment.

For the purpose of this policy, the following definitions shall apply:

Acceptable Medications - Prescriptions, prescription patches, prescription medications, prescription ointments, over-the-counter medications, vitamins, medication samples, and pet medications.

Unacceptable Items - Thermometers, hydrogen peroxide, inhalers, aerosol cans, ointments, lotions, liquids, "sharps" (i.e., needles, lancets, syringes, IV's), and any medications or items from entities such as, but not limited to, businesses, pharmacies, and health care providers.

MedReturn™ Drug Collection Unit (DCU) - A secure drop-box designed for the disposal of acceptable medications.

## PROCEDURE

### I. MEDRETURN™ DRUG COLLECTION UNIT (DCU)

- A. The DCU shall be located in the lobby of the Providence Public Safety Complex (PPSC) in an area in front of the security desk that affords an accessible and anonymous drop-off point to the public on a 24-hour/7 day per week basis.
  1. Non-sworn members of the Department shall neither accept nor receive into their possession any items from any entity for disposal into the DCU.
  2. Acceptable medications that are physically turned-over to any sworn Department employee for disposal shall not be deposited into the DCU, but shall be treated as recovered property and handled in accordance with established Department procedures governing such property.
- B. The DCU shall be continuously monitored by the PPSC video surveillance system.
- C. The DCU shall be securely locked with the two uniquely keyed padlocks at all times except when being emptied by authorized personnel.
  1. Both padlocks shall be provided by the Commanding Officer of the Administrative Division, and they shall not be changed without his/her prior written consent.

2. The duplication of the padlock keys is prohibited.
- D. The DCU shall have a sign posted upon it listing acceptable medications that may be placed inside the unit and unacceptable items that may not be placed inside the unit.

## II. COLLECTION AND CONTROL

- A. The DCU shall fall under the joint responsibility of the Property and Evidence Custodian within the Evidence and Supply Bureau and the Commanding Officer (CO) of the Narcotics Bureau.
- B. Each of the aforementioned individuals shall possess a single key to only one of the two padlocks that are affixed to the DCU and secure its contents. Each key shall be to a different padlock.
1. The Property and Evidence Custodian and the CO of the Narcotics Bureau shall be responsible for the security of the key that is assigned to each of them.
  2. The Property and Evidence Custodian and the CO of the Narcotics Bureau shall be responsible for ensuring that both padlocks are firmly affixed to, and locking out access to, the storage area located within the DCU.
- C. The Property and Evidence Custodian and the CO of the Narcotics Bureau, or their respective designees from within their respective Bureaus, shall be present at all times when the DCU is opened.
1. The DCU shall be inspected periodically to ensure that it does not become overfilled.
  2. The DCU shall be emptied as needed, but no less than once every three months.
  3. When emptied, the contents of the DCU shall be immediately transferred to the Property and Evidence Room by the Property and Evidence Custodian/designee and the CO of the Narcotics Bureau/designee.
    - a. A documented inventory of the contents is not mandatory, but may be performed by both the Property and Evidence Custodian/designee and the CO of the Narcotics Bureau/designee, at their joint discretion.
    - b. The contents will be bagged, sealed, weighed, barcoded, and placed in the drug room located within the Property and Evidence Room by both parties.

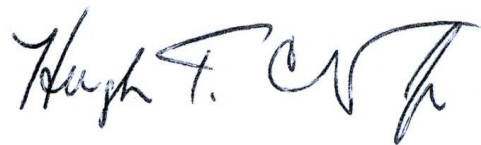
- c. The sealed bag containing the contents will be disposed of in accordance with established Department guidelines and regulations pertaining to the destruction of narcotics.
- D. The Property and Evidence Custodian/designee shall obtain a CCR number and shall enter a complete incident report in the Aegis™ Records System whenever the DCU is opened or emptied.
  - 1. When the DCU is emptied, the Property and Evidence Custodian/designee shall generate a Property Form and a “Found Property” incident report. This report shall include the following information:
    - a. Incident number.
    - b. Date and time of emptying of the DCU.
    - c. Identities of the personnel present.
    - d. Weight of contents.
    - e. Barcode sequence.
- E. The Property and Evidence Custodian shall immediately notify the Commanding Officer of the Administrative Division in writing of all activities and reports generated with respect to the DCU.

**APPROVED:**



STEVEN M. PARÉ  
COMMISSIONER  
DEPARTMENT OF PUBLIC SAFETY

**APPROVED:**



HUGH T. CLEMENTS, JR.  
COLONEL  
CHIEF OF POLICE