

MUNICIPAL ORDER NO:__:2019

WHEREAS, the City of Morehead Board of City Council voted to enact policies and procedures of the Morehead Police Department by Municipal Order; and

WHEREAS, the Morehead Police Department desires to adopt Policy #52, Prescription Drug Take-Back Program:

NOW, THEREFORE, BE IT ORDERED by the City of Morehead, Board of City Council that the Morehead Police Department's Standard Operating Policy #52, Prescription Drug Take-Back Program, a copy of which is attached hereto, is hereby approved. A complete copy of the policy shall be added to the Morehead Police Department's Policies and Procedures Manual retained on file in the City Clerk's office.

Adopted this ____ day of _____ 2019.

CITY OF MOREHEAD

Laura White-Brown, Mayor

Attested: _____
Crissy Cunningham, City Clerk

Policy # 52	Related Policies:
Prescription Drug Take-Back Program	
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes:	
KACP Accreditation Standard: 27.8	
Date Implemented: 03/12/2019	Review Date:

I. Purpose:

This program provides an environmentally safe alternative to disposing of medications in the landfill or sewer systems which may later negatively affect the environment. It encourages citizens to remove their unneeded medications from their homes, which reduces access to addictive medications for accidental or intentional misuse by children or adults in the home.

II. Policy:

It shall be the policy of the Police Department to comply with all applicable state and federal laws regarding the collection and disposal of prescription medication.

III. Procedures: Operational Guidelines:

- A.** The Police Department may provide a secure collection box in which citizens may deposit unwanted medications. The collection box shall be clearly marked for this purpose.
- B.** The collection box shall be locked and securely mounted to prohibit removal of the collection box or retrieval of medications from within the collection box without a key system.
- C.** Citizens may place their unused medication/drugs into the collection box anonymously.
- D.** Only pharmaceutical drugs may be collected and stored in the collection box. Signage shall be posted to assist citizens in the disposal procedures.

- E. Sharps, other bio-hazard items such as syringes, or liquids that are improperly sealed are prohibited from being placed into the collection box. NOTE: See Section on Sharps Collection.
- F. The Evidence Tech and Chief's designee will both be responsible for collection of the deposited medications. The Evidence Tech and the Chief's designee will possess keys to the collection box.
- G. At a predetermined day and time (not to exceed one-week), or as necessary, the Property Room Custodian and the Chief's designee will schedule a collection. A regular collection box schedule shall be developed in order for a consistent disposal practice. During the collection process, the Chief's designee and the Evidence Tech shall open the collection box together to obtain the unwanted medication. Both the Chief's designee and the Evidence Tech shall take custody of the contents of the collection box and secure the contents into the Evidence Room.
- H. All collected drugs shall be inspected and inventoried in order to ensure that no restricted materials are present; and to provide the department with an accurate account of the amount of drugs taken in by this program.
- I. A log of the disposal will be kept in the Evidence Room.
- J. All policy and procedures shall be followed for submission of abandoned/found/unclaimed property; as contents of the collection box will be considered as such. The Evidence Tech will document each collection. This allows for tracking of data to monitor the program's benefits.
- K. The Evidence Tech, will document each collection on a property receipt, one report number will be generated for each collection effort. The following will be required:
 - a. The Evidence Tech will package and seal the deposited drugs, document a general description on the property receipt, and place the packaged drugs into evidence pending destruction.
 - b. The Property Receipt will include the approximate weight of the drugs and should contain an appropriate description of the items, "Miscellaneous medications to be destroyed as abandoned property"
- L. The Evidence Tech and at least one other sworn person assigned by the Chief's designee will destroy the collected medications by way of a manner that complies with all State and Federal regulations and laws.

IV. Personal Protection Equipment (PPE)

Any personnel handling the collected medications shall follow all departmental best practices as to evidence processing and PPE. An agency-provided sharps container may be utilized as part of this protection equipment. Collected sharps are to be disposed of according to OSHA standards.