



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **PHARMACEUTICAL DISPOSAL PROGRAM**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 11.03

ISSUED: 04/08/2025

EFFECTIVE: 04/08/2025

RESCINDS

AMENDS

WILEAG 5TH EDITION

STANDARDS: N/A

PURPOSE: The purpose of this Policy & Procedure is to develop and implement a process by which citizens can properly and safely dispose of unused, unwanted, and expired medications. Law enforcement agencies will work to foster an environment in which medications can be easily and conveniently disposed of in a safe and proper manner.

A variety of media outreach initiatives to include brochures, public service announcements, and web based advertisement, print and broadcast media, as well as, other community awareness efforts will serve as the foundation for success of the program.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURES

I. POLICY

- A. It is the policy of the Portage Police Department to assist the community in providing a process to safely dispose of unused, unwanted, or expired medications.

II. PROCEDURES

- A. Collection: There are at least three ways that law enforcement can facilitate the safe disposal of medications.

1. A secure drop box is located in the lobby area of the department. The drop box is emptied by assigned personnel as needed.
2. Conduct periodic community wide collection events in a public forum.
3. Citizens are encouraged to call the department to request pick-up at their residence/business if citizen does not have means to bring medications to the department.

B. Documentation:

1. When a citizen utilizes the drop box in the lobby to turn in medications, no documentation is required by the citizen or by department personnel when medications are dropped off.
2. When officers retrieve medication from a citizen in the field, a report will be completed and the medications will be dropped in the dropped box.
3. When citizens utilize a community collection event, personnel will document weight and how many boxes collected for the state collection program.

C. Disposal:

1. Once the medications have been properly secured by law enforcement, either in the drop box or via a field confiscation, personnel (at least one sworn and another department member) will then package the items as per state standards for drug collection and seal the boxes with evidence tape in the evidence processing room and place the boxes into secure evidence.
2. Collected boxes will be removed from secure evidence by the evidence custodian and transported to the state collection site by at least one sworn officer and one other member of the department.

D. Additional Issues:

1. What medications can be collected via this program:
 - a) Non-narcotics
 - b) Narcotics
 - c) Over the Counter (OTC)
 - d) Herbals
 - e) Veterinary Medications
2. What materials should not be collected via this program:

- a) Needles or sharps unless in an appropriate protective cover
 - b) Biohazard material
 - c) Illegal drugs
 - d) Inhalers or anything under pressure
3. With the utilization of the drop box, it is possible that some items may be turned in that should not be. Personnel should exercise care when removing items from the drop box. Items dropped in the box that can not be delivered to state collection site can be transferred to the Columbia County Medical Examiner's Office for disposal.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 04/08/2025