6.21.1 PURPOSE
The purpose of this policy is to guide Department personnel on the use of the prescription drug and sharps collection boxes and the destruction of said prescriptions and sharps.

6.21.2 POLICY
It is the policy of the Topeka Police Department to provide safe disposal of prescription medication and sharps to the public.

6.21.3 PRESCRIPTION DRUG COLLECTION BOX

1. Procedure

   a. The prescription drug take back program is for citizen use only. The Topeka Police Department will not accept prescription drugs from commercial entities for the purpose of destruction.

   b. Unwanted or expired prescription medication brought in by the public will be deposited into the blue drug disposal receptacle located in the lobby of the Law Enforcement Center. The persons turning in the prescription medications may remain anonymous.

   c. The Prescription Drug Collection Box is a large blue metal container with a one-way drawer and lockable door with an inner collection container. The receptacle will be in plain view of police employees and the public. It will be locked at all times with the exception of when the chief’s designee empty’s the container to be transferred to the holding or destruction area at which point the receptacle will be relocked and secured.

       i. Acceptable Items to be deposited in the Blue prescription medication drop off box include: Prescription drugs,
prescription patches, prescription samples, pet medications, and over the counter medications.

ii. Unacceptable items include, but not limited to; Aerosol cans or inhalers, bio-hazard or infectious waste, needles or other sharps, food items and any highly combustible items or material.

2. Police Personnel Responsibilities

   a. At least once a week the supervisor of the Narcotics (or his designee) will check the Prescription Drug Collection Box to see if the receptacle needs to be emptied and make the appropriate assignments.

   b. If the receptacle needs to be emptied, the assigned officers will collect all the contents. The assigned officers will weigh the contents of the collection container.
      i. A second officer, or a supervisor, will be present during this process as a witness.

   c. Those handling the medication receptacle and inner collection will take all necessary precautions (gloves/body suits if needed) to ensure the safety of the employee, public and facility.

   d. The Narcotics supervisor (or his designee) will log the date, time and weight of the medications on the electronic Med Safe spreadsheet.

   e. After weighing and logging the contents of the drug disposal receptacle the contents will be placed and stored into a secure TPD Property locker located in the underground garage area of the Law Enforcement Center in a sealed container (i.e. 55 gallon drum with lid).

   f. The Property & Evidence Unit will then destroy and incinerate the contents of the drug disposal box as needed to accommodate for space and holding needs.

   g. When the Property & Evidence unit is not available and the med safe storage has reached capacity, the Narcotics Supervisor, with assistance of trained designees, may facilitate the destruction process.
6.21.4 SHARPS (NEEDLE) COLLECTION BOX

1. Procedure

   a. The sharps (needles) take back program is for citizen use only. The Topeka Police Department will not accept sharps (needles) from commercial entities for the purpose of destruction.
   b. Unwanted sharps (needles) brought in by the public will be deposited into the white sharps (needles) receptacle located in the lobby of the Law Enforcement Center. The persons turning in the sharps (needles) may remain anonymous.
   c. The sharps (needles) collection box is a large white metal container with a one-way drawer and lockable door with an inner collection container. The receptacle will be in plain view of police employees and the public. It will be locked at all times with the exception of when the chief’s designees empties the container to be transferred to the holding or destruction area at which point the receptacle will be relocked and secured.
      i. Acceptable Items to be deposited in the white sharps (needles) drop off box include: syringes, needle connectors, lancets, needles, auto injectors and infusion sets.
      ii. Unacceptable items include, but not limited to; aerosol cans or inhalers, toxic chemicals, food items and any highly combustible material.

2. Police Personnel Responsibilities

   a. At least once a week the Narcotics Unit supervisor (or his designee) will check the sharps (needles) collection box to see if the receptacle needs to be emptied and then make the appropriate assignments.
   b. If the receptacle needs to be emptied, the assigned officers will collect all the contents.
      i. A second officer, or supervisor will be present during this process as a witness.
   c. Those handling the medication receptacle and inner collection will take all necessary precautions (gloves, needle resistant gloves/body suits if needed) to ensure the safety of the employee, public and facility.
d. The Narcotics supervisor (or his designee) will log the date, and time of the sharps (needles) transfer on the electronic Med Safe spreadsheet.

e. After logging the contents of the sharps (needles) disposal receptacle the contents will be placed and stored into a secure TPD Property locker located in the underground garage area of the Law Enforcement Center in a sealed container (i.e. 55 gallon drum(s) with lid).

f. The Property and Evidence Unit will transfer the full sharps container(s) to the SNCO Household Hazardous Waste center for disposal as needed to accommodate for space and holding needs.

g. When the Property & Evidence unit is not available and the sharps storage has reached capacity, the Narcotics Supervisor, with assistance of trained designees, may facilitate the destruction process.