POLICY/PURPOSE:
The Cedar Rapids Police Department’s (CRPD) pharmaceutical drug collection program provides a safe disposal location in Cedar Rapids, for individuals to properly dispose of unused and/or expired prescription medication(s). The program provides an environmentally safe alternative to disposing medication(s) into the landfill or public sewer system that may have negative effects on the environment. The program also encourages individuals to remove their unneeded medication(s) which will reduce access for accidental or intentional misuse by children and others, and reduce the probability of theft/burglaries of known prescriptions within a household.

PROCEDURE:
The CRPD provides a permanently affixed, clearly marked steel collection box located in the public entrance vestibule at the police department which is accessible 24 hours a day, 7 days a week. Individuals can place their unused and/or expired medication(s) into the collection box anonymously and without any officer involvement.

- Collection of the contents of the collection box will be the responsibility of the Property/Evidence Unit.
- The collection box will be securely mounted and locked at all times, accessible only by 2 members of the Property/Evidence division.
- Items will be maintained in the locked drug room until disposal.
- Items turned in to the collection box will be repackaged for destruction by 2 members of the Property/Evidence division in full view of the video surveillance system.
- The Property/Evidence Unit maintains a record of destruction of all narcotics per Iowa State Code 124.506.

Medical professionals and facilities, or anyone with a Drug Enforcement Agency (DEA) Controlled Substance license should not be permitted to submit medications into the drug collection box, and must dispose of items in accordance with DEA guidelines.

REMOVING CONTENTS:
The collection box will only be emptied by Property Technicians. When the drug collection box is emptied the following procedures will be followed:

- The plastic tote containing the contents will be removed by two property technicians at which time another plastic tote will be inserted into the box and the box immediately locked.
  - If two technicians are not available, one technician along with one officer or commander may occasionally assist.
- The contents will be transported immediately to the evidence room and analyzed for hazardous items. The items will then be placed into a box which will be:
**POLICY TITLE:** Pharmaceutical Drug Disposal Program  
**STANDARD/REF #:** N/A  

**APPROVED BY:** Wayne Jerman, Chief  
**REVIEWED DATE:** 5/7/2018  

**REQUIRED REVIEWERS:**  
- CID Captain;  
- Property/Evidence Commander  
**REVISED DATE:** 5/7/2018  

- Sealed with evidence tape.  
  - Both property technicians will date and initial the tape.  
- Labeled with the current drug take back case number and barcoded for tracking purposes.  
- Secured in the vault of the evidence storage area until it is retrieved by DEA personnel.  
  - These boxes will be subject to evidence audits, inventories, and inspections.  

- The evidence management system will maintain specific information regarding the date the items were removed and the weight of the box.

**DESTRUCTION PROCESS:**  
Biannually, the Property and Evidence Unit is contacted by the DEA during the DEA’s Drug Take Back Programs. During these programs, the DEA will collect the sealed and labeled boxes from Property and Evidence. Once the boxes are transferred to DEA personnel, the items will be documented as being destroyed in the evidence management system. A new case number will be generated for new incoming drug items collected from the drug take back bins until the next collection.