



# Rhode Island State Police General Order - 61H

<i>Section:</i>	<b>Law Enforcement Operations - Field Operations</b>
<i>Article:</i>	<b>61 - Community Relations and Caretaking</b>
<i>Title:</i>	<b>Medication Disposal for Safer Communities</b>
<i>Special Instructions:</i>	

## I. PURPOSE

The purpose of this policy is to provide Division members with the MedReturn II Drug Collection Unit (DCU) guidelines and outline procedures to measure their effective use. These units will provide a safe and environmentally responsible option to the public in reducing the amount of unwanted medications from households. This effort will support the fight against prescription drug abuse.

This policy is intended to provide the procedures for the Division's MedReturn II Drug Collection Units to aid Division members in protecting the safety and welfare of the community. Members shall become familiar with their use to properly assist citizens in disposing of unwanted medications.

## II. DEFINITIONS

- A. MEDRETURN DRUG COLLECTION UNIT II (DCU) - will serve as the drug disposal collection site at each assigned Division location. Constructed of 14-gauge powder-coated steel, these collection units contain a 50 quart plastic tote and host a secure enclosure from the inside. The unit measures 54" tall by 22" wide by 17" deep and weighs 120lbs. The medicine drop opening is 11" wide by 8" high.
- B. PROPERTY CUSTODIAN - Division members holding the rank of corporal, sergeant, lieutenant, or as designated by the Superintendent, assigned responsibility for all evidence and property stored at their respective barracks or location.
- C. PROPERTY CONTROL OFFICER - A Division member assigned responsibility for all evidence and property stored at the Headquarters Complex. There may also be a Division member assigned as an Assistant Property Control Officer.
- D. DISPOSAL - The return, destruction, surplus or otherwise legal relinquishment of physical evidence and possessed property from the possession and control of the Division.

### III. POLICY

It is the policy of the Division to provide the public with a safe prescription drug disposal system to collect unwanted or expired household prescription, over-the-counter and other unused medications.

### IV. PROCEDURES

#### A. MEDRETURN II DRUG COLLECTION UNIT (DCU)

1. The Patrol/Acting Patrol Commander or designated Property Custodian at each storage location is responsible for the security of the Drug Collection Unit.
  - a. The DCU will remain locked at all times except when being properly emptied by the appropriate individuals outlined in section V. of this policy.
  - b. The DCU will be secured with a padlock and key.
    - i. Security of the key will be maintained to prevent tampering by any unauthorized members IAW storage of evidence/property in GO 53A.
    - ii. The primary set of keys will be the responsibility of the respective Patrol / Acting Patrol Commander and the alternate set of keys will be maintained by the Property Control Officer at Headquarters.
    - iii. Keys to DCU locks will not be duplicated.
    - iv. Integrity of the lock will be inspected monthly by the Patrol/Acting Patrol Commander or Property Custodian. Condition of the lock will be annotated on the monthly line inspection forms.
  - c. The DCU will remain under video surveillance, if the respective barracks is so equipped.
  - d. The DCU is not required to be bolted to the ground.
  - e. Any evidence of tampering will require an incident report and subsequent investigation.

- f. Any evidence of wear and tear or other required maintenance, structure or otherwise, that is observed on the DCU will be annotated on monthly line inspection with correctable actions required be reported to the CVS Grants Point of Contact Stephen Signes, RPh | Professional Practices | Phone: 401-770-5907 | Fax: 401-216-3677 | 1 CVS Drive, Woonsocket, RI 02895 | [Stephen.Signes@CVSCaremark.com](mailto:Stephen.Signes@CVSCaremark.com)
2. The DCU shall have an affixed sign indicating the types of items that may be collected as well as those that are not acceptable for disposal.
  - a. Acceptable items include:
    - i. Prescription:
      1. Patches
      2. Medications
      3. Ointments
    - ii. Over-the-Counter Medications
    - iii. Vitamins
    - iv. Samples
    - v. Pet Medications
  - b. Unacceptable items include:
    - i. Needles (sharps)
    - ii. Thermometers
    - iii. Hydrogen Peroxide
    - iv. Inhalers
    - v. Aerosol Cans
    - vi. Non-prescription Ointments, Lotions or Liquids
    - vii. Medication from Businesses or Clinics
3. Members of the public responding to the Barracks to utilize the DCU will be only need to be identified if they require further police assistance. Otherwise, disposal is to remain an anonymous service.
4. At the DCU storage locations, Division members shall, at no time, collect any items intended for disposal into the MedReturn II DCU. The Division member will provide a clear zip lock bag to the person requesting to dispose of meds and ask them to secure the items inside of the bag prior to placement in the MedReturn unit. During this time the Division member should be alert for any items that

should not be placed into the MedReturn unit; i.e., needles, weapons or other harmful devices.

5. While on service calls and away from DCU storage locations, Members required to take control of unwanted medications as listed in this policy will take an incident and property number IAW procedures outlined GO 53 Property Management and Control. These collections will then be stored in the Temporary Evidence Storage Lockers, tracked in RMS and forwarded to the Property Control Office separately. Members will NOT, under any circumstances, place items secured while on patrol into the MedReturn II DCU nor include items from separate incidents into the MedReturn II collection summaries.

B. LOCATIONS FOR MEDRETURN II DRUG COLLECTION UNITS (DCU)

1. MedReturn II DCU's shall be located in the front lobby, or any area that affords an accessible, anonymous and secure collection point for the public, of the Division Barracks. These areas will be available to public at all times for the life of the program.
2. The following Division locations will safeguard a MedReturn II DCU IAW the specifications of the unit:
  - a. Headquarters
  - b. Lincoln Woods Barracks
  - c. Wickford Barracks
  - d. Hope Valley Barracks

V. COLLECTION & REPORTING

A. Patrol/Acting Patrol Commanders Collection Responsibilities:

1. Barracks Patrol/Acting Patrol Commander or designated Property Custodian may inspect the DCU regularly to prevent over filling. The DCU may be emptied more frequently as required but will occur no less than one time per month.
2. Each opening of the DCU will be annotated in the Division CAD system detailing the personnel present and actions taken. Division members opening the DCU will do so while in the presence another sworn Division member.
  - i. If the DCU is empty, the unit will be properly secured and CAD updated. Notification will then be made, one time per month, to

the Property Control Officer and respective Division Commander that the MedReturn II was checked and found empty.

- ii. When items are present in the DCU, the Barracks Patrol/Acting Patrol Commander or designated Property Custodian is responsible to collect every item placed into the DCU for proper disposal IAW provisions set forth in GO 53A Property Management and Control. Additionally;
  1. An incident report will be completed including:
    - a. A gross weight of items;
    - b. Brief description items;
    - c. One (1) RMS Property number and tracking completed for all items collected during that inspection.
  2. Items will be secured for transport with Division tamper evident storage bags, sealed and incident number recorded.
  3. Once secured, items will be immediately transported to the custody of the Division Property Control Officer.

B. Division Property Control Officer Responsibilities:

1. The Division Property Control Officer will collect the evidence storage bags and incident reports from each of the Barracks collections and store them in a secure area together set for destruction IAW provisions established in GO 53A Property Management and Control.
2. The Property Control Officer will keep an updated log of the monthly collections and conditions of each MedReturn II available to the public within the Division's control.
3. On a quarterly basis, provide a report detailing the total collected weight for the Division to the CVS Grants Point of Contact Stephen Signes, RPh | Professional Practices | Phone: 401-770-5907 | Fax: 401-216-3677 | 1 CVS Drive, Woonsocket, RI 02895 | [Stephen.Signes@CVSCaremark.com](mailto:Stephen.Signes@CVSCaremark.com)



By Order of Colonel Assumpico

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Colonel  
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