



Kingman Police Department Policy and Procedures

Section A

Prescription Medication Disposal

No. 52

Effective: **January 1, 2014**

I. Purpose:

To establish the procedure of the Kingman Police Department in regard to the disposal of unwanted or expired medication by the general public.

II. Procedures:

1. Unwanted or expired prescription medication brought in by the general public will be placed in the drop box located in the lobby of the department or accepted by any officer or evidence technician.
 - a. The drop box will be checked and emptied daily by an evidence technician.
 - b. The drop box should be checked by the shift supervisor on weekend days to ensure it is not full.
2. An officer may be dispatched to pick up the medication if the individual is handicapped or lacking transportation to the department.
 - a. The officer accepting the medication should attempt to obtain identification of the person disposing of the medication. The person may remain anonymous if they desire.
 - b. The medication can be brought to the department and deposited in the drop box with the officer completing an RD for documentation purposes.
3. The medication will be documented with a Control DR and the gross weight noted and reported on a quarterly basis. Destruction will take place according to KPD Policy #51 "Destruction of Evidence and Property".

Signature on File

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Chief of Police

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