



City of Racine Police Department  
**Policy and Procedure**

**Number: 1202**

Subject: <b>Prescription Medication Drop Box</b>		
Date Issued: <b>10-15-10</b>	Date Revised: <b>3/30/20</b>	Revision Number: <b>3</b>

## POLICY

The Racine Police Department will establish and maintain a collection box where citizens can dispose of expired and unneeded medication. The deposited medication will then be safely destroyed.

## PROCEDURE

The collection box will be securely located in the Police Department lobby. The box will be clearly marked and identified as a "Prescription Medication Drop Box" and remain locked. The box will be of sturdy metal construction with a one way chute.

1. Citizens may place their unused medications into the collection box anonymously.
2. Syringes should not be placed in the drop box.
3. Only pharmaceuticals shall be deposited in the collection box.

## COURTS SERGEANT

1. The Courts Sergeant will maintain the collection box.
  - a. The collection box will be checked monthly or as required by use.
  - b. The collected medications will be weighed and recorded on a supplemental report.
  - c. The collected medications will then be transported by the Courts Sergeant (or designee) and a second member to an approved disposal facility and destroyed.
2. In the event illicit substances are deposited in the box (such as marijuana, cocaine, methamphetamine, MDMA and LSD) established policy for disposal will be followed.

## RECORDS

File supplement under the appropriate complaint number.

## RELATED PROCEDURES

- [Table of Contents](#)
- [Property Inventory 1201](#)