



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 84.2.1

TITLE: PRESCRIPTION DRUG DROP BOX USE AND DISPOSAL

EFFECTIVE: 11/04/2018

REVISED: (New)

PURPOSE

This Chapter provides guidelines for the security and proper disposal of drugs deposited into the prescription drug drop boxes located in facilities of the New Orleans Police Department and maintained at Central Evidence and Property (CE&P).

POLICY STATEMENT

1. The National Association of Drug Diversion Investigators (NADDI), in cooperation with the NOPD, has placed prescription drug drop boxes in several NOPD facilities open to the public where outdated or no longer needed prescription drugs may be placed for disposal.
2. This Department recognizes that prescription drugs are often the target of thefts and misuse by persons who have access to a residence. Often, these thefts or misuse are by juveniles 12-17 years of age where prescription drugs are a leading substance for abuse.
3. Many responsible adults recognize the need to remove prescription drugs that are outdated or no longer needed from the home in a safe and legal manner for disposal. The process outlined in this Chapter provides that avenue.

PRESCRIPTION DRUG DROP BOXES

4. The prescription drug drop boxes (PDDDB) shall be placed inside police facilities that allow public access.
5. The locations shall be designated by the Superintendent of Police but consist of the police District stations and Police Headquarters.
6. When possible, the PDDDB shall be placed in a manner to be visible to security cameras to protect them from loss or damage. If possible, the PDDDB shall be attached to the floor or wall so as to prevent removal.
7. The PDDDB shall not be used by any member of the NOPD for the disposal of narcotics or drugs that have come into the member's possession during the course and scope of

his/her duties. The PDDB are for the convenience of the general public only.

8. The member responsible for the safety and security of the facility where the PDDB are housed is responsible for the security of the boxes.

RESPONSIBILITIES FOR ACCESS AND DISPOSAL

9. All keys to access the PDDB shall be maintained by the Commander of Central Property and Evidence.
10. Once monthly, during the first week of the month, a supervisor from Central Evidence & Property and a member of the Sensitive Evidence Section of CE&P shall unlock, inspect and empty all Departmental PDDB of their contents. The Commander of the facility where the PDDB is housed and the Commander of PIB shall be notified of the schedule for emptying of the PDDB.
11. The Commander of PIB may choose to have someone from PIB observe the process.
12. A supervisor from the command of the facility where the PDDB is located shall be present for the entire process from the time the PDDB is opened until the PDDB is re-locked and the CE&P members have left.
13. The members from CE&P and the supervisor of the facility where the PDDB is housed shall conduct a gross inventory of the items removed and list them in an NOPD EPR under a "Signal 21 – Request for Destruction." A separate EPR shall be written for each location where a PDDB is housed and emptied.
14. The items removed from the PDDB shall be packaged, sealed and labeled appropriately, and all required information and initials placed on the label(s) at the time of emptying and in the presence of the observing supervisor.
15. The EPR shall note the date, time, location, persons present and the listing from the gross inspection. A copy of the approved EPR shall be maintained by CE&P for one calendar year. If there is any damage or indications of attempts to breach security of the PDDB, it shall be noted in the EPR and the respective Bureau Chiefs notified by the Commander of CE&P.
16. The CE&P members participating in the inspection and emptying of the PDDB shall wear personal protective equipment at all times during the process.
17. The items recovered from the PDDB shall be placed on the books under the EPR's item number and marked for disposal at the next scheduled narcotics disposal burn.

ITEMS FOUND IN PDDB OTHER THAN DRUGS

18. During the inspection and disposal process, if any item contained within a PDDB is determined to be other than a drug which is covered under this Chapter, it shall be processed as "Found Property" or "Evidence" as appropriate to its nature and a separate EPR written by the facility supervisor who is acting as a witness to the process. The item and report shall be handled, tested and placed on the books at CE&P in the same manner as "Found Property" or "Evidence" in the field. Proper personal protective equipment (PPE) and packaging guidelines shall be followed at all times.

UNSCHEDULED INSPECTION AND EMPTYING OF PDDB

19. If the Commander of the unit where the PDDB is housed believes that the PDDB requires inspection and emptying prior to the monthly scheduled dates, he/she shall contact the Commander of CE&P and advise him/her of the need. The Commander of CE&P will schedule an inspection and emptying the next business day, at the latest.