



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 762 - PHARMACEUTICAL COLLECTION AND DISPOSAL

**GENERAL ORDER:** 2024-03  
**ISSUED:** January 7, 2024

**EFFECTIVE:** January 7, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** November 30, 2023

**ACTION:** Amends General Order 2022-31 (August 8, 2022)

**WILEAG STANDARD(S):** 11.2.1, 11.2.4

#### **762.00 PURPOSE**

The purpose of this standard operating procedure is to establish a policy regarding the safe collection, disposal and destruction of pharmaceutical waste.

#### **762.05 DEFINITIONS**

##### A. COLLECTION RECEPTACLES

The MedReturn II Drug Collection Units located within municipal court and district stations two (2) through seven (7).

##### B. COLLECTORS

Federal, state, tribal or local law enforcement that manage and maintain collection receptacles for disposal, as approved by the Code of Federal Regulations (CFR).

##### C. INNER LINER

A waterproof, tamper-evident, and tear-resistant liner that is removable and sealable immediately upon removal without emptying or touching the contents, which shall not be viewable from the outside when sealed.

##### D. MEDICATION

Any prescription and over-the-counter medications, vitamins, medication samples, pet medications, inhalers and liquid medications in leak proof containers. It does not include illegal drugs, needles, syringes, mercury thermometers, epi pens, bloody or infectious waste, hydrogen peroxide, aerosol cans, household waste, creams, ointments and personal care products.

#### **762.10 MEDRETURN II DRUG COLLECTION UNITS (WILEAG 11.2.1, 11.2.4)**

- A. The collection receptacles shall be located in the municipal court and inside the lobbies of district stations two (2) through seven (7). The collection receptacles shall be clearly marked, securely mounted, locked and under 24 hour video surveillance.  
(WILEAG 11.2.1.5)

- B. The shift commander or designee shall check the collection receptacle door to ensure it is secure at least once per shift. The shift commander shall note the date, time, and name of the member who checked the collection receptacle door in the shift commander's day book.
- C. The collection receptacle shall have a sign prominently displayed indicating that only schedule II-V controlled and non-controlled substances are permitted for disposal.
- D. Members shall not allow citizens to place any schedule II-V controlled and non-controlled substances or bags outside the collection receptacles.
- E. Department personnel shall not handle the substances and shall direct the citizens to place the substances in the collection receptacle.
- F. Department personnel shall not request any identifying information from the citizen disposing of the medication(s).
- G. If a citizen attempts to turn in a controlled substance (e.g., cocaine, crack cocaine, marijuana) members shall follow SOP 760 - Controlled Substances.

#### **762.15 PROPERTY CONTROL DIVISION RESPONSIBILITIES (WILEAG 11.2.1)**

- A. Property Control Division (PCD) personnel shall be the only authorized personnel with access to open the locked collection receptacles.
  - 1. PCD personnel shall check, retrieve, and seal the inner liners from the collection receptacles at the municipal court and district stations.

**Note: The sealed inner liners shall not be opened, x-rayed, analyzed or otherwise penetrated.**  
(WILEAG 11.2.1.2)
  - 2. PCD personnel shall clearly mark on the outside of the storage box the location of where the 10 gallon inner liner was deployed (e.g., municipal court, district 2, 3, 4).  
(WILEAG 11.2.1.4)
  - 3. PCD personnel shall place each liner inside an authorized destruction box. Each box shall be weighed and placed on inventory. The liner contents shall be inventoried as safekeeping and the inventory description shall include the location of where the inner liner was deployed (e.g., municipal court, district 2, 3, 4) and the weight of the box.  
(WILEAG 11.2.1.1, 11.2.1.4)

#### **B. RECORD KEEPING REQUIREMENTS**

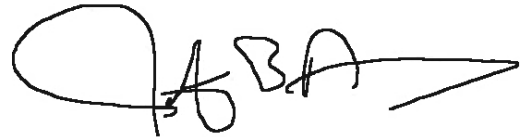
- 1. The PCD shall maintain a log of the number of sealed inner liners acquired from the municipal court and district stations two (2) through seven (7), including the date of acquisition, the size (e.g., five-gallon or 10-gallon liners), and the inventory number of each sealed liner.

(WILEAG 11.2.1.3)

2. The PCD shall maintain a log with the date, place and method of destruction for the number of sealed inner liners destroyed.

(WILEAG 11.2.1.7)

- C. The Property Control Division manager, or designee, shall be responsible for the transfer of the prescription controlled substances in schedules II, III, IV, or V and the over-the-counter medications to a person registered or authorized to accept prescription controlled substances for the purpose of destruction. At least two PCD officers and one supervisor shall be responsible for the direct transport to the registered location and shall remain at the location until either disposal is complete or the medications are turned over to an authorized collector for disposal (e.g., Wisconsin Department of Justice).

A handwritten signature in black ink, appearing to read 'J.B.N.' with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk