

Medina Police Department

General Order

ORDER NO: 2017-016

SUBJECT: Sharps Disposal Drop Box

EFFECTIVE DATE: 1 April 2017

RESCINDS ORDER NO:

DISTRIBUTION: All Department Personnel

PURPOSE: It is the purpose of the Medina Police Department to establish procedures to provide for the collection and safe disposal of unwanted sharps (syringes/hypodermic needles) turned in to the Medina Police Department by members of the community.

POLICY: It is the policy of the Medina Police Department to provide members of the community with a safe disposal method for unwanted, unused or outdated sharps (syringes/hypodermic needles). The Medina Police Department recognizes the use of sharps, especially with the opioid crisis, to be a growing concern throughout the community. Improper use and disposal of sharps poses rising public health and environmental risks.

The Medina Police Department will participate, in conjunction with the Medina Memorial Hospital, in taking unwanted sharps from the members of the community.

PROCEDURAL GUIDELINES:

I. General Policy

- A. The Medina Police Department will maintain a safe and secure location for the disposal of sharps. The Collection box will be located in the lobby of the Medina Police Department.
 - 1. The hours of operation for the collection box will be during normal business hours Monday through Friday, from 8:00 a.m. until 4:00 p.m., unless the administrative office is closed due to holidays or an unoccupied front desk.
 - 2. During non-business hours, if citizens desire to dispose of sharps, an on duty officer will provide access to the sharps drop box.
- B. At all times, the collection box will be under observation by the Medina Police Department Clerical Staff and will also be monitored by sworn staff by available security cameras.
- C. The Chief of Police or his designee will check the collection box at least once per week to determine if the bin is full and needs to be emptied.
- D. In the event that the collection bin becomes full, the Clerical Staff will notify the Chief of Police or designee to arrange for the bin to be emptied.

II. Collection Procedures

- A. When the collection bin becomes full, the Chief of Police or designee will be notified.
- B. Prior to handling any sharps container the individual, handling the collection of the sharps, will wear gloves that are sharps resistant and will utilize tongs to collect any loose sharps not in the collection container.
- C. Prior to sealing the collection container, the contents shall be visually inspected to ensure that no prescription medications are present in the container.
 - 1. The Chief of Police or designee will seal the collection container with a plastic lid and seal the container with duct tape. The Chief of Police or designee will then sign and date over the duct tape prior to securing the container in the evidence room.
- D. The Chief of Police or designee will also complete a Property Custody Report that details the gross weight and the date of collection.
 - 1. The Property Custody Reports shall be maintained for the purpose of maintaining chain of custody and establishing yearly gross collection weights.
- E. The collected sharps shall then be secured in the evidence collection room.

III. Disposal

- A. The disposal of collected sharps shall be determined by the Chief of Police or designee.
- B. The Chief or Police or designee shall transport the sealed collection container to the Medina Memorial Hospital for disposal.
- C. When transferring collected sharps from the Medina Police Department to the Medina Memorial Hospital a signature is required on the property custody sheet.

By Order Of:

Chad Kenward
Chief of Police