

## EVIDENCE

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### Arkansas Prescription Drug Take-Back Initiative

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**Purpose:** The purpose of this policy directive is to establish procedures and guidelines for the security and control of drugs turned in to the North Little Rock Police Department (NLRPD) under the Arkansas Prescription Drug Take-Back Initiative.

**Policy Statement:** It is the policy of the North Little Rock Police Department to maintain, secure and have orderly procedures for receiving, handling, securing and disposing of all prescription drugs turned in through the Arkansas Prescription Drug Take-Back Initiative.

**Summary of Changes:**

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#### Definitions

**Property Officer/Custodian:** Member(s) accountable for control and maintenance of all evidence and property accepted by or stored in the department's property room.

**Property Room:** Room(s) where evidence and property are stored.

#### 1 General

- 1.1 The North Little Rock Police Department participates in the Arkansas Prescription Drug Take-Back Initiative with the assistance of the U.S. Department of Justice
- 1.2 This program provides for events for the public to turn in unused prescription drugs for safe disposal. In addition to these events, the North Little Rock Police Department provides a secure drop-off location accessible to the public at all times.
- 1.3 The drop-off point is in the front lobby of the North Little Rock Police Department Police and Courts Building at 200 W. Pershing. This is a closet with a solid core door with a drop slot built into it. It is located adjacent to the front desk, and can be monitored 24 hours a day by the CSA/Officer assigned to the front desk.

#### 2 Procedure

- 2.1 The Arkansas Prescription Drug Take-Back events will be conducted periodically throughout the year.
  - 2.1.1 Drugs received at these events will be secured in boxes marked for the Arkansas Prescription Drug Take- Back event and disposed of with other drugs/narcotics recovered by the NLRPD at the incinerator location currently being used.
    - 2.1.1.1 At the conclusion of an Arkansas Prescription Drug Take-Back event, the assigned officer will stay at the location to assist a property officer. The property officer will arrive at the location in a vehicle of a capacity to transport the boxes of recovered drugs. The boxes will be sealed prior to transport to the property room.
    - 2.1.1.2 The sealed boxes will be transported to the property room where the property officer and an event officer will weigh and document the collection on a property slip using the designated incident number. The information will be forwarded to the department's PIO, or designee.
    - 2.1.1.3 The sealed boxes will be kept in a secure location (in the property/evidence area) until such time as they are taken for disposal.
- 2.2 If prescription drugs are brought to the desk at police headquarters by a citizen, the CSA on duty, or officer, if assigned to the desk, will direct the person presenting the drugs to place them in the drop off slot adjacent to the front desk (as described in 1.3).
- 2.3 The procedure for retrieving prescription drugs deposited in the drop-off location, as described in section 1.3, will be as follows:
  - 2.3.1 Two members assigned to the Property Room will make regular checks of the Drug Drop off and retrieve any drugs located therein.
  - 2.3.2 The property officer/custodian will unlock the door of the drop area and remove all items that have been received and secure them in a storage container/bag which will then be sealed with evidence/security tape.
  - 2.3.3 The door to the drop area will be locked by the property officer/custodian upon completion. Only members assigned to the Property Room will have custody of the key for this door.

- 2.3.4 The sealed storage container/bag will be taken back to the property room where it will be weighted and placed in the boxes marked for the Arkansas Prescription drug Take-Back events and stored in a secure location.
- 2.3.4.1 Information regarding the weight of the drugs and the date stored will be recorded on a property slip and the information will be forwarded to the department's PIO or designee.
- 2.3.5 When a marked box is full, it will be sealed with evidence/security tape to await disposal.
- 2.3.6 The sealed boxes will be taken for disposal with other drugs/narcotics recovered by the NLRPD at the disposal location currently being used.
- 2.3.7 All drugs/medications turned in for the Arkansas Prescription Drug Take-Back Initiative will require documentation on a property slip using the incident number obtained by the property officer/custodian for the entire year. The incident number will be posted at the Desk.

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