


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 54-B		TITLE: Prescription Drug Drop-Off Program	
EFFECTIVE DATE: May 9, 2012	AMENDED: 11-14-17	RESCINDS:	
NO. PAGES: 3	REFERENCE:		
			

Purpose:

Purpose of this directive is to establish guidelines for the collection and proper disposal of prescription drugs collected by the Sheriff's Office drug drop-off program.

Policy:

This directive shall apply to all Sheriff's Office employees involved in the prescription drug-drop off program, ensure the collection and disposal of all medications collected under the drug drop off program will be processed and disposed of in accordance with Florida State statutes 893, and Monroe County Sheriff's Office Policy.

Definitions:

- Pharmaceutical drugs are drugs that are purchased legally from a pharmacist or dispensed by a licensed physician.
- Illicitly manufactured controlled substance is any substance not legally obtainable by prescriptions, or dispensary.

Procedures:

- Drop-off boxes shall be designated lock boxes located at specific locations and are under the control of the Monroe County Sheriff's office. Box locations:

Headquarters
5525 College Rd
Key West, FL 33040

Freeman Substation
20950 Overseas Highway
Cudjoe Key, FL 33042

Marathon Substation
3103 Overseas Highway
Marathon, FL 33050

Islamorada Substation
86800 Overseas Highway
Islamorada, FL 33036

Roth Building
50 HighPoint Rd. Suite 100
Tavernier, FL 33070

The Monroe County Sheriff's office will provide five lockboxes for citizens to dispose of pharmaceutical drugs. These boxes will be clearly marked for this purpose.

- The boxes will be locked and securely mounted to prohibit the removal of the boxes or retrieval of the contents without a key.
- Citizens may deposit the unused medication into the boxes anonymously.
- Instructions shall be posted above the boxes to assist citizens in the disposal process and to guide the citizens with acceptable types of pharmaceutical drugs to be deposited. Syringes, or any sharps are prohibited from being deposited in the boxes.
- Open containers of liquid may not be deposited unless completely sealed.
- No pill or capsule medication can be deposited into the box, unless in packaging, prescription bottle or container provided by MCSO.

Medication collection:

- The boxes will be keyed so that only authorized Sheriff's Office employees will be able to gain entry.
- The property custodian or their designee and the District/Station Commander or their designee will maintain a key for the boxes.
- Collection times will correspond to the hours the district offices are open to the public. The deposit boxes will be monitored by employees of the Monroe County Sheriff's office while accessible to the public.

- The District/Station Commander or their designee will remove the contents of the boxes on a monthly basis and place the medication into property/evidence according to agency policy.
- The drugs will be destroyed in accordance with agency policy and applicable statutes.
- The District/Station Commander or their designee will be responsible for writing the report of found property to document the contents removed from the boxes.