

**PORTLAND POLICE BUREAU  
EAST PRECINCT  
STANDARD OPERATING PROCEDURES**

SOP: 1-4  
EFFECTIVE: 032311  
REVIEW: 070113

SUBJECT: **DELIVERY OF COLLECTED PROPERTY FROM THE EAST PRECINCT  
PRESCRIPTION DRUG DROP BOX TO THE SATELLITE PROPERTY ROOM**

POLICY: In order to assist citizens in safely disposing of unwanted medications and prescription drugs, a secure drop box has been installed in the lobby of East Precinct.

East Precinct officers will be responsible for the collection and delivery of prescription medications from the secure drop box to the East Precinct satellite property room.

Acceptable for deposit/disposal: Prescription medications and samples, all over the counter medications, vitamins, pet medications, medicated ointments, liquid medication in leak proof containers.

Not acceptable for deposit/disposal: Thermometers/Sharps/Syringes, IV bags, bloody or infectious waste, hydrogen peroxide, aerosol cans, inhalers, EpiPens.

PURPOSE: To provide the procedure for delivering prescription drop box property to the East Precinct satellite property room.

REFER: 660.10 Property and Evidence Procedure.

PROCEDURE & RESPONSIBILITY:

1. The locked prescription drop box will contain a collection bin that will be lined with two garbage bags.
2. Two officers will be assigned to collect the drop box contents on a daily basis, or on a determined schedule as necessary to ensure the box is not filled to capacity.
3. The keys to the drop box will be in the key box located in the AS1 office. Access to the AS1 office will be provided by the AS1 or a Sergeant.
4. Officers will wear rubber gloves during the collection process.
5. After unlocking the drop box, Officers will remove the collection bin and conduct a cursory observation to ensure that no unapproved items have been placed inside the drop box. Unapproved items will be removed and disposed of in accordance with Directive 660.10 Property and Evidence Procedure.

6. Officers will remove the garbage bags containing the drop box contents from the collection bin. Line the empty bin with two garbage bags and lock the drop box.
7. Removed garbage bags containing approved property are to be sealed with strapping tape. Strapping tape is located in the satellite property room. The sealed bag must be small enough to fit inside PED approved narcotic destruction box (25" x 16" x 12"). Additional evidence bags can be used as needed.
8. Complete a property tag with contents description (miscellaneous prescription drugs for destruction) and attach to the bag with strapping tape.
9. Complete a special report and PED receipt. Report should state "Prescription drugs collected from East Precinct drop box, to be destroyed."
10. Place bags in secure locker in the satellite property room.
11. Return drop box keys to key box in ASI office.



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WILLIAM WALKER  
Commander, East Precinct

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