



Sheridan Police Department
Policies and Procedures
12.5
Chapter 12 – Evidence & Property
Section 5 – Use/Operation of Drug Terminator

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Signature:

The purpose of this policy is to outline the proper use of the Drug Terminator at the Sheridan Police Department. These rules are in place to protect sensitive and classified information, employees and the Sheridan Police Department. Inappropriate use of Sheridan Police Department Drug Terminator may put employees, the Sheridan Police Department, and the community at risk.

12.5.1 Drug Terminator Surrendered Medications

- A. The Evidence Technician and second department member shall empty all medications from the 'drug take back drop box' and weigh them.
- B. When medication may not immediately be taken to be incinerated, the department member and the Evidence Technician shall weigh the medication and seal them into a properly packaged evidence container per evidence policy. Both initials are required on the evidence packaging. The medications will then be logged into the evidence until they can be properly incinerated.
- C. The Evidence Technician and another department member shall be present during the incineration process until all medications have been placed into the incinerator and rendered non-retrievable.

12.5.2 Drug Terminator – Illegal Narcotics

- A. A court order must be received before the destruction of all illegal narcotics and paraphernalia.
- B. A certified police officer and the Evidence Technician shall be present during the incineration of all illegal narcotics and paraphernalia.
- C. Once the officer and Evidence Technician have ensured all illegal narcotics and paraphernalia have been rendered non-retrievable, the officer may leave the Evidence Technician to finish the incineration process.

12.5.3 Safety

- A. While the Drug Terminator is in operation protective gear must be worn at all times if operator is closer than ten (10) feet to the incinerator. This is to include; welding gloves, eye protection, face shield, respirator, and flame retardant over coat.
- B. Fire extinguisher must be present during the operation of the Drug Terminator.
- C. No accelerants or explosive material may be placed into the incinerator and must be kept at least twenty-five (25) feet away.