

Found Drug and Drug Paraphernalia Disposal

Security Expectation

November 2015

Purpose

Properly handling dangerous items helps ensure that our staff, customers, and locations are safe.

Summary

As our buildings are open to all, customers may leave drugs and or paraphernalia on our property or in our buildings. When an item is discovered, assess the situation to determine what steps to take according to the instructions below.

Security Expectation

When drugs or paraphernalia are discovered, use your best judgment as to whether the item should be touched and / or moved. For example if the item is a pill, a pipe, or small bag with drugs inside; removing it from the area may be the best choice for the safety of customers. However if the item is a needle, that is a potential health hazard. Use extreme caution when moving the item(s).

If you find drugs and / or paraphernalia:

- Assess the potential dangers.
- Keep customers away from the area.
- Do not leave items unattended. Determine if you should stay with the item or ask another staff person to watch the area and / or alert location management and security officer. Alert Location Management and Security Officer ASAP.
- Move the item to a safe place if possible or wait for instructions from Police.
 - Wear rubber gloves when moving an item.
- Call the non-emergency Police number and explain the situation.
- Follow any instructions shared by dispatcher or police when they arrive.
- Email the Police called group.
- Complete a security incident report when situation is resolved.

In most cases, the Police will collect the material. If they do not collect the items in question, they will instruct the Manager or Security Officer on how to properly dispose of the item. Depending on where the item was located, they may also request to see or view CCTV footage. Refer all questions to the Manager of Security or his/her designee.

Related document(s):

Closed Circuit Television Surveillance and Recording For Safety and Security Purposes Policy
<https://mycml.columbuslibrary.org/SitePages/Policy%20and%20Procedures.aspx>