

**To:** Facility Superintendents  
PHS Nurse Managers

**From:** Bob Kupec, Facilities Executive  
Susan Wehry, M.D., Health Services Director

**Date:** March 24, 2006

**Re:** Interim Procedure on *Contraband Classification and Disposition (3/18/06)*

**Cc:** Robert Hofmann, Commissioner  
Sister Janice Ryan, Deputy Commissioner  
Deb Moore, PHS Regional Administrator  
Rock Welch for Kristine Charles, MHM Program Manager

This memo clarifies the handling of pharmaceutical drugs as described in the recently released Interim Procedure #408, *Contraband Classification and Disposition*. In Section 6, Disposal of Contraband and Disciplinary Report Evidence, on pages 2 and 3, the directive currently states (in part):

- c. "Pharmaceutical drugs **not** prescribed by a physician and not in their original container should be treated as Illicit Rx. They shall be confiscated and documented like any other illegal drug, following the same notification procedures for a criminal offense."
- d. "Pharmaceutical drugs that are prescribed and in their original container should be turned over to the Medical Contractor for DOC."

The protocol to be followed by the Medical Contractor is as follows:

After the correctional officer hands the prescribed pharmaceutical drugs in their original container to the nurse on duty, the nurse shall record the pharmacy where the meds were dispensed, the name of the prescribing physician, the contents of the container and dosing as listed on the label, and immediately return the drugs in their containers to the correctional officer on duty for appropriate disposition.

Correctional staff shall provide the inmate with a "*Confiscation of Inmate Property Form*". The prescribed pharmaceutical drugs in their original container shall be retained for return to the inmate, or disposed of according to the departmental administrative directive governing disposition of inmate property.