



Basic Drug
Take-Back Event
Guidelines for
Law Enforcement



Mission Statement

- ▶ Project Drug Drop will assist our law enforcement partners with information, guidance, and directional support to develop and implement the best drug disposal strategies for their communities.



Goals and Objectives

- ▶ Develop a partnership with NADDI, local law enforcement and area sponsors
- ▶ Structure and execute a secure Drug “Take-Back” event
- ▶ Promote increased community education and awareness on Issue of Pharmaceutical Drug Misuse and Abuse
- ▶ Reduce access to abuse pharmaceutical medications



Procedures

- ▶ Must be managed by Sworn Law Enforcement Officers
- ▶ Drugs are received as Abandoned Property for Destruction
- ▶ All drugs must be secured and handled only by sworn law enforcement personnel from receipt to point of destruction.
- ▶ The drugs received must be disposed of by the legal guidelines of the respective state/law enforcement agency.
- ▶ Neither the Personal Information from the submitted nor the patient information on the Rx bottles is collected or logged. All patient information (names & addresses) will be blacked out on bottles.



DEA Requests

- ▶ DEA is requesting that law enforcement send a letter to the DEA Special Agent in Charge in their area outlining the procedures proposed for the take back program.
- ▶ The letter should identify:
 - ▶ The Law Enforcement Agency orchestrating the event
 - ▶ Only law enforcement officers will handle the controlled substances
 - ▶ How the drugs will be secured/stored
 - ▶ How the drugs are to be destroyed
 - ▶ Is it a one-time or recurring program



Logistics

- ▶ Determine Event Type
- ▶ See “Event Types” for more details
 - ▶ Drug Take-Back Event
 - ▶ Secured Permanent Drop Boxes
 - ▶ Envelope Program
- ▶ Duration
 - ▶ One-Day v. Permanent Program
- ▶ Location(s)
 - ▶ Differ by Event Type
- ▶ Resources Needed
 - ▶ Reoccurring Costs?
- ▶ Operational Protocols



Type #1 Outline: Drug Take-Back Event

- ▶ **Single Day Event**
 - ▶ Select Date & Times
 - ▶ Saturday is best
 - ▶ Hours 9am to 3pm
- ▶ **Location(s) – Single/Multiple**
 - ▶ Select non-business sites such as community centers (This prevents routine drop-off's days after the operation has concluded)
- ▶ **Resources**
 - ▶ Personnel
 - ▶ Supplies (equipment, training material, overtime, etc.)
 - ▶ Advertisement Costs
- ▶ **Operational Protocols**
 - ▶ Develop Operational Plan covering all logistics



Type #2 Outline: Drop Box Program

- ▶ Continuous Event
 - ▶ Hours of Operation = Site Days/Hours of Operation

- ▶ Location(s) – Single/Multiple
 - ▶ Select Law Enforcement Controlled Sites
 - ▶ Police Stations under direct supervision

- ▶ Resources
 - ▶ Personnel
 - ▶ For monitoring and management of boxes
 - ▶ Supplies
 - ▶ Initial Investment in Lock-Boxes
 - ▶ Equipment, training material, etc.)
 - ▶ Advertisement Costs

- ▶ Operational Protocols
 - ▶ Develop Operational Plan covering all logistics



Type #3 Outline: Envelope Program

- ▶ **Continuous Event**
 - ▶ Hours of Operation = Site Days/Hours of Operation
- ▶ **Location(s) – Single/Multiple**
 - ▶ Envelopes can be handed out—in pharmacy, police station, community centers, etc.
 - ▶ Envelopes can only be turned-in at select law enforcement sites
- ▶ **Resources**
 - ▶ Personnel
 - ▶ Site managers
 - ▶ Restocking of Materials
 - ▶ Supplies (equipment, training material, overtime, etc.)
 - ▶ Advertisement Costs
- ▶ **Operational Protocols**
 - ▶ Develop Operational Plan covering all logistics



Partners

- ▶ The Program is an Excellent Opportunity to Partner with:
 - ▶ Law Enforcement
 - ▶ Local Community Coalitions
 - ▶ School Boards
 - ▶ Local Community Associations
 - ▶ Churches
 - ▶ Community Retail Businesses
 - ▶ Media



Incentives

- ▶ Gift Cards
- ▶ Are a Positive Draw for the Event
 - ▶ Request Support from Local Retailers
 - ▶ Keep to a minimum selection
 - ▶ Small amounts
 - ▶ \$5.00
 - ▶ One per person; NOT per bottle.
 - ▶ While Supplies Last
- ▶ Raffle/Token Gifts
- ▶ Large Item (CD Player, I-Pod, etc)
- ▶ Free Giveaways
 - ▶ Coffee Mugs, Chill Cups, etc.
 - ▶ Can bear the logo of the program and the sponsors



Media

- ▶ Posters & Flyers
 - ▶ In Retail Locations, Schools; PTA; Churches, etc.
- ▶ Education Material
 - ▶ Provides Awareness & Prevention Training
 - ▶ PTA's; School
- ▶ Newspapers
 - ▶ Local
 - ▶ Community Newsletters
- ▶ Radio
- ▶ Community Bulletin Boards
 - ▶ Churches
 - ▶ Residential Neighborhoods
- ▶ Websites
 - ▶ Law Enforcement
 - ▶ Sponsors



Cost Factors

- ▶ Vary with each Event
- ▶ Materials
 - ▶ Posters
 - ▶ Education Brochures
- ▶ Media Spots
 - ▶ Billboards
 - ▶ Ads
- ▶ Gift Incentives
 - ▶ Gift Cards
 - ▶ Mugs, etc.
- ▶ Supplies
- ▶ Personnel



Contact Us

- ▶ Please contact Project Drug Drop at support@projectdrugdrop.com

If you have any additional questions about drug take back events.

- ▶ More resources are available at www.projectdrugdrop.com