



Law Enforcement Toolkit



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Law Enforcement

Envelope Collection Programs

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Purpose of Programs



- ◆ Reduce Environmental Pollution:
 - ◆ Studies have found prescription drugs in drinking water and natural waterways
- ◆ Promote Safe Households:
 - ◆ Proper disposal helps ensure that the elderly, children, and pets avoid accidental poisoning
- ◆ Prevent Prescription Drug Abuse:
 - ◆ Proper and timely disposal of prescription drugs reduce the likelihood of abuse by family, friends, or visitors.

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Strategy for Events



- ◆ Promote Public Safety
 - ◆ Key Approach
- ◆ Provide Awareness/Education
 - ◆ Parent/Teen Focus
- ◆ Develop Community Relations
 - ◆ Co-Sponsor with Community Coalitions, Local Pharmacies, Hospitals, or Support Organizations
- ◆ Publicize the Agency's Efforts

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Scope of Programs



- ◆ The Scale of the event depends upon the Focus of the Sponsoring Agency
- ◆ Drop Off vs Mail-In Programs
 - ◆ Program Type can draw regular patrons
- ◆ Single Event vs Reoccurring Program
 - ◆ Depends upon Legal Requirements and Available Resources
- ◆ Media Event vs Promotional Program
 - ◆ Short term media vs Long Term Promotion

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Operational Plan

- Single Event



- ◆ Preplan Event
 - ◆ Single Event Requires Minimum 60 day Prep Time
- ◆ Identify Resources
 - ◆ Funding, Personnel, Printing, Media, & Locations
- ◆ Secure Support Organizations
 - ◆ Co-Sponsors can assist with costs, distribution of envelopes, & advertising
- ◆ Prepare Educational Material & Envelopes
 - ◆ Printing Requires Time (Development, Formatting, and Printing)

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Operational Plan

- Reoccurring Program



- ◆ Preplan Program
 - ◆ Program Requires Minimum 90 day Prep Time
- ◆ Identify Resources
 - ◆ Funding, Personnel, Printing, Media, & Locations
- ◆ Secure Support Organizations & Site Partners
 - ◆ Co-Sponsors can assist with costs, envelope distribution, & media advertising
- ◆ Prepare Educational Material & Envelopes
 - ◆ Printing Requires Time (Development, Formatting, and Printing)

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Legal Mandates



- ◆ Law Enforcement Officers **MUST** Maintain Physical Possession and Security of ALL Drugs from the Point of Drop-Off (Receipt) to the Point of Destruction
 - ◆ This is a Legal Requirement
 - ◆ Mail-In Programs must meet Federal Regulations
 - ◆ Drugs must be secured and securely transported to law enforcement drug vault until proper destruction
 - ◆ Drugs must be destroyed by State Mandated method of destruction (usually a controlled burn)

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Legal Mandates (Cont'd)



- ◆ Law Enforcement Officers receive drugs as “ABANDONED PROPERTY”
- ◆ NO Personal Information is recorded from the participants. Names should be “blacked-out”
 - ◆ There is NO HIPAA Concern
- ◆ Controlled Substances should be separated from other Non-Controlled Substances
- ◆ Drugs must be logged
 - ◆ By physical count, or
 - ◆ By weight

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Site Locations



- ◆ Select an Exclusive law enforcement site/address
 - ◆ All envelopes should be:
 - ◆ Dropped-Off to prearranged law enforcement sites, or
 - ◆ Mailed to specific law enforcement locations, or
 - ◆ To contracted reverse distributor locations
- ◆ Envelope Distribution Sites
 - ◆ Pharmacies
 - ◆ Post Offices
 - ◆ Law Enforcement Locations
 - ◆ Community Coalitions
 - ◆ Hospice Centers
 - ◆ Hospitals
 - ◆ And more.....

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Staffing Issues



◆ Law Enforcement

- ◆ Mandatory – If Envelopes dropped-off or mailed into law enforcement facility to handle security of drugs

◆ Pharmacy Personnel

- ◆ Key location for Envelope Distribution

◆ Community Supporters/Volunteers

- ◆ Parents, Coalition Staff, etc. are great Educators. Can promote Issues of Rx Abuse and Envelope Program

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Education Component



- ◆ Prime opportunity to educate community about Rx Drug Abuse
- ◆ Information via Posters, Flyers, Handout's, Media, websites, etc.
- ◆ Can combine event with other prevention programs such as "Night out on Crime", Health Fair, or Town Hall Meetings
- ◆ Program should be combined with a Prescription Drug Awareness Campaign

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Cost Analysis



Low Cost Event

- ◆ Site: Drop-Off at Law Enforcement Location(s) = \$0
 - ◆ Single or Multiple Site Event
- ◆ Personnel: Adjust hours = \$0
- ◆ Local Sponsors cover material costs of envelopes, flyers, posters, etc
- ◆ Use websites or local media

Amplified Program

- ◆ Site(s): Law Enforcement Location (= \$0) or Contracted Reverse Distributor (Costs Vary)
 - ◆ Multiple Reoccurring Sites
- ◆ Personnel: Law enforcement and support personnel (Can be coordinated with regular work hours)
- ◆ Costs of campaign advertising (posters, billboards, PSA's, etc.) and media announcements
- ◆ Cost of Envelopes, Postage, Educational Materials

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Resource Links



- ◆ Safe Medicine for ME Program

- ◆ <http://www.safemeddisposal.com/>

- ◆ Sharps, Inc.

- ◆ <http://www.sharpsinc.com/unused-medications.htm>



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Drop Box Collections

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Purpose of Event



- ◆ Reduce Environmental Pollution:
 - ◆ Studies have found prescription drugs in drinking water and natural waterways
- ◆ Promote Safe Households:
 - ◆ Proper disposal helps ensure that the elderly, children, and pets avoid accidental poisoning
- ◆ Prevent Prescription Drug Abuse:
 - ◆ Proper and timely disposal of prescription drugs reduce the likelihood of abuse by family, friends, or visitors.

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Strategy for Event



- ◆ Promote Public Safety
 - ◆ Key Approach
- ◆ Provide Convenient Access
 - ◆ Drop Boxes Available 24/7 or Regular Business Hours
- ◆ Develop Community Relations
 - ◆ Cater to Community Needs for Central Location
- ◆ Maintain Law Enforcement Control
 - ◆ Drop Box Locations in Law Enforcement Facilities

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Scope of Event



- ◆ The Scale of the event depends upon the Focus of the Sponsoring Agency
- ◆ Quantity of Drop-Boxes
 - ◆ Require Large Initial Investment
- ◆ Single vs. Multiple Site Event
 - ◆ Depends upon Available Resources
- ◆ Promotional Program
 - ◆ Sites maintain a constant resource to the community

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Operational Plan



◆ Preplan Event

◆ Basic Event Requires Strategic Prep Time

- ◆ For ordering of equipment and materials
- ◆ After initial Capital Investment the event SHOULD Coincide with Normal Operating Procedures

◆ Identify Resources

- ◆ Funding, Personnel, Printing, Media, & Locations
- ◆ Identify potential Grant Opportunities

◆ Prepare Educational Material

- ◆ Printing Requires Time (Development, Formatting, and Printing)

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Legal Mandates



- ◆ Law Enforcement Officers **MUST** Maintain Physical Possession and Security of ALL Drugs from the Point of Drop-Off to the Point of Destruction
 - ◆ This is a Legal Requirement
 - ◆ Drugs must be secured on-site and securely transported to law enforcement drug vault until proper destruction
 - ◆ Drugs must be destroyed by State Mandated method of destruction (usually a controlled burn)

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Legal Mandates (Cont'd)



- ◆ Law Enforcement Officers receive drugs as “ABANDONED PROPERTY”
- ◆ NO Personal Information is recorded from the participants. Names should be “blacked-out”
 - ◆ There is NO HIPAA Concern
- ◆ Controlled Substances should be separated from other Non-Controlled Substances
- ◆ Drugs must be logged
 - ◆ Generally by weight

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Site Locations



- ◆ Must be maintained by Law Enforcement Personnel at all times
- ◆ A well recognized location such as a Police Station
 - ◆ Main Office, Substation or Evidence Unit
- ◆ Boxes can be relocated to Special Events
 - ◆ MUST BE SECURED AT ALL TIMES
- ◆ Pharmacies are not recommended locations
 - ◆ No Law Enforcement Security

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Staffing Issues



◆ Law Enforcement

- ◆ Mandatory – Regular shift personnel can provide constant security of drugs
 - ◆ Any sworn personnel can maintain Drop-Boxes (empty, clean, log drugs, transport to secure facility)

◆ Community Supporters

- ◆ Parents, Coalition Staff, etc. are not necessary for this type of event

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Education Component



- ◆ Event can be combined with a Prescription Drug Awareness Campaign
- ◆ Prime opportunity to educate parents, students and general public about Rx Drug Abuse
- ◆ Information via Posters, Flyers, Handout's, Media
- ◆ Boxes can be combined with other prevention programs such as "Night out on Crime", Health Fair, or Town Hall Meetings
 - ◆ Boxes can be relocated to events
 - ◆ MUST BE SECURED AT ALL TIMES

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Cost Analysis



After Initial Capital Expense of Drop Boxes (Prices Vary)

Low Cost Event

- ◆ Site: Law Enforcement Location = \$0
 - ◆ Single Site or Multiple Sites
- ◆ Personnel: Run with scheduled personnel = \$0
- ◆ Local Sponsors can cover material costs of flyers, posters, etc
- ◆ Can use website advertising or use local media

Amplly Funded Event

- ◆ Site: Law Enforcement Location = \$0
 - ◆ Single Site or Multiple Sites
- ◆ Personnel: Run with scheduled personnel = \$0, or combine with other community event (may involve some overtime for law enforcement personnel)
- ◆ Costs of campaign advertising (posters, billboards, PSA's, etc.) and media announcements
- ◆ Cost of Educational Materials

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Resource Links



- ◆ Take Back Express

- ◆ http://www.takebackexpress.com/category_s/1.htm

- ◆ Salt Lake County Sheriff Pharmaceutical Drug Disposal Program

- ◆ http://www.medicationsdisposal.utah.gov/docs/Salt_Lake_County_Sheriff_Pharmaceutical_Drug_Disposal_Program.pdf

- ◆ Drug Free Collier

- ◆ http://www.drugfreecollier.org/operation_medicine_cabinet.asp

- ◆ Washington State Unwanted Medicine Return Program

- ◆ <http://www.medicinereturn.com/>

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Law Enforcement

Take Back Collections

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Purpose of Events



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Strategy for Events



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- ◆ Publicize the Agency's Efforts

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Scope of Events



- ◆ The Scale of the event depends upon the Focus of the Sponsoring Agency
- ◆ One Time vs Reoccurring Event
 - ◆ Reoccurring Events draw regular patrons
- ◆ Single vs Multiple Site Event
 - ◆ Depends upon Available Resources
- ◆ Media Event vs Promotional Program
 - ◆ Short term media vs Long Term Promotion

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Operational Plans



- ◆ Preplan Event
 - ◆ Basic Event Requires Minimum 60 day Prep Time
- ◆ Identify Resources
 - ◆ Funding, Personnel, Printing, Media, & Locations
- ◆ Secure Support Organizations
 - ◆ Co-Sponsors can assist with costs
- ◆ Prepare Educational Material
 - ◆ Printing Requires Time (Development, Formatting, and Printing)

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Legal Mandates



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Legal Mandates (Cont'd)



- ◆ Law Enforcement Officers receive drugs as “ABANDONED PROPERTY”
- ◆ NO Personal Information is recorded from the participants. Names should be “blacked-out”
 - ◆ There is NO HIPAA Concern
- ◆ Controlled Substances should be separated from other Non-Controlled Substances
- ◆ Drugs must be logged
 - ◆ By physical count, or
 - ◆ By weight

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Site Locations



- ◆ Select an Easy-Access location
 - ◆ A well recognized location with ample parking
- ◆ Pharmacies are not recommended locations
 - ◆ Patrons may attempt to drop-off drugs at the pharmacy after event
- ◆ Busy Public Locations (Pro's/Con's)
 - ◆ Community Centers draw area patrons
 - ◆ Malls/Shopping Centers may be too crowded
 - ◆ Large Parking Lots are good for Drive-Thru Events. Patrons don't need to get out of vehicles.

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Staffing Issues



◆ Law Enforcement

- ◆ Mandatory – Need minimum of 3 per site to handle constant security of drugs

◆ Pharmacy Personnel

- ◆ Pharmacists or Pharmacy Students can aid in Identification of Substances

◆ Community Supporters/Volunteers

- ◆ Parents, Coalition Staff, etc. are great Educators

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Education Component



- ◆ Prime opportunity to educate parents, students and general public about Rx Drug Abuse
- ◆ Information via Posters, Flyers, Handout's, Media
- ◆ Can combine event with other prevention programs such as "Night out on Crime", Health Fair, or Town Hall Meetings
- ◆ Reoccurring events can be combined with a Prescription Drug Awareness Campaign

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Cost Analysis



Low Cost Event

- ◆ Site: Community Center, Shopping Center = \$0
 - ◆ Single Site Event
- ◆ Personnel: Adjust hours = \$0 overtime for law enforcement; use volunteers for assistance
- ◆ Local Sponsors cover material costs of flyers, posters, etc
- ◆ Use local media

Amplified Event

- ◆ Site: Community Center, Shopping Center = \$0
 - ◆ Multiple Sites
- ◆ Personnel: Usually involves some overtime for law enforcement and pharmacy personnel
- ◆ Costs of campaign advertising (posters, billboards, PSA's, etc.) and media announcements
- ◆ Cost of Educational Materials

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Resource Links



- ◆ Utah Proper Medication Disposal Program
 - ◆ <http://www.medicationsdisposal.utah.gov/>
- ◆ Drug Free Collier
 - ◆ http://www.drugfreecollier.org/operation_medicine_cabinet.asp



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