



Law Enforcement Toolkit





Law Enforcement

Envelope Collection Programs



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.

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

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

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)

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)

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)



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



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.....

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



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

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

Resource Links



- ◆ Safe Medicine for ME Program
 - ◆ <http://www.safemeddisposal.com/>
- ◆ Sharps, Inc.
 - ◆ <http://www.sharpsinc.com/unused-medications.htm>





End of Envelope Collection Toolkit