

RAPID Roles and Responsibilities

RAPID-Remove All Prescription and Illegal Drugs is a joint health and community safety initiative that requires a wide range of stakeholders from the community, statutory and private sectors to work in partnership to ensure the initiative can run at its full potential. For this to happen there are clearly defined roles and responsibilities which each of the partners is expected to be aware of and to adhere to.

PSNI-Police Service of Northern Ireland:

- Attend/ input into all local working groups meetings (e.g. PSNI, DACT and PCSP should all be represented alongside other relevant stakeholders from the local community) from the initial expression of interest stage through to development and oversight stages.
- Assist with identifying and contacting suitable community and locality-based groups for attending educations and awareness-raising sessions on the RAPID initiative, and then attend such sessions to ensure the public are fully aware of PSNI support for the initiative, their role within it, and to answer any concerns/questions they may have.
- Work with the group to identify and approach a local pharmacist (who will then undertake to dispose of any prescribed medication that is deposited in the RAPID drug disposal bin).
- Assist in the identification and selection process of appropriate venues for the bin to be installed within the local area.
- Complete a risk assessment of the proposed location of the bin considering the safety of officers who will be attending regularly to empty the contents.
- Support the group's application process for funding should this be required (e.g. for purchasing of the bin itself and/or for the public launch of the initiative within a locality).
- Support and promote the initiative via all forms of media i.e. social media, articles and local information events.
- Identify one or two key officers who will be responsible for emptying the bin on a regular basis and for ensuring that the key for the bin is kept in a safe and secure place.
- Collate all drugs removed from each bin and record the type and quantity of each drug onto the central PSNI database (ensuring that an individual bin's amount is recorded separately if the same officer(s) is/are responsible for emptying a number of bins within a given locality).
- Dispose of any prescribed drugs via the local pharmacist who has been engaged and dispose of any illegal drugs via the internal PSNI incineration process.
- Where there is a concern regarding a recovered substance further testing and/or investigation may be required and requested to verify the contents of the drug(s).
- A report should be generated on a quarterly basis (minimum) and shared with identified PSNI, PHA, DACT and PCSP RAPID Leads who will then share and/or use to inform local stakeholders.

Community Partners:

- Identify community representatives/Leads who will join the working group and participate in regular stakeholder meetings which will include assessing expressions of interest and/or developing community consultations to identify and prioritise which communities/localities should be prioritised for participating in the RAPID initiative.
- Assist the group in identifying and applying for funding for the initiative should this be required.
- Help identify potential suitable locations for the bin and attend site visits with other stakeholders as and when required.
- Inform the local community and identify particular groups to be targeted for education and awareness-raising sessions then assist with the booking and delivery of such sessions once target groups have been agreed.
- Assist with the development and distribution of promotional materials and good news articles that can be used for social media or local newsletters/papers.
- Post launch/bin installation – continue to promote the initiative at local level and to feedback any issues to the local DACT Connections and/or local PCSP Leads who will work to clarify and/or provide support to rectify.

DACT-Drug and Alcohol Coordination Teams' Connections (service) and

PCSPs-Policing and Community Safety Partnerships:

- Local DACT Connections Lead(s) and local PCSP Lead(s), alongside local PSNI Lead(s), should meet as early as possible at the start of the financial year – or planning process for same – to discuss current and potential locations for the RAPID initiative within that locality and agree an annual target and budget for further roll out and/or maintenance and promotion of existing RAPID drug disposal bins within the given locality.
- Where/when new locations are identified or suggested DACT Connections and PCSP Leads should work together to establish time-bound working groups comprised of all the key stakeholders in the area (ensuring equal and appropriate representation, particularly at community level, to avoid 'gatekeeping') to ensure as much buy-in as and support as possible from the outset for the initiative which will ultimately ensure the initiative's ongoing success.
- Arrange and facilitate the working group meetings taking care to explain how the initiative works/will work in practice and in particular the key and primary role played by the PSNI in relation to recovery, data collection, disposal and onward follow up (when deemed necessary). In some areas in the past a longer developmental/run up period has been required to allow for community and PSNI relationships and confidence in each other to grow and be built upon.
- Use the Expression of Interest/Application form either to invite applications from the community or as a guide if you already have target areas in mind or agreed for the year by your local DACT and PCSP.
- Ensure that you outline and record the rationale (either within the form or in a separate document) for choosing your selected area(s) for RAPID roll out (i.e. issues/needs within the area, size of the area you expect to be covered, how many bins will be required, potential locations-positives and negatives, etc.).

- Once the working group has agreed on one or two potential locations for the RAPID bin to be installed, and site visits have been completed, a short questionnaire should be developed and used to consult with the wider community/general public in that area to assess their views and ultimately seek buy-in to both the process and the installation.
- DACT Connections and/or PCSP Leads should meet with the managers of those facilities that have been short-listed as potentially being appropriate to house the RAPID bin in that particular area giving an overview of the initiative and what will be required of them should they agree to host. NB Local managers will often have to liaise with, and get approval from, Head Office/ Senior Management within the organisation and time should be allowed for these follow up discussions to take place. There are obviously a number of businesses in other areas who have already agreed to have bins sited in their premises (senior management approval having therefore already been sought and given) so it might be an idea to consider approaching these organisations first if they also exist in your new area and are considered appropriate location-wise in that locality.
- NB As the RAPID bin needs to be secured to the floor or wall depending on the location you will need to set aside money in your local budget for repairs/restoration e.g. replacement tiles during installation or indeed should the bin need to be removed at some stage down the line from the premises.
- Once the location has been agreed work through your available budget and identify whether any further funding will be required (the expression of interest/application form outlines all of the different elements that you need to consider). Work with stakeholders within your working group to identify and apply for additional funding should it be required.
- Edit the existing promotional material templates (in particular the 3-fold leaflet which gives information on where the bin is located, access times and local DACT and PCSP contacts for that locality). In conjunction with the working group – and in particular community reps – draw up a plan for disseminating the materials at local level.
- DACT Connections to lead on the development and delivery of education and awareness-raising sessions to the local community (covering basic drug awareness, risks of use/misuse and an overview of the RAPID initiative) with involvement and input from all of the other key stakeholders involved i.e. the local PCSP, PSNI and Community Leads. PSNI Leads can provide clarity on the legal aspects and PCSP and Community Leads can assist with increasing wider community confidence and buy in for the initiative.
- These sessions are key to the promotion of the RAPID initiative and provide the community with the knowledge, understanding and confidence to dispose of their unwanted/unused drugs (prescription, illegal and now also illegal new psychoactive substances a.k.a. ‘legal highs’).
- Arrange and promote an official launch date/event of the installation of the RAPID bin in that area. Work with the local working group to ensure as wide attendance as possible and to prepare a press release to be issued to local media prior to the event encouraging their attendance with working group members prepared to act as spokespeople on the day.
- Keep in regular contact with PSNI on the drugs being deposited in the bins within the areas/locality you are responsible for ensuring that information is then shared with wider DACT and PCSP members, area working group members and other stakeholders (including local media) as and when appropriate.
- Monitor the success (or lack of) on a quarterly basis with a view to liaising with former working group members – and in particular community reps – when bins are ‘underperforming’ i.e. are not being used. Put in place actions to rectify e.g. more publicity or additional education and awareness-raising sessions or perhaps re-siting of the bin itself to another location within the area.