



POLICY & PROCEDURE

HOLMEN POLICE DEPARTMENT

**SUBJECT: Prescription Drug Monitoring Program,
Reporting Requirements**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI §961.37 WI Act 268

NUMBER: 1.20

ISSUED: 05/23/2016

EFFECTIVE: 05/23/2016

RESCINDS

AMENDS

6.5.2

Purpose

Wisconsin Act 268 and Wisconsin State Statute § 961.37, which became effective on March 18, 2016, creates a duty for law enforcement agencies to submit information to the Wisconsin Prescription Drug Monitoring Program (PDMP) in four specific situations. The situations described in the law are:

1. When a law enforcement officer reasonably suspects that a violation of the Controlled Substances Act involving a prescribed drug is occurring or has occurred.
 - For the purposes of this policy this includes all Schedule 2,3,4, and 5 controlled substances.
 - For the purposes of this Policy the term “reasonably suspects” will include information contained in an open investigative case file and will generally not include information which is only contained in an intelligence file.
2. When a law enforcement officer believes someone is undergoing or has immediately prior experienced an opioid-related drug overdose.
 - For the purposes of this policy this includes both prescription and non-prescription opioid controlled substances.
3. When a law enforcement officer believes someone died as a result of using a narcotic drug.
 - For the purposes of this Policy “narcotic drug” refers to all prescription and non-prescription opium drugs.
4. When a law enforcement officer receives a report of a stolen controlled substance prescription.
 - For the purposes of this Policy this includes all Schedule 2,3,4, and 5

- controlled substances
- PDMP reporting process shall be completed by law enforcement officers.

I Procedure

When any of the above situations occur, the law enforcement agency is required to submit to the PDMP the applicable data from the list below:

1. The name and date of birth of the individual who is suspected of violating the Controlled Substances Act.
2. The name and date of birth of the individual who experienced an opioid-related drug overdose.
3. The name and date of birth of the individual who filed the report of a stolen controlled-substance prescription.
4. The name and date of birth of the individual for whom the prescription drug involved in the suspected violation, drug overdose, or death was prescribed.
5. If a prescription medicine container or prescription order was in the vicinity of the suspected violation, drug overdose, or death or if a controlled-substance prescription was reported stolen, the following:
 - The name of the prescriber
 - The prescription number
 - The name of the drug as it appears on the prescription order or prescription medicine container.

II Method

In order to meet the reporting requirements the PDMP has developed a reporting form. The form is attached to this Policy and can also be located on Wilenet.

When it is determined that one of the four situations applies the officer shall complete the PDMP reporting form and forward the form to the PDMP. If the incident results in opening a formal report the form will be filed with the report. If a formal report is not opened the form will be filed with Administrative Assistant.

Officer must create an account using the below link
<https://pdmp.wi.gov/>

Shane Collins
Police Chief.