



ADMINISTRATIVE PROCEDURE

TITLE: Drug Free Environment & Drug Prevention Program

ADMINISTRATIVE PROCEDURE # 3550

RELATED TO POLICY # 3550 DRUG FREE ENVIRONMENT & DRUG PREVENTION PROGRAM

Umpqua Community College is committed to providing its employees and students with a drug-free workplace and campus learning environment. It emphasizes prevention and intervention through education, institutional assistance, and community resources.

I. Education

- A. UCC-curated materials and resources (audio/visual module) Umpqua Community College has developed online materials and resources to teach students about Alcohol and Drug Abuse and has curated these items on the Student Engagement webpage. A link to these materials is sent via the Announcements e-mail every term.
- B. Employee Trainings are offered through various platforms and UCC Employees are provided the opportunity to learn about Drug Free Workplace, Student Drug and Alcohol Abuse through annual mandatory trainings.

II. Institutional Assistance

- A. UCC provides assistance for the prevention of alcohol and controlled substance abuse by college employees as well as assistance for employees with problems related to controlled substance abuse.
 - 1. The Executive Director of Human Resources facilitates employee participation in drug and alcohol awareness training sessions; employees are encouraged to attend.
 - 2. Evaluation, mental health, and referral services are available, and assistance is provided on a confidential basis. The college provides the following:
 - a. Drug-free awareness programs to inform employees of the dangers of drug abuse
 - b. Information regarding the policy for maintaining a drug-free workplace
 - c. Information on the availability of drug counseling, rehabilitation, and employee assistance programs

- d. Information on penalties that may be imposed for drug-abuse violations occurring the workplace
- B. Students seeking referral assistance for drug and/or alcohol related abuse may contact the Wellness Counselor.
- C. Part-time hourly, adjunct faculty, and student employees should consult with the Executive Director of Human Resources for referral to available treatment programs. Salaried employees (who are eligible) are encouraged to seek assistance for alcohol and controlled substance dependence problems through the college **Employee Assistance Program (EAP)**. The EAP helps employees privately solve problems that may interfere with work, family, and life in general. EAP services are free to UCC employees, their dependents, and all household members. EAP Services are always confidential and provided by experts.
- D. Employees seeking assistance with drug and/or alcohol related abuse may also contact the Office of Human Resources. An explanation of benefits available to employees for chemical and alcohol dependency is contained in the Employee Assistance Program brochure. Additional copies of these brochures are available in the Office of Human Resources and online through Human Resources' website.

III. **Community Resources**

There is a wide variety of community resources and entities that work with people experiencing the effects of substance use and abuse. UCC's Drug and Alcohol Abuse Prevention website lists available community resource options.

IV. **Health Risks Associated with Alcohol and Other Drugs**

Numerous health risks have been identified with substance abuse (use of illicit drugs and excessive use of alcohol). Substance use effects are both physical and mental. UCC's Drug and Alcohol Abuse Prevention website contains a detailed list of health risks.

V. **Prohibition of Drugs**

- A. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on UCC property, during College sponsored field trips, activities or workshops, and in any facility or vehicle operated by the College.
- B. Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.
- C. As a condition of employment, employees must notify the College within five days of any conviction for violating a criminal drug statute while in the workplace. Umpqua Community College is required to inform any agencies that require this

drug-free policy within ten days after receiving notice of a workplace drug conviction.

- D. UCC's Drug and Alcohol Abuse Prevention website contains a detailed description of UCC sanctions, and ORS Regulations and associated fines pertaining to Drug and Alcohol violations.

VI. **Biennial Review of DAAPP**

- A. Umpqua Community College will conduct a biennial review of the College's Drug and Alcohol Abuse Prevention Program (DAAPP) every even-numbered year. This procedure will determine the effectiveness of the DAAPP by reviewing:

1. The number of drug and alcohol-related violations and fatalities that occurred on campus or as part of UCC-sponsored activities that were reported to UCC officials in the previous two calendar years;
2. The number and type of sanctions that are imposed by UCC as a result of drug and alcohol-related violations and fatalities on campus or as part of UCC-sponsored activities in the previous two calendar years; and
3. The consistent application of sanctions for violations of the applicable standards of conduct pertaining to the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol.

- B. The review will be conducted by a work group comprised of:

1. Director of Housing/Student Conduct Officer
2. Executive Director of Human Resources
3. Director of Facilities
4. Chief of Security
5. Athletics Director
6. Chief Financial Officer
7. Compliance Officer

- C. Review Timeline:

1. The committee will begin its work in April and finalize its report by the end of June. Relevant data, including the information described above, will be provided to the work group by:
 - a. The Office of Student Conduct
 - b. Campus Safety and Security
 - c. Wellness Counseling
 - d. Human Resources
 - e. Other UCC departments, upon the work group's request

2. The work group will then identify any recommendations for improving the effectiveness of the DAAPP.
- D. The review will also ensure that the College complies with the regulatory requirements of the DAAPP program including, but not limited to:
1. Distribution of information
 2. Accurate collection of data
 3. Consistent enforcement of sanctions
 4. Timely completion of the biennial review
 5. Implementation of recommendations
- E. The final report will be available to all students and employees via UCC's Consumer Information webpage.

REFERENCES:

- The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA)
- U.S. Department of Education: Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention
- Drug-Free Workplace Act of 1988
- UCC BP/AP 361 Background Investigations

RESPONSIBILITY:

The Vice President Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2029-2030

DATE OF ADOPTION:

DATE(S) OF REVISION: 4/5/2023 by CC; 2/10/2021

DATE(S) OF PRIOR REVIEW: