
Title: Alcohol and Drug Use	Number: AP 4.05
	Adopted: March 1995
	Reviewed: August 2017
	Revised: August 2017

The College will adhere to all federal, state, tribal, and local laws concerning the use of alcohol and other drugs and will support efforts to address violations of these laws.

The College recognizes that the use of alcohol and other drugs may impair performance or safety, may interfere with proper functioning or behavior, and in certain instances leads to dependency. The College also recognizes that such chemical dependency is a serious illness. An employee or student needing help with dependency is encouraged to seek the appropriate medical and other community resources.

Possession, manufacturing, sale, distribution, unauthorized use, or being under the influence of controlled substances, illicit drugs, or alcohol by anyone while on College-controlled property, at any College-sponsored or -related activity, or while operating a College-owned/leased vehicle is strictly prohibited. Violations of this policy will result in disciplinary action.

Exceptions

Drugs prescribed by a person licensed to prescribe or dispense controlled substances, or drugs used in accordance with their instructions, are not subject to this policy. Students or employees using any substances or drugs that cause drowsiness or other side effects that may impair their ability to perform their tasks properly and safely are obligated to inform the supervisor and/or instructor of such medications. Individuals will not be allowed to operate equipment or perform activities that have the potential for injury to themselves or others if impairment is suspected.

The use of alcohol on College premises is prohibited with the exception of preparation and cooking of foods in the culinary arts courses, providing of beverages at functions authorized by the College President or designee, or controlled use in law enforcement training.

A written request must be submitted to the President for authorization to use or serve alcohol at the College. A licensed bartender and valid liquor license or licensed catering service is required when providing alcohol at College functions.

Documenting Authorized Use

Documentation of Authorized Use shall be maintained in the office of the Director of Risk, Compliance, and Security.

Referral of Suspected Violations

In an emergency, call 9-1-1. Employees must refer anyone showing behavioral evidence of alcohol or illegal drug use to Campus Security or the Emergency Response Team.

Employees must refer to the Care Team, as outlined in the Emergency Response Guide, any individual under the following circumstances:

- Believed to be in violation of this policy.
- Exhibiting signs, symptoms, or indications of an alcohol or other drug-related problem.
- Self-disclosing of alcohol/drug-related use which places them or others at risk or in imminent danger.
- Judged to present a risk of imminent danger to self or others.

Self-Reporting for Student Citation, Arrest, or Conviction

In the event that a student is cited or arrested for an alcohol or drug-related offense while involved in a College-related activity (on- or off-campus) the student must notify the Director of Risk, Compliance, and Security within 48 hours or as soon as practicable thereafter. Failure to do so will result in a referral to the Student Conduct Committee and appropriate disciplinary action may be taken up to and including expulsion.

Self-Reporting for Employee Citation, Arrest, or Conviction

In the event that employees are cited or arrested for an alcohol or drug-related offense while involved in a College-related activity (on- or off-campus), the employees must notify their immediate supervisor and the Director of Human Resources within 48 hours or as soon as practicable thereafter. Failure to do so will result in appropriate disciplinary action up to and including termination.

As mandated by the Drug Free Workplace Act of 1988, employees must, as a condition of employment, report any criminal drug statute conviction for a violation occurring on or off College premises while conducting College business. A report of the conviction must be made to the Director of Human Resources within five (5) days after the conviction. Failure to provide this notification in the required timeframe will result in appropriate disciplinary action up to and including termination.

Employees may be required to participate in an appropriate rehabilitation program. Successful completion of an appropriate program, including an after-care plan, may be a requirement for continued employment. Any employee testing positive following completion of a rehabilitation program will be subject to discipline action up to and including termination.

Reasonable Suspicion

The College may require an employee to consent to testing for use of alcohol, illegal drugs, or unauthorized use of prescription drugs for any of the following reasons:

- Reasonable suspicion.
- Employee involvement in a work-related accident involving bodily injury or damage to property.
- As required or authorized by state or federal law.
- After the employee returns to work following completion of a rehabilitation program and periodically thereafter.

Employees withholding consent for required testing may be subject to disciplinary action.

The College will take all reasonable precautions and comply with applicable state and federal laws and regulations pertaining to employee privacy and confidentiality of test results. Violations of this policy, confirmed positive test results, or refusal to consent to testing, may result in disciplinary action pending a thorough investigation by the College.