



## **Drug and Alcohol Abuse Prevention Program**

The Texarkana College District (TC) is dedicated to the safety, health and welfare of its students, faculty and staff. The unlawful use and/or abuse of drugs and alcohol can have a devastating impact on the safety and well-being of college students and on our educational environment.

The primary purpose of the Drug and Alcohol Abuse Prevention Program (DAAPP) is to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities. The College aspires to educate, call our community to action, help those in need, and be in full compliance with the Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA).

### **STANDARD OF CONDUCT**

All members of the Texarkana College campus community are expected to abide by state and federal laws and College Board policy. The possession, use, or distribution of illicit drugs and alcohol by students and employees of Texarkana College shall be prohibited on College District property or as part of any of its activities. Federal, state, and local law in addition to college policy shall be strictly enforced at all times on all property controlled by the College District in regard to the possession, use, and distribution of illicit drugs and alcoholic beverages. An employee or student needs not be legally intoxicated to be considered “under the influence” of a controlled substance. Standards of conduct are clearly established in Texarkana College Board Policy, Student Academic Catalog, Student Handbook, and Employee Handbook. Board Policy states the following regarding possession, use, or distribution of illicit drugs and alcohol by students and employees:

#### **EMPLOYEE STANDARDS OF CONDUCT - DH (LOCAL)**

##### **Tobacco and E-Cigarettes**

An employee shall not smoke or use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities.  
[See also GFA]

##### **Alcohol and Drugs**

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on College

District property or at College District-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee needs not be legally intoxicated to be considered “under the influence” of a controlled substance.

#### Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

#### Notice

Each employee shall be given a copy of the College District’s notice regarding a drug-free workplace. [See DI(EXHIBIT)]

#### EMPLOYEE STANDARDS OF CONDUCT SEARCHES AND ALCOHOL/DRUG TESTING - DHB (LOCAL)

##### Reasonable Suspicion Searches

The College District reserves the right to conduct searches when the College District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee’s personal items, work areas, lockers, and private vehicles parked on College District premises or worksites or used in College District business. Searches that reveal a violation of the College District’s standards of conduct may result in disciplinary action. [See DH]

#### STUDENT CONDUCT TOBACCO USE - FLBD (LOCAL)

The College District operates a tobacco-free campus, to include all property owned, operated, leased, occupied, or controlled by the College District, as well as in College District-owned or -leased vehicles. The College President or designee shall develop administrative regulations to implement this policy, including enforcement and disciplinary consequences. The prohibition on tobacco shall include any tobacco product or any device, such as an e-cigarette, which contains nicotine or any other

substance, and that produces a vapor or simulates smoking. Complaints concerning a violation of this policy by a student should be brought to the attention of a campus police officer, and disciplinary consequences shall be in accordance with the Student Code of Conduct.

## STUDENT CONDUCT ALCOHOL AND DRUG USE – FLBE (LOCAL)

### Alcohol

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

### Controlled Substance

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

### Exception

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

### Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

### Notice

The College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs

and the abuse of alcohol shall be published in the College District catalog and student handbook. Additional Board Policy can be referenced on the College District website at (<https://www.texarkanacollege.edu/about/board-of-trustees/>)

## **SANCTIONS FOR VIOLATION OF STANDARD OF CONDUCT FOR THE UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL**

Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, probation, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment and referral to appropriate law enforcement official for prosecution.

Furthermore, as a condition of continued employment, any employee who is convicted of any state or federal criminal statute, with respect to conduct occurring in the workplace, involving moral turpitude including the manufacture, distribution, dispensation, use, or possession of any controlled substance shall provide written notification to the Director of Human Resources of the conviction no later than three (3) days after such conviction. To the extent required by the Drug Free Workplace Act, the College also will notify the applicable federal grant or contract official of convictions so reported. Failure to timely report such conviction shall subject the employee to disciplinary action, up to and including immediate discharge. Any employee who is convicted as described above also may be subject to 1) disciplinary action, up to and including immediate discharge; and/or 2) may be required to participate in a substance abuse assistance or rehabilitation program as a condition of continued employment.

The possession, use or distribution of what is represented to be an illicit substance shall also be prohibited under this policy. A student or employee who uses a drug authorized by a licensed physician through a prescription specifically for that person's use shall not be considered to have violated this rule. Students who violate this policy shall be subject to appropriate disciplinary action. [See Board Policies FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

## **POTENTIAL LEGAL CONSEQUENCES**

Students and employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs may receive the full legal penalty in addition to any appropriate college disciplinary action.

**PENALTIES UNDER TEXAS LAW**

<b>OFFENSE</b>	<b>MINIMUM PUNISHMENT</b>	<b>MAXIMUM PUNISHMENT</b>
Manufacture or delivery of controlled substances (drugs)	Confinement in the Texas Department of Corrections (TDC) for a term of not more than 10 years or less than 2 years, or confinement in a community correctional facility for not more than 1 year, and a fine not to exceed \$10,000	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$100,000
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$1,000	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000
Possession of Marijuana	Confinement in jail for a term not to exceed 180 days, and a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$50,000
Driving Under the Influence of Alcohol	FIRST OFFENSE: Maximum fine of \$500; 20 to 40 hours community service related to education about or prevention of misuse of alcohol; 60 or 120 day suspension of driver's license. SECOND OFFENSE: Maximum fine of \$500. 40 to 60 hours community service Related to education about or prevention of misuse of alcohol, 120 or 240 day suspension of driver's license.	THIRD OFFENSE: Fine not less than \$500 or more than \$2,000; confinement in jail for term not to exceed 180 days or both the fine and the confinement; 180-day or one-year suspension of driver's license. An offense under this section is not a lesser included offense under Section 49.04, Penal Code (DWI)

Public Intoxication		A fine not to exceed \$500
Purchase of alcohol by a minor	Fine of not less than \$25.00 nor more than \$500	Varies with age and number of offenses
Consumption of alcohol by a minor (V.T.C.A. Alcoholic Beverage Code 106.04)  CONSUMPTION OF ALCOHOL BY A MINOR. (a) A minor commits an offense if he consumes an alcoholic beverage. (b) It is an affirmative defense to prosecution under this section that the alcoholic beverage was consumed in the visible presence of the minor's adult parent, guardian, or spouse.	Fine of not less than \$25.00 nor more than \$500.00	Varies with number of offenses
Possession of alcohol by a minor (V.T.C.A. Alcoholic Beverage Code 106.05)  POSSESSION OF ALCOHOL BY A MINOR. (a) Except as provided in Subsection (b) of this section, a minor commits an offense if he possesses an alcoholic beverage. (b) A minor may possess an alcoholic beverage: (1) while in the course and scope of the minor's employment if the minor is an employee of a licensee or permittee and the employment is not prohibited by this code; (2) if the minor is in the visible presence of his adult parent, guardian, or spouse, or other adult to whom the minor has been committed by a court; (3) if the minor is under the immediate supervision of a commissioned peace officer engaged in enforcing the provisions of this code; or (4) if the beverage is lawfully provided to the minor under Section 106.16.	FIRST OFFENSE: Maximum fine of \$500; 8 to 12 hours of community service; 30-day suspension of driver's license. SECOND OFFENSE: Maximum fine of \$500; 20 to 40 hours of community service; 60-day suspension of driver's license.	THIRD OFFENSE: Fine not less than \$250 or more than \$2,000; confinement in jail for a term not to exceed 180 days or both fine and confinement, 180-day suspension or driver's license. Attend an approved alcohol awareness course
Furnishing alcohol to a minor	Fine not to exceed \$2,000; confinement in jail for term not to exceed 180 days; or both such fine and confinement.	

**Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)**

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	<b>First Offense:</b> Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

**Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances**

Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p>
Hashish More than 10 kilograms	<p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)  1 to 49 marijuana plants	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

**HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE**

Considerable health risks are associated with the abuse of illicit substances. Substance abuse dramatically impairs employee and student performance, contributes to absenteeism, and presents safety risks for not only the abusing employee or student, but also to others within the College community. The following are general descriptions of some of the health risks associated with substance abuse. The United States Drug Enforcement Administration provides a more detailed list of health risks on the DEA Drug Fact Sheet at: [http://www.justice.gov/dea/druginfo/all\\_fact\\_sheets.pdf](http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf)

**Alcohol:** Alcohol consumption causes a number of impairments including changes in behavior and normal body function. Even low doses significantly impair judgment, coordination, mental function, thus increasing the risks of accidents and injuries. Moderate to high doses of alcohol cause marked impairments in higher mental



functions, severely altering a person's ability to learn and remember information. Very high doses taken acutely can cause respiratory depression and even death. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, and fights. Additional consequences include DUI arrests and serious or fatal car crashes. Continued abuse may lead to dependency, which can cause permanent damage to vital organs and deterioration of a healthy lifestyle.

**Amphetamines:** Amphetamines can cause a rapid or irregular heartbeat, tremors, convulsions, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**Cannabis (Marijuana, Hashish):** The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users can often have a lowered immune system and an increased risk of lung cancer. Users also often lack motivation and general drive to achieve goals.

**Club Drugs:** Club drugs are drugs such as MDMA (Ecstasy), Rohypnol, GHB, LSD, and methamphetamine and others, which are used at all-night parties such as trances or raves, dance clubs and bars. These party drugs, particularly when mixed with alcohol, can cause serious health problems, injuries, or even death.

**Cocaine/Crack:** Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

**Hallucinogens:** Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, PCP episodes may result in self-inflicted injuries, violence and aggressive behavior toward others.

**Heroin:** Heroin is an opiate drug that causes the body to have diminished pain reactions. Overdoses of this highly addictive drug can result in coma or death due to respiratory failure or cardiovascular collapse.

**Methamphetamines:** Methamphetamines can cause rapid or irregular heartbeat, increased blood pressure and body temperature. Possible side effects with long-term use include mood disturbances, violent behavior, anxiety, confusion and insomnia. All users risk becoming infected with diseases such as HIV/AIDS and hepatitis.

**Prescription Drug Abuse:** Taking a prescription medication that is not prescribed for you, or taking it for reasons or in dosages other than as prescribed, is prescription drug

abuse. Commonly abused classes of prescription medications include opioids, central nervous system (CNS) depressants and stimulants. Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Opioids and CNS depressants may cause the user to experience drowsiness, slowing of brain function, as well as decreased heart and respiration rates. Stimulants can cause anxiety, paranoia, dangerously high body temperatures or seizures if taken repeatedly or in high doses.

Salvia Divinorum: Use of salvia can cause hallucination, changes in visual perception, feelings of detachment and a decreased ability to interact with one's surroundings.

Synthetic Drugs (Spice, Bath Salts, etc.): "Spice" refers to a wide variety of herbal mixtures that produce experiences similar to marijuana (cannabis) and that are marketed as "safe," legal alternatives to that drug. The term "bath salts" refers to an emerging family of drugs containing one or more synthetic chemicals related to cathinone, an amphetamine-like stimulant found naturally in the Khat plant. Though research on synthetic substances is still limited, they have been found to be potentially more dangerous than marijuana, cocaine, or other substances of abuse, as they are addictive and can be highly dangerous to humans.

## **AVAILABILITY OF SUBSTANCE ABUSE REHABILITATION AND COUNSELING**

Texarkana College is committed to preventing the possession, use, and distribution of illicit substances and alcohol by students and employees and providing an environment that promotes a substance free campus. The College promotes a healthy lifestyle through numerous activities and resources including but not limited to:

- Increased academic standards for students that promotes accountability, leadership skills, and volunteerism.
- Faculty engaging with students as Faculty Academic Advisors
- Alcohol-free campus wide events in both Spring and Fall Semesters focusing on recruitment opportunities for student organizations; introduction to service providers and opportunities for students to experience the results of impaired driving through the use of alcohol impairment simulation goggles.
- Formal speaking engagements
- The campus student center with a café and a recreation center that contains weights, Olympic size pool, tennis courts and basketball court.
- A "Student Commons" that contains a coffeehouse, student study areas, student support services and the Texarkana College Ross Perot Leadership Museum.

The College provides students and employees counseling services on campus with an on staff part-time Licensed Professional Counselor in the areas of education, career, and personal issues. Students can refer themselves, or they can be referred by faculty or staff. Additionally, Community Healthcore is a service center located adjacent to our campus in a college owned facility. Community Healthcore is a regional service

provider that provides intellectual and developmental disability day rehab, substance use, veterans, and mental health services to our community.

Texarkana College provides state approved Alcohol Education for Minors (AEPM) classes certified by the Texas Department of State Health Services. This class is for persons who have received citations for alcohol related offenses while under the age of 21. Upon completion of the course, the participant is presented with a Texas State issued numbered certificate. Texas legislation mandates the courts require those under 21 who receive alcohol citations to complete a state approved alcohol awareness course. The course consists of a six-hour program and an exit interview. It is conducted in two 3-hour sessions and the scheduled exit interview. It contains information about alcohol advertising, alcohols effect on motor skills, accidents related to alcohol, symptoms of alcohol problems, laws, and decision-making. (6 hours). *Students under the age of 15 will be required to have a parent or guardian in class.*

The College offers educational and referral services to employees aimed at preventing substance abuse and assisting in rehabilitation, if desired, to local agencies offering such services. Interested employees should contact the Human Resources Office at (903)823-3017. All inquiries are confidential.

The College also offers educational and referral services to students aimed at preventing substance abuse and assisting in rehabilitation, if desired, to agencies offering such services. Interested persons should contact the Human Resources Office at (903)823-3017. All inquiries are confidential. Students may also contact the

East Texas Council on Alcoholism and Drug Abuse at <http://www.etcada.com/>

Community Healthcore at <http://www.communityhealthcore.com/> or

Alcohol Awareness for Minors, Texarkana College Continuing Education Department at (903)823-3270

## **POLICY DISSEMINATION**

The College will provide employees information on the Board of Trustees Drug and Alcohol Abuse Free College Policy and the Drug and Alcohol Abuse Prevention Program Statement, and they will also be required to sign acknowledgement forms of these terms at New Employee and New Faculty Orientations.

A copy of the Board of Trustees Drug and Alcohol Abuse Free College Policy and the Drug and Alcohol Abuse Prevention Program Statement are also posted on the Public Safety website. Copies will be made available upon request in the Human Resources Office, Police Department and Dean of Students/Vice President of Instruction office.

The College will include the Board of Trustees Drug and Alcohol Abuse Free College Policy and the Drug and Alcohol Abuse Prevention Program Statement in the College Catalog, Student Handbook and Employee Handbook.

The College will disseminate an email including the Board of Trustees Drug and Alcohol Abuse Free College Policy and the Drug and Alcohol Abuse Prevention Program Statement to all employees and students each semester after the week of student enrollment census to ensure distribution to all registered students.

## **BIENNIAL REVIEW**

The College will review documented infractions of the student conduct policy on an annual basis. The assessment includes reviewing the incident(s) and the outcome(s) to ensure that college policy regarding drug, alcohol, and other substance abuse violations and sanctions are imposed and consistently enforced.

The Department of Public Safety in collaboration with Executive Director of Human Resources will conduct an annual review to determine program effectiveness and implement changes as necessary. They will prepare a biennial review report approved by TC's President as required to be in full compliance with the Education Department General Administrative Regulations (EDGAR) 34 CFR Part 86.100.

The purpose of the biennial review of this Policy is to: 1) determine its effectiveness and implement changes, if needed; and 2) determine the number of drug-and alcohol-related violations and fatalities that occur on campus or during College activities; and are reported to College officials.