

Alcohol and Drug Free College	Approved Date	02-19-14
	Effective Date	02-19-14
	Revision No.	1.0

1.0 Purpose

This policy establishes guidelines for maintenance of an alcohol and drug-free campus.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
02-19-14	1.0	Policy rewrite.	
02-19-14	1.1	Listed the president's house as exempt from the policy.	5.1
02-19-14	1.2	Removed the section on disciplinary action. Discipline is addressed in the Employee Performance Deficiency and Egregious Behavior Policy and the Student Disciplinary Policy.	7.1

3.0 Persons Affected

- 3.1 Casper College employees.
- 3.2 Casper College students.
- 3.3 Campus visitors and volunteers.

4.0 Policy

The policy of Casper College is to ensure the following.

- 4.1 The college maintains an alcohol and drug free work and academic environment.
- 4.2 There is no use or possession of alcohol in college facilities or vehicles.
- 4.3 There is no unlawful or unauthorized manufacture, distribution, dispensation, possession, sale, or use of alcoholic beverages and controlled substance or drug paraphernalia in college facilities or vehicles.
- 4.4 No college employee, students, visitor, of volunteer is intoxicated or impaired while using college facilities or vehicles.
- 4.5 The college abides by all federal, state, and local laws regarding alcohol and drugs.

5.0 Definitions

- 5.1 Facility. All buildings, structures, grounds, fields, and parking lots owned or leased by the college. The president's residence is exempt from the alcohol portion of this policy.
- 5.2 Drug Free Workplace of 1988. This federal act requires that all federal grantees agree that they will provide a drug-free workplace.
- 5.3 Criminal Drug Conviction. A finding of guilt (including a plea of guilty or a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug laws, alcohol beverage control laws, or laws that govern driving while intoxicated.
- 5.4 Controlled Substances. This group drugs includes, but are not limited to,
- narcotics, such as propoxyphene, opium, heroin, morphine and synthetic substitutes
 - depressants, such as chloral hydrate, barbiturates, benzodiazepines, and methaqualone
 - stimulants, such as cocaine (and any derivatives) and amphetamines
 - hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, ecstasy, and MDMA
 - cannabis, such as marijuana and hashish
 - any chemical compound added to federal or state regulations and denoted as a controlled substance.

6.0 Responsibilities

- 6.1 The director of human resources is responsible for ensuring compliance to this policy for employees and volunteers.
- 6.2 The vice president of student services is responsible for ensuring compliance to this policy for students.
- 6.3 The director of campus security is responsible for ensuring compliance to this policy for visitors.

7.0 Procedures

7.1 Disciplinary Action

Employees found in violation of this policy are subject to discipline action found in the Employee Performance Deficiency and Egregious Behavior Policy, to include termination.

Students found in violation of this policy are subject to disciplinary actions found in the Student Disciplinary Policy, to include expulsion.

Employees and students may also be subject to criminal proceedings.

7.2 Federal Reporting

7.2.1 Employees must notify the director of human resources of any criminal drug convictions occurring in the workplace or while the employee was acting in an official work capacity on or off campus no later than five days after such conviction, including a criminal conviction for a:

7.2.1.1 violation of any criminal drug law

7.2.1.2 violation of any alcoholic beverage control law, or law that governs driving while intoxicated, based on conduct occurring either on or off the workplace

7.2.2 The college will notify any applicable federal agencies of the conviction within ten days of receipt of notification of a conviction. The college will initiate personnel action, up to and including termination, within thirty days of receiving notice of such conviction. Employees may be required to document satisfactory participation in a drug abuse assistance or rehabilitation program before being allowed to return to work.

7.3 Drug and Alcohol Awareness Training

7.3.1 The Human Resources Department is responsible for providing drug-free awareness training to all employees within 30 days of the employee's first day of work. The training will include information on the dangers of drug abuse in the workplace, this policy, available drug counseling, rehabilitation, and employee assistance programs, and penalties for violating this policy.