



# Drug & Alcohol Abuse Prevention 2017

Anoka Technical College is a member of the Minnesota State College and University system. We are an affirmative action, equal opportunity employer and educator. This document can be made available in alternative formats to individuals with disabilities by calling the Director of Public Safety at 763-433-1184

## **Prevention Plan Purpose**

Anoka Technical College is committed to the well-being of our campus community including students, employees, and visitors. ATC has taken numerous steps to maintain a safe learning environment for all. ATC encourages students, employees, and visitors to take appropriate steps to ensure their own personal safety. We encourage all to report suspicious individuals/activities, suspected substance abuse, or hazardous conditions immediately.

Anoka Technical College is located next to the historic Anoka river region in Anoka Minnesota. Anoka Technical College was founded in 1967 with five degree programs as part of the Minnesota State system. Today the college offers more than 35 program areas across the levels of Associate of Applied Science (AAS) degrees, diplomas and certificates.

- Largest programs: [Practical Nursing](#), [Information Technology](#), [Welding](#), [Medical Assistant](#)
- Programs unique to Minnesota State: [Administrative Specialist \(AAS\)](#), [Business Data Technician \(AAS\)](#), [Medical Scribe Specialist \(Cert\)](#), [Judicial Reporting](#)
- Tuition and fees (2016-2017): **\$184.47**/per credit
- [Accredited](#) by six national or regional accrediting bodies and numerous other outside agencies.

## **Student Body (2016-2017)**

- Headcount: 2,872
- Gender:
  - Male: 40%
  - Female: 59%
- Students of color: 20%
- Students to faculty ratio (fall semester 2015) 19:1

Anoka Technical College's Drug and Alcohol Abuse Prevention Plan is available in printed format by request in the Financial Aid Office. It is disseminated electronically at least annually to students and employees of the College. Additional information about this policy, education programs provided on campus, drug and alcohol awareness or dependency resources can also be found in Public Safety's Annual Security Report available at: [www.atcpublicsafety.wordpress.com](http://www.atcpublicsafety.wordpress.com). This document can also be obtained in paper form by contacting the Financial Aid Office (Email: [finaid@anokatech.edu](mailto:finaid@anokatech.edu) or in person). , Erica Stene to set up an in-person appointment/evaluation (Online appointment request: <https://calendly.com/ericastenewinkler> or Phone: 763-576-4036).

## **College's Response to Reports of Substance Abuse:**

- All allegations will be investigated. These investigations may be made in conjunction with the appropriate law enforcement agencies who have jurisdiction.
- Reports will be classified by the Director of Public Safety in conjunction with the appropriate law enforcement agency according to the FBI Uniform Crime Reporting Definitions.
- When alleged perpetrators are identified as students, the case will be forwarded to the Dean of Student Affairs for investigation and appropriate action. Employee allegations will be referred to Human Resources for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the student or employee disciplinary process.
- Drug law violations – Arrests or referrals will be made for the violation of state and local laws relating to the unlawful possession, sales, use, growing, manufacturing, and making of narcotic drugs.
- Liquor law violations - Arrests or referrals will be made for the violation of ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor.

**History**

College policy has been developed set forth the College's stance on alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

The College recognizes the reality of chemical dependency and is aware of its presence in the college community. Drug and/or alcohol use is prohibited on all campuses. As a safeguard against this dependency, numerous community/campus resources and student organizations, provide substance abuse awareness/prevention programming to the College community.

The College encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various departments, including Public Safety, Advising, Counseling, & Career Center, and Human Resources, provide information and referral to prevention programs for those seeking help with substance abuse. This document serves as a comprehensive resource for students and employees for drug and alcohol prevention.

## Anoka Technical College

ATC is located next to Hwy 10, that runs east/west along the campus south side, Thurston Ave which runs North/south on the East side of campus, vacant industry and professional workforce training parking lot aligns the west side of campus. Railroad tracks run parallel to the north of campus.



## **MONITORING AND RECORDING ACTIVITY AT OFF-CAMPUS LOCATIONS:**

All ATC recognized organizations that are off-campus will be monitored by local law enforcement agencies. Just because a facility or organization is located off-campus (i.e. conference or class) does not mean activity at that location is not monitored. Such activity is monitored by local law enforcement agencies which shares information with ATC. Campus sponsored events at off-campus locations could include Clery Act reportable violations dependent on who was involved, location, ownership of the property/premise and scope of the incident.

ATC includes off-campus student organizations' crime statistics in its annual report as part of the crime at ATC.

## **POLICY REGARDING ALCOHOLIC BEVERAGES ON CAMPUS AND ENFORCEMENT OF UNDER-AGE DRINKING LAWS:**

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in certain buildings or grounds, ATC will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students and employees. ATC prohibits the unlawful possession, consumption (use), sale, or distribution of alcohol by all students and employees and enforces all applicable drinking/liquor laws and policies on campus, including Federal law, Minnesota State law, Anoka City Ordinances and institution policy (Anoka Technical College Policy 1A.8:

<https://www.anokatech.edu/~media/Files/New%20Web%20Site%20Files/Policies%20and%20Procedures/1A8%20Drug%20Free%20Campus%20policy.ashx>

The possession or consumption of alcohol are prohibited in all ATC campus buildings, and applies regardless of age. Consuming alcohol and loitering with an open container of alcohol is a violation of the law in accordance with MN statute 169A.35 OPEN BOTTLE LAW. The only exception is for special events authorized by the Minnesota State Colleges and College Board of Trustees.

Students are subject to the Student Code of Conduct while participating in school sponsored activities at off campus locations- any violations of the Student Code of Conduct while participating in any such activities will be investigated by ATC Department of Public Safety and the Office of Dean, Student Affairs.

ATC will impose sanctions on students and employees who violate this policy. Disciplinary action may include, but is not limited to, the following:

- Students or employees who violate this policy will be subject to disciplinary sanctions, including but are not limited to:
  - Official reprimand
  - Restitution
  - Completion of a rehabilitation program
  - Community Service
  - Suspension
  - Expulsion and or reporting to Law enforcement
  - Employees may face sanctions consistent with existing contracts, up to and including termination of employment,

**Legal Sanctions:** Where appropriate, drug and alcohol violations are referred to law enforcement officials for investigation, charges and prosecution.

### **Financial Aid Suspension:**

A student convicted of any federal or state law for the possession or sale of drugs is ineligible for financial aid as follows. For drug possession, the ineligibility period is one year for the first offense, two years for the second offense, and indefinitely for the third offense. For drug sale, the ineligibility period is two years for the first offense and indefinitely for the second offense. Eligibility may be restored if, during the ineligible period, the student satisfactorily completes a drug rehabilitation program that meets criteria determined by the Federal Government, and includes two unannounced drug tests.

Students who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the Anoka Police Department (who may be called to assist), and the student may be subject to citation or arrest.

Except as allowed by Minnesota Statute 624.71, or by Minnesota State Policy 5.18, students or employees shall not introduce upon or have possession upon any college campus, or while involved in a college activity, service, project, program or work situation, any alcoholic beverage as defined in Minnesota Statute 340A

Employees who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action. Non-students/ non-employees who are found to be in possession of an open container or consuming alcohol while on campus may be asked to leave campus, may be prohibited from returning for one year, if uncooperative the Anoka Police Department may be called to assist, and the individual may be subject to citation or arrest.

Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of ATC. Any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

When an employee is taking medically authorized drugs or other substances which may alter job performance, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position. Supervisors shall notify the Director of Human Resources before notifying appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession at work or on college premises. When appropriate, ATC shall also notify licensing boards.

The state of being under the influence of alcohol is prohibited in all ATC campus buildings.

Non-students/ non-employees who are believed to be under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative the Anoka Police Department may be called to assist, and the individual may be subject to citation or arrest.

ATC forbids the use (consumption), possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special functions/events which have been pre-approved by the ATC Vice President.

ATC enforces the Minnesota drinking laws, including the prohibition of use by persons under 21 years of age, and College policy.

If the suspect is underage, local law enforcement will be called for assistance.

**Disclosure of Offenses:**

Institutions of higher education are permitted under certain provisions of the Family Educational Rights and Privacy Act (FERPA) to disclose to parents or legal guardians of a student under the age of 21 years information regarding the violation of any federal, state, or local law, and institutional disciplinary rule or policies related to the use or possession of alcohol or a controlled substance.

**Drugs on Campus and Enforcement of State and Federal Laws:**

ATC forbids the possession, use, or sale of illegal drugs on all campuses. This includes but is not limited to possession, sale, and use, growing, manufacturing and making of narcotic drugs. ATC enforces both Minnesota and Federal drug laws regarding the use, possession, and sale of illegal drugs.

## **Legal Sanctions**

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 g or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 g, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days.

Possession of alcohol under age 21 or use of false identification to purchase alcohol results in a \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

## **DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS:**

The purpose of this policy is to set forth the ATC's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The Drug and Alcohol Free Campus Policy is on page 16 of this publication.

ATC recognizes the reality of chemical dependency and is aware of its occasional presence in ATC community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the ATC community.

Anoka Technical College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on ATC premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus. In accordance with federal regulations, this policy is printed in the electronic Student Handbook, which is made available to every student and employee and included with the annual Campus Crime and Security Report, which is available to every student and employee. ATC conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

## **Standards of Conduct:**

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off- campus.
- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law while involved in a college-sponsored activity or event, on- or off-campus.
- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
- Except as allowed by Minnesota State Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at ATC and at college-sponsored events is prohibited.

## **Educational and Treatment Programs:**

- ATC provides periodic information and training for employees and information to students that foster a drug- and alcohol-free environment.
- Counselors are available to assist students deal with personal concerns that might interfere with their academic work while at ATC. Services are free and confidential and can be arranged by contacting the Counseling and Advising Department.

- The Employee Assistance Program (EAP) is available to all Minnesota State employees. EAP can assist employees by providing a professional assessment of a possible alcohol or drug problem. The mission of EAP is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. For additional information, contact the Human Resources Department.

Numerous training materials and resources are available and current on Drugs and Alcohol policies/guidelines/statutory language at:

<http://www.anokatech.edu/en/AboutATC/PoliciesProcedures/Policy1A8.aspx> and also at <http://www.anokatech.edu/en/AboutATC/PoliciesProcedures/Policy1A7.aspx>

National resource sites include [www.nida.nih.gov](http://www.nida.nih.gov) and [www.findtreatment.samhasa.gov](http://www.findtreatment.samhasa.gov)

## Alcohol and Drug Resources

**If you need assistance with a drug or alcohol problem, the following services are confidential and available to ATC students:**

Alcoholics Anonymous: [aaminnesota.org](http://aaminnesota.org)

**Anoka Technical College Counseling Services: 763-576-4036**

Substance awareness programs and services are offered through the ATC Counseling Department. Appointments may also be made online with Counselor, Erica Stene Winkler at: <https://calendly.com/ericastenewinkler> . Contact the department for further information. <http://www.anokatech.edu/StudentServices/Services/CounselingServices.aspx>

**College employees should contact the State Employee Assistance Program: 651-259-3840**

Employee Assistance provides a professional assessment of possible alcohol or drug problem.

## Community Counseling/Treatment Resources:

Anoka/Metro Regional Treatment Center  
3301 7th Ave N, Cronin Building, Anoka, MN 55303  
763-712-4492

Dellwood Recovery Center  
701 S Dellwood Ave, Cambridge, MN 55008  
763-689-7723  
[www.cambridgemedicalcenter.com](http://www.cambridgemedicalcenter.com)

Transformation House  
1410 S Ferry St, Anoka, MN 55303  
763-427-7155  
[www.transformationhouse.com](http://www.transformationhouse.com)

Hazelden Foundation  
15245 Pleasant Valley Rd, Center City, MN 55012  
800-257-7800  
[www.hazelden.org](http://www.hazelden.org)

New Connection Programs Outpatient Treatment  
8000 Hwy 65 NE, Minneapolis, MN 55431  
763-784-2454  
[www.regionshospital.com](http://www.regionshospital.com)

Recovery Plus Rum River Outpatient Program  
209 6th Ave S, Princeton, MN 55371  
800-964-8524

Unity Hospital Substance Abuse Services  
550 Osborne Rd, 2 E, Minneapolis, MN 55432  
763-236-4522  
[www.mercy-unity.com](http://www.mercy-unity.com)

The state of being under the influence of a controlled substance is prohibited in all ATC campus buildings.

**Students** who are believed to be under the influence of a controlled substance may be subject to disciplinary action for violating the Student Code of Conduct. **Employees** who are believed to be under the influence of a controlled substance may be subject to disciplinary action. **Non-students/ non-employees** who are believed to be under the influence of a controlled substance may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative the County Police Department may be called to assist, and the individual may be subject to citation or arrest.

**For petty misdemeanor crimes, such as possession of marijuana, the following actions will be taken:** **Students** who are found to be in violation of the law may be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the County Police Department may be called to assist, and the student may be subject to citation or arrest. **Employees** who are found to be in violation of the law while on campus may be subject to disciplinary action. **Non-students/ non-employees** who are found to be in violation of the law while on campus may be asked to leave campus, may be prohibited from returning for one year, if uncooperative the Anoka Police Department may be called to assist, and the individual may be subject to citation or arrest for misdemeanor and felony level drug crimes the Anoka Police Department will be contacted.

### Disciplinary Sanctions

Students and/or employees who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions, consistent with existing contracts, up to and including termination of employment, will be imposed on employees who violate the preceding standards of conduct. Sanctions include, but are not limited to: Official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion and/or reporting to local law enforcement will be imposed on students who violate the preceding standards of conduct.

For more information, please see the links below for the Anoka Technical College Policies:

Policy 1A.7: Environmental Health and Safety Policy [link](#).

Policy 1A.8: Environmental Health and Safety: Anoka Technical College Drug Free Campus Policy [link](#).

Student Consumer Information DAAPP Resources & Biennial Review [documentation](#).

### Financial Aid Suspension:

A student convicted of any federal or state law for the possession or sale of drugs is ineligible for financial aid as follows. For drug possession, the ineligibility period is one year for the first offense, two years for the second offense, and indefinitely for the third offense. For drug sale, the ineligibility period is two years for the first offense and indefinitely for the second offense. Eligibility may be restored if, during the ineligible period, the student satisfactorily completes a drug rehabilitation program that meets criteria determined by the Federal Government, and includes two unannounced drug tests.

### Maintaining a Drug and Alcohol-Free Campus

<http://www.anokatech.edu/en/AboutATC/PoliciesProcedures/Policy1A8.aspx> provides information regarding Drug free campus for Anoka Technical College.

Students or employees shall not use, manufacture, sell, give away, barter, deliver, exchange or distribute, or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange or distribute a **controlled substance or drug paraphernalia** as defined in Minnesota Statutes, Chapter 152, while on campus or while involved in a college activity, service, project, program or work situation.

Except as allowed by Minnesota Statute 624.71, or by Minnesota State Policy 5.18, students or employees shall not introduce upon or have possession upon any college campus, or while involved in a college activity, service, project, program or work situation, any **alcoholic beverage** as defined in Minnesota Statute 340A.

Employees shall not operate, use or drive any equipment, machinery, or vehicle of ATC while under the influence of alcohol or controlled substances. Such employee is under the affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive college equipment.

#### **Disclosure of Offenses:**

Institutions of higher education are permitted under certain provisions of the Family Educational Rights and Privacy Act (FERPA) to disclose to parents or legal guardians of a student under the age of 21 years information regarding the violation of any federal, state, or local law, and institutional disciplinary rule or policies related to the use or possession of alcohol or a controlled substance.

#### **Health Risks Associated with the Abuse of Alcohol and Illicit Drugs**

- Alcohol is the most abused drug in the United States today.
- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse is irresponsible drinking which harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment and loss of coordination.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About 1 in 10 drinkers becomes an alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in damage to your health. It can cause malnutrition, brain damage, and cancer to the mouth, stomach and esophagus, heart disease, liver damage, ulcers and gastritis as well as damage to other body organs.
- Prolonged excessive drinking can shorten life spans by 10 to 12 years.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind and behavior.
- Abusing drugs can be dangerous especially when they are taken for a long time, in the wrong combinations or in excess.
- If you take drugs, you risk overdose and dependence, both physical and psychological.
- Long-term drug abuse can lead to mental illness, malnutrition and organ damage.
- The risk of AIDS, hepatitis and other diseases increases if drugs are injected.
- When drugs make you lose control, you may do things beyond your ability and take foolish risks. Accidents and injuries can result to you and to others.
- Abusing drugs can also cause legal, economic and personal problems.
- People who abuse drugs often need help.
- Breaking a drug habit without outside help can be dangerous because of withdrawal symptoms and difficult because of the psychological need.

#### **Drug Specific Health Risks**

Alcohol: Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Amphetamines: Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

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, paranoia and depression. Cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

Hallucinogens: Lysergic Acid Diethylamide (LSD) causes 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. Hallucinogens can cause liver damage, convulsion, coma and even death.

Marijuana: Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and temporary loss of fertility. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Methamphetamines: Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Methamphetamine users may experience symptoms similar to Parkinson's disease, a severe movement disorder.

Narcotics: Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Steroids: Steroid users experience a sudden increase in muscle and weight and an increase in aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer.

#### DAAPP Dissemination Policy Statement & Procedure

Anoka Technical College is committed to providing comprehensive alcohol and drug prevention materials to students and employees. Materials will be distributed to each employee and to each student who is taking one or more classes for any type of academic credit (except for continuing education units) regardless of the length of the student's program of study. The College's drug and alcohol abuse prevention materials shall be compiled into a resource document and disseminated to students and employees on at least an annual basis.

Procedure: The College shall distribute materials electronically to students and employees at least annually. As new students enroll, an email communication disseminating the College's drug and alcohol prevention program materials will occur using the Minnesota State Communications Module.

The College will disseminate drug and alcohol abuse prevention materials to students electronically via email at least annually. Re-occurring emails will be set to automatically send the communications to students as they are admitted and an email address is generated. Human Resources shall, upon hire, make employees aware of the drug and alcohol abuse prevention plan and resources. Additionally, an email communication will be sent to all employees twice per year.

The College's plan shall be available year round, posted on the College's student consumer information web page and in hard copy in the President's Office on campus. Additionally, the direct electronic address shall be printed in the Annual Security Report (annually distributed), Student Handbook (for student access) and College Catalog (employee access). For prospective students and employees, links to the information is available in the "notes" of the College's Net Price Calculator and in job postings.

#### Biennial Review Policy Statement & Procedure

The College shall conduct annual reviews, rather than less frequent biennial reviews, of its drug and alcohol prevention program to determine its effectiveness and implement changes to the program if they are needed. Review of incidents reported on campus where alcohol and drugs were present or abuse was noted, will occur annually to ensure that sanctions are consistently enforced. Additionally, the College's drug and alcohol abuse prevention resource document shall be reviewed to ensure the following components, at a minimum, are incorporated:

- Information on preventing drug and alcohol abuse;
- Standards of conduct that clearly prohibit, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;

- A description of any drug and alcohol counseling, treatment, or rehabilitation or re-entry programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol; and
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Procedure: The Health & Safety Taskforce, on behalf of the College, shall ensure students and/or employees are surveyed to evaluate the effectiveness of drug and alcohol abuse prevention programming offered on campus. The information derived from the surveys shall inform the annual evaluation of programming efforts and subsequent recommendations for changes to programming.

The Health & Safety Taskforce, on behalf of the College, shall obtain lists of drug and alcohol related incidents reported on campus from Public Safety & Security, Human Resources (if applicable), and Student Code of Conduct/Title IX Coordinator. Incidents shall be reviewed to ensure sanctions are consistently enforced. Representatives of the review taskforce include but are not limited to: Dean of Student Affairs/Title IX Coordinator, Public Safety & Security Director, and Financial Aid Director.

The completed review shall be presented to Cabinet for approval by Cabinet and/or the President.