

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **DRUG-FREE CAMPUS (AP-008)**

Contact: Director, Human Resources, Ext. 7017

A. GENERAL POLICY

Rogue Community College (RCC or the College) is committed to providing an environment that fosters excellence in learning for its students and community and in the work performance of all employees. The misuse and illegal use of alcohol, marijuana, and other drugs is contrary to this effort. In keeping with state and federal statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol, cannabinoids (Marijuana), and other drugs, and/or being under the influence of alcohol, marijuana and other drugs is not permitted on college-owned or college-controlled property; or while representing the College on business or in other college-sponsored activity(ies).

There shall be no consumption of alcohol at college-owned facilities unless such use is authorized by the College President. RCC complies with the Drug-Free Schools and Campuses Regulations (EDGAR Part 86) and the Drug-Free Workplace Act of 1990 by developing a drug-free campus program, including the misuse and illegal use of alcohol, marijuana and other drugs.

While Oregon voters approved a ballot measure in 2014 making Oregon the third state to allow possession and sale of marijuana for recreational use, students' and employees' welfare, as well as teaching and learning are the College's top priorities. As a public institution, RCC receives federal funding in the form of grants and financial aid. Therefore, allowing any use of marijuana would be in violation of that law, thus jeopardizing the College's mission and the College's students' educations. Under federal law, marijuana is designated as a Schedule 1 drug.

A biennial review and report will be completed to determine the effectiveness and the consistency of sanction enforcement and to identify and implement any necessary changes.

B. STANDARDS OF CONDUCT - USE OF INTOXICANTS AND CONTROLLED SUBSTANCES

- 1. Prohibited Use:** Intoxication or the use, possession, or distribution of alcoholic beverages, marijuana, or other drugs on college property, or at college-sponsored or supervised functions, is prohibited.

The unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs, including recreational marijuana, on college property, or at college-sponsored or supervised functions, is prohibited. No employee shall unlawfully manufacture, distribute, possess or use a controlled substance in the workplace, and violations will result in disciplinary action that may include, but is not limited to, suspension or dismissal.

- 2. Permissible Use:** There is no permissible use of intoxicants and controlled substances on any RCC campus or facility. The consumption of alcohol on RCC property is prohibited under all circumstances including fundraisers and other special events, except for approved college courses or certain college events (as described below):

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3. **Approved College Courses:**

- a. For classes relating to growing and/or harvesting grapes or hops, or the production and/or marketing of wine or beer, limited consumption of, or tasting of, alcoholic beverages by students and/or staff may be an integral part of such classes. Other classes, such as those relating to public safety training may also include consumption of alcoholic beverages as an integral part of the class.
- b. Permission for appropriate consumption of alcohol by students/staff, which is considered to be an integral part of these special classes shall be included as part of the approval for scheduling such special classes. Under these special, limited circumstances, alcoholic beverages may be permitted on campuses from time to time. Prior to the advertising of such classes, the instructor must complete an *Alcohol Permission Form*, including a copy of the course outline, and obtain the required approval signatures.
- c. All course outlines/syllabi for these special classes must include notice that tasting of alcoholic beverages is strictly prohibited to students under the legal age limit, and some classes may restrict enrollment, whenever appropriate, to students only of legal age and those students able to taste alcoholic beverages as needed to successfully complete the class.
- d. Prior to participation in the course, all students must submit a signed *Alcohol-Related Events Hold Harmless Agreement*. Completed forms must be kept on file in the appropriate campus/department's administrative office for six (6) years after the class has ended and remain available to Human Resources (HR) upon request. Copies of the form may be accessed on RCC's website: <http://web.roguecc.edu/enrollment-services/forms-students> or by calling the Compliance Coordinator at 541-245-7632.
- e. Designated drivers, using college vehicles (owned or rented), must be assigned for any tours or field trips involving classes where alcoholic beverages may be consumed. These designated drivers are prohibited from any consumption of alcohol before or during these tours. If the designated drivers are not regular RCC employees, they must be approved by HR prior to driving a college vehicle (owned or rented).
- f. All federal and state statutes must be honored in any service, use, or transportation of such alcoholic beverages related to these classes.

4. **College Events:** Alcoholic beverages *may* be allowed at certain college events. If alcoholic beverages are allowed at any college event, that event:

- a. Must be held at an off-campus location;
- b. Must be scheduled during a college closure or outside of regularly scheduled work hours;
- c. Must include voluntary attendance only; and,
- d. The College will not purchase, supply or serve the alcohol.

5. **Right of Refusal:** In all situations (either for college-approved course(s) or specific college events, described above), the RCC President, and/or his/her designee has the right to deny the use of alcoholic beverages at any college event or for any college-approved course(s) as described above.

C. REPORTING

Students and employees may report abuse of drugs or alcohol on any RCC campus by contacting the Facilities and Operations Safety/Security Departments at 541-218-2930 (Redwood Campus) or 541-218-2931 (Riverside Campus).

D. DRUG AWARENESS AND TRAINING

In order to comply with Federal Drug-Free Campus Regulations, the HR Department maintains a Drug-Free Awareness Program. The program is designed to inform students and employees of the current alcohol and drug-free policies and programs. This information includes, the dangers of drug abuse in the workplace, the policy for maintaining a drug-free/alcohol-free work place, any available drug counseling and/or rehabilitation, including the Employee Assistance Program for assistance with drug and alcohol abuse and the penalties that may be imposed upon employees for drug and alcohol abuse violations.

1. **Employee Notification:** The HR Department maintains an Alcohol and Drug Awareness Program. New employees are notified of alcohol-free and drug-free policies and programs during new employee orientation.

In addition, employees are reminded annually, by email, of the policies and programs with a link to the Drug-Free Campus Website at www.rogucecc.edu/Drug-FreeCampus, which includes the following information:

- a. Standards of conduct;
 - b. Possible legal sanctions and penalties;
 - c. Statements regarding the health risks associated with alcohol and drug abuse;
 - d. Programs related to prevention of alcohol and drug abuse available to students, staff and faculty; and,
 - e. Disciplinary sanctions for violations of the standards of conduct.
2. **Student Notification:** Through the Counseling Department, the College has established a similar Drug and Alcohol Awareness Program to provide information, support, and referrals for students.

Students enrolled at RCC will receive a Drug-Free Campus Notification at the end of their online registration process. Students who do not register online will be given a Drug-Free Campus brochure. In addition, students will be notified annually, by email, of the following issues related to misuse and illegal use of alcohol, marijuana and other drugs at RCC:

- a. Standards of conduct;
 - b. Possible legal sanctions and penalties;
 - c. Statements regarding the health risks associated with alcohol and drug abuse;
 - d. Programs related to prevention of alcohol and drug abuse available to students, staff and faculty; and,
 - e. Disciplinary sanctions for violations of the standards of conduct.
3. **Distribution of Materials:** This *Drug-Free Campus Policy/Procedures* is reviewed with each student and employee before enrollment or employment. Each student and employee must sign an Agreement of Compliance, which will then become part of his or her record. Employees are required to review the agreement annually.

E. DRUGS AND ALCOHOL HEALTH RISKS AND WARNING SIGNS

1. Drug Health Risks:

- *Cannabinoids (Marijuana)* - Frequent respiratory infections; possible mental health decline; addiction.
- *Opioids (Heroin, Opium)* - Constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose
- *Stimulants (Cocaine, Methamphetamine)* - Weight loss, insomnia; cardiac or cardiovascular complications; stroke; seizures; addiction; nasal damage from snorting (cocaine); severe dental problems (methamphetamine).
- *Prescription Depressants (Sleep Medications, Benzodiazepines)* - Lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol.
- *Prescription Opioids and Morphine Derivatives (Codeine, Methadone, Oxycodone)* - Slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other CNS depressants.

2. **Alcohol Health Risks:** Increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose.

3. **Warning Signs:** If you are experiencing these things as a result of substance use, it may be a good time to seek help or referrals for help from the RCC Counseling Department. Warning signs may include:

- Missing work or classes, declining performance or grades
- Neglecting important responsibilities
- Poor concentration
- Building alcohol or drug tolerance
- Feeling like you don't have control over your drinking or drug use
- Leaving behind activities you used to enjoy

F. DRUG AND ALCOHOL RESOURCES

RCC recognizes the importance of the health and well-being of its students and employees. Misuse of drugs and alcohol has known affects to the mind, body, and society as a whole. To support our students and to comply with the Federal Drug-Free Schools and Communities Act, RCC is devoted to a campus free from the effects of alcohol, marijuana, and other drugs.

RCC Counseling Department Services:

- Confidential short-term counseling services at no charge to students, faculty, and staff members.
- Referrals to outside support, education, and rehabilitation.
- Additional informational materials for health risks associated with specific drugs.

Counseling Department Contact Information: Redwood Campus: (541) 956-7192; Riverside and Table Rock Campuses: (541) 245-7552

Community Drug and Alcohol Resources: Depending on student needs, the RCC Counseling Department may refer staff or students to off campus agencies to obtain additional help with drug and alcohol dependencies. The following local agencies that are available:

Community Resources

http://www.roguecc.edu/Counseling/community_resources.asp

Josephine County Resources

<http://www.co.josephine.or.us/Page.asp?NavID=1375>

Options for Southern Oregon
1215 SW G St., Grants Pass, Oregon 97526
(541) 476-2371; 24-hour crisis line: (541) 474-5360

Jackson County Resources

<http://jacksoncountyor.org/hhs/Addictions>

OnTrack
<http://www.ontrackrecovery.org/>
Medford: 221 W. Main St. (541) 772-1777
Grants Pass: 806 NW 6th St. (541) 955-9227

Narcotics Anonymous
<https://www.na.org/>
Helpline: (800)-733-8855

Kolpia Counseling Services
<https://kolpiacounseling.com>
607 Siskiyou Blvd., Ashland, Oregon 97520
(541) 482-1718

Other Local Resources

Addictions Recovery Center of Jackson Co.
<http://www.addictionsrecovery.org/>
1003 W Main St., Medford, Oregon 97501
(541) 779-1282

Phoenix Counseling Center
<http://www.phoenixcounseling.org/>
149 S. Main St., Phoenix, Oregon 97535
(541) 535-4133

Alcoholics Anonymous
<http://www.medfordareaaa.org/>
110 E. 6th St. Medford, Oregon 97501
(541) 732-1850; 24 Hour Help Line: (541) 773-4848

Alcohol and Drug Line Statewide/24 hours
<http://www.oregon.com/oha/amh/Pages/gethelp.aspx>
Adult: (800) 923-4357; Youth: (877) 968-8491

Department of Veterans Affairs
Southern Oregon Rehabilitation Center and Clinic
<http://www.southernoregon.va.gov/>
8496 Crater Lake Hwy., White City, Oregon 97503
(541) 826-2111

G. SANCTIONS IMPOSED

1. **Student Sanctions:** RCC may impose sanctions upon students who have violated the Student Code of Conduct by illegal or unauthorized distribution, possession, use or being under the influence of alcohol, marijuana and/or other illegal drugs or controlled substances on college property or at college-sponsored or supervised functions. Sanctions may include reprimand, exclusion from campus, disciplinary probation, suspension, expulsion or other sanctions that the Compliance Coordinator may impose. Federal and state sanctions include fines of up to \$100,000 and imprisonment of up to 10 years.

One or more of the following sanctions may be imposed upon students who have violated the Student Code of Conduct. All documentation related to any such action are subject to established filing procedures. RCC sanctions include:

- *Reprimand:* Any college staff member may initiate a reprimand with a verbal or written warning when a student's specific conduct does not meet college standards and that continuation of such conduct will result in further disciplinary action.
 - *Immediate Exclusion:* Any college staff member may direct that a student be immediately excluded from RCC privileges, activities, and/or property as deemed appropriate and necessary to ensure the safety and rights of students and staff.
 - *Disciplinary Probation:* The Compliance Coordinator or designee may direct a student to comply with specific conditions or restrictions while in attendance at RCC, in addition to the Student Code of Conduct, for a specified period of time.
 - *Suspension:* The Compliance Coordinator may direct a suspension defined as exclusion from RCC property, activities, and privileges for a fixed period of time appropriate to address the severity of the infraction.
 - *Expulsion:* The Compliance Coordinator may direct termination of student status and denial of further college privileges.
 - *Restitution:* The Compliance Coordinator, in consultation with the administrative team and other parties involved, may direct restitution in addition to other disciplinary action. Restitution is defined as compensation or reimbursement for damage to or misappropriation of property, which may take the form of appropriate service to repair or otherwise compensate for damages. Conditions of restitution will be detailed in a letter to the student. Established filing procedures will be followed.
 - *Other:* The Compliance Coordinator may impose additional sanctions or forms of disciplinary action including, but not limited to, directives for student behavior or plans of action.
2. **Employee Sanctions:** RCC reserves the right to impose discipline up to and including termination of employment. If a violation of this policy is discovered by the College without voluntary disclosure by the employee the employee's willingness to seek outside assistance will not excuse the violation and will have no bearing on the determinations of appropriate disciplinary action.
3. **State and Federal Sanctions:**
- a. The following are Oregon penalties for illegal possession of key drugs (Oregon laws are stricter than federal laws):
- Schedule I Class B Felony:* Heroin, LSD, other hallucinogens, marijuana, others.
Maximum prison time: 10 years. Maximum fine: \$100,000.
- Schedule II Class C Felony:* Methadone, morphine, amphetamines, methamphetamines, cocaine, PCP. Maximum prison time: 5 years. Maximum fine: \$100,000.
- Schedule III Class A Misdemeanor:* Non-amphetamine stimulants, some depressants.
Maximum prison time: One year. Maximum fine: \$2,500.
- Schedule IV Class C Misdemeanor:* Valium-type tranquilizers, some less potent depressants.
Maximum prison time: 30 days. Maximum fine: \$500.

- b. Federal law prohibits, among other things, the manufacturing, distributing, selling, and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years' imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4,000,000. Maximum penalties for other controlled substances can range from five years to life imprisonment and fines ranging from \$2,000,000 to \$4,000,000. First offense penalties and sanctions for the illegal possession of small amounts of controlled substance range from up to one year in prison or a fine of at least \$1,000.

H. NOTIFICATION REQUIREMENTS FOR FEDERAL CONTRACTS AND GRANTS UNDER DRUG-FREE WORKPLACE ACT OF 1988

Employees shall inform their supervisor and the HR Director within five (5) days after being adjudicated or convicted for violation of any federal or state criminal drug statute. A conviction or adjudication means entry of a no contest plea; or execution, suspended execution, or suspended imposition of a sentence; or a finding of guilt; or the imposition of a sentence by a judge or jury in a federal or state court. When an employee who is assigned to perform work funded under a federal grant or contract is adjudicated or convicted for violation of any federal or state criminal drug statute, RCC must notify the U.S. government agency with which the contract or grant was made within ten (10) days after receiving notice from the employee or other actual notice.

I. EMPLOYMENT REQUIREMENTS

Employees must be free of intoxicants, and mentally and physically capable of effectively performing assigned duties. Employees must notify their supervisors in advance when the use of prescription or over-the-counter medications may interfere with the safe and efficient performance of work.

1. **Employee Drug Testing:** Pre-hire drug testing is required for positions deemed to be safety sensitive. Current employees may be asked to undergo drug testing when reasonable suspicion exists that the employee is under the influence of controlled substances or alcohol during work hours. No testing shall be performed under this Policy/Procedures without the approval of the HR Director. Refusal to test shall be considered a test failure. When reasonable suspicion exists to believe an employee has possession of alcohol or controlled substances on college property, RCC may search the employee's work area, including but not limited to lockers, toolboxes, and desks.
2. **Employee Follow Up, Treatment, and Rehabilitation:** The selection of an appropriate treatment program and appropriate disciplinary action for an employee violating this policy is completely a discretionary decision of the College. RCC recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with such dependency can be treated. Depending on individual circumstances and the employee's commitment to rehabilitation, the College may require the employee to enroll in one or more of the following:
 - a. Employee Assistance Plan;
 - b. Education and/or training program;
 - c. Treatment or rehabilitation program.

If RCC determines that rehabilitation is required for an employee who has been convicted of a criminal drug offense, that employee will minimally be required to participate in a drug and alcohol abuse evaluation within 30 days of the conviction, and will be required to complete a rehabilitation or treatment program based upon the evaluation. The rehabilitation program

must be one that is approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency for such purposes.

3. **Continuing Employment:** If an employee is required to enroll in a program listed above, continuing employment is conditioned on the following requirements:
 - a. The employee must present written certification of successful program completion; and,
 - b. The employee must satisfactorily complete a drug test.

J. BIENNIAL REPORT ADVISORY COMMITTEE

RCC empanels an ad hoc committee of faculty and staff to develop a biennial report and make recommendations to improve the College's Drug and Alcohol Program and annual notification systems.