



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 1014 DRUG- AND ALCOHOL-FREE EDUCATIONAL AND WORKING ENVIRONMENT

1.0 Oklahoma City Community College ("OCCC") recognizes its responsibility as an educational and public institution to promote a healthy and productive learning and working environment. OCCC recognizes that alcohol abuse and the illegal use of drugs pose a significant threat to these goals. It is the purpose of this policy to establish and implement a program of drug and alcohol abuse education and prevention to maintain an alcohol- and drug- free environment. This policy is based on federal statutes found in 20 U.S.C. §1011i and the Drug-Free Workplace Act, 41 U.S.C. §701, and in compliance with the 1989 amendments to the Drug-Free Schools and Communities Act (DFSCA), as articulated in the U.S. Education Department General Administrative Regulations, Part 86, which pertains to Drug and Alcohol Abuse Prevention.

2.0 DEFINITIONS:

- 2.1 Alcohol - The term "alcohol" as used in this policy means "alcoholic beverages" as defined in Title 37, Section 506(3) of the Oklahoma Statutes, as amended, and "non-intoxicating beverages" as defined in Title 37, Section 163.2 of the Oklahoma Statutes, as amended.
- 2.2 Criminal Drug Statute - The term "criminal drug statute" as used in this policy means any federal, state, or local criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.
- 2.3 Drug(s) - The term "drug(s)" as used in this policy includes, but is not limited to:
 - 2.3.1 Articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them;
 - 2.3.2 Articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals;
 - 2.3.3 Articles (other than food) intended to affect the structure or any function of the body of man or other animals;
 - 2.3.4 Articles intended for use as a component of any article specified in clause (1), (2), or (3); and Anabolic steroids and other controlled substances, as set forth in Schedules I through V of the Controlled Substances Act, 21 U.S.C. §812.
- 2.4 Employee - The term "employee" as used in this policy means any employee of OCCC, whether such employment is part-time or full-time, and whether regular or temporary in nature.
- 2.5 OCCC Premises - The term "OCCC Premises" as used in this policy means all buildings, grounds, facilities, parking lots, and other areas of the OCCC main campus, the John Massey Center, the Capitol Hill Center, the Family and Community Education Center, the Professional Development Institute, and all

- other areas where classes are taught under the authority of OCCC, all space leased by OCCC and all motor vehicles owned by OCCC or the State of Oklahoma.
- 2.6 Student - The term "student" as used in this policy means any person who is taking one or more classes for any type of academic credit offered and taught under the authority of OCCC.
 - 3.0 OCCC requires that all students and employees adhere to a strict policy regarding the possession of drugs and alcohol as a condition of initial and continued enrollment/employment.
 - 3.1 In order to provide for a healthy and environmentally safe educational and working environment, OCCC prohibits the use of alcohol and the illegal use of drugs in any form on OCCC Premises.
 - 3.2 The illegal use of drugs and alcohol is in direct violation of local, state and federal laws, as well as College policy.
 - 3.3 OCCC strictly prohibits the unlawful possession, manufacture, dispensation, and distribution of drugs or alcohol in the workplace, on OCCC premises, or while conducting OCCC business away from OCCC Premises, or as a part of any OCCC sponsored activity.
 - 3.4 OCCC strictly prohibits employee and student use of drugs or alcohol in the workplace, on OCCC premises, while conducting OCCC business away from OCCC Premises, or as a part of any OCCC sponsored activity, even if such consumption is not a violation of federal, state or local laws.
 - 3.5 An employee or student who enters OCCC Premises, conducts OCCC business, or engages in any OCCC sponsored activity while under the influence of drugs or alcohol, whether the use occurred on or off OCCC Premises, in a manner not permitted by law is also in violation of this policy.
 - 3.6 Violations of this policy can result in referral of the matter to appropriate law enforcement authorities, immediate suspension, expulsion, or termination, and/or a requirement of satisfactory participation in a College-approved drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violation of this policy.
 - 3.7 Within five (5) days of the date of any conviction, an employee must notify his or her supervisor in writing of a conviction under any drug- or alcohol-related criminal statute occurring in the workplace, on OCCC premises, while conducting OCCC business away from OCCC premises, or as a part of any College sponsored activity.
 - 3.8 OCCC requires that a President's Cabinet member, as assigned by the President, be responsible for: notifying federal funding agencies within ten (10) calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace.
 - 3.9 OCCC encourages students and employees to voluntarily seek help for drug and alcohol problems. Employees are encouraged to use OCCC's Employee Assistance Program, described in Policy No. 2301.
 - 4.0 OCCC recognizes its responsibility to provide appropriate information to employees and students about the dangers of drug and alcohol abuse.
 - 4.1 Appropriate OCCC personnel shall inform students and employees about 1) the standards of conduct related to drugs and alcohol; 2) the possible legal sanctions and penalties, 3) relevant statements about the health risks associated with drug and

alcohol abuse, 4) the Alcohol and Drug programs available to assist students, staff, and faculty, and 5) the disciplinary sanctions for violations of the standards of conduct.

- 4.2 Information regarding the availability of counseling and rehabilitation programs will be provided to all students and employees annually. Participation in or referrals to these services is strictly confidential.
 - 4.3 OCCC annually distributes this policy and any administrative policies and procedures implementing this policy to all employees and students.
 - 4.4 Every two years, in compliance with regulation Part 86, appropriate OCCC personnel will conduct a review of its Alcohol and Drug prevention programming to identify and implement necessary changes.
- 5.0 DANGERS OF DRUG AND ALCOHOL ABUSE:
- 5.1 Health risks associated with the abuse of alcohol include, but are not limited to behavioral changes, impairment of judgment and coordination, respiratory depression, irreversible physical and mental abnormalities in newborns, damage to the liver, heart and brain, and sudden death.
 - 5.2 Health risks associated with illicit drug use cover a wide range of extremely serious health problems, including, but not limited to, disruption of normal heart rhythm, small lesions of the heart, high blood pressure, destruction of brain cells, permanent memory loss, infertility, impotency, immune system impairment, kidney failure, pulmonary damage, heart attack, stroke and sudden death.
 - 5.3 Violations of federal, state and local laws governing alcohol and drugs can result in sanctions such as payment of significant fines, incarceration, loss of career and professional opportunities, loss of federal assistance (including student loan assistance), forfeiture of parental rights, seizure and forfeiture of motor vehicles and/or real estate, successful completion of rehabilitation or treatment programs, and performance of community assistance work.
- 6.0 EXCEPTION: The use and consumption of alcoholic beverages on OCCC premises is permitted as provided in Policy No. 3073, Visual and Performing Arts Center Alcoholic Beverage Policy.

Related Policy: No. 3073, Visual and Performing Arts Center Alcoholic Beverage Policy

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