

## **DRUG AND ALCOHOL-FREE CAMPUS PROGRAM**

Dakota County Technical College (DCTC)

### **Goals of Alcohol and Other Drug Program**

The Drug and Alcohol-Free Campus program at DCTC strives to eliminate the illegal or abusive use of alcohol and other drugs by students and employees, and to minimize to the greatest extent possible the harmful effects of alcohol and other drugs on users as well as those impacted by the user's actions. The goal is to heighten student awareness of the problems created by both legal and illegal alcohol and substance abuse. This is accomplished through ongoing education efforts utilizing multiple didactic strategies and modes of communication. Emphasis is placed on students and employees assuming responsibility for their own actions.

In addition to the educational goals, the college's Drug and Alcohol-Free Campus program also incorporates a proactive referral system. Students and employees are referred for appropriate diagnosis treatment and follow-up in a timely and confidential manner. Doing so promotes the concept that education and health care intervention are crucial in the fight against alcohol and drug abuse.

Another goal of the program is comprehensive communication and uniform enforcement of policies. Students or employees who violate college policies, state or federal laws are subject to well-defined college procedures which are implemented consistently and fairly.

### **AOD Program Elements**

#### **Distribution of Policy and Related Printed Materials**

- Information about the Drug and Alcohol-Free Campus Program and policy is distributed and discussed during the required Student Orientation and Registration Session. The policy is also included in the College Policies section of the college catalog. The policy is also posted on the DCTC website at <http://www.dctc.edu/about-us/college-policies/>
- The Drug and Alcohol-Free Campus program and policy information is dispersed annually through the Student Life e-Newsletter.
- The Drug and Alcohol-Free Campus program and policy information is communicated annually by the Chief Human Resources Officer to all employees through an "Official" email communication. Human Resources staff provides a brochure on the program to employees at new employee orientation.
- In addition to the college's drug and alcohol policy, the presence of alcohol and drugs on campus is also prohibited by the DCTC Student Code of Conduct. Violation of the following would constitute grounds for disciplinary action: "The use, sale, possession or presence on campus of alcoholic beverages or controlled substances or the state of being under the influence of alcohol or a controlled substance on college-controlled property or at college-sponsored functions where the use of such substances would be illegal". The Code of Conduct is posted on the DCTC website at <http://www.dctc.edu/about-us/college-policies/>

### Referral Resources

- Referrals of students and employees to appropriate community agencies for drug and alcohol issues are handled in a confidential manner by Health Service staff. The DCTC Nurse provides follow up services as needed. Students and employees can access local drug and alcohol addiction resources from a link on the Health Service website <http://www.dctc.edu/support-services/health-services/>
- Students and employees are encouraged to refer themselves and others to drug and alcohol resources in the community. Online resources addressing drug and alcohol abuse concerns are available through the DCTC Health Service and Center for Student Success office and website. Instructors routinely refer students to the DCTC Center for Student Success, which has a master-degreed counselor.. The Counselor, advisors, and others provide referral services to community agencies when indicated.
- Human Resources and supervisors refer employees who have, or about whom there is a drug or alcohol use concern, to the Employee Assistance Program (EAP), and the employee's own health plan if they are insurance-eligible. Drug/alcohol treatment qualifies for Family Medical Leave use.
- A student Behavior Intervention Team (BIT) exists on campus and meets regularly. The BIT will investigate referrals and coordinate DCTC's resources to address the needs of students who are exhibiting persistent or significant behavioral disturbances in order to recommend collaborative and purposeful interventions aimed at helping students achieve success. The BIT process is also designed to provide members of the College community, who have concerns regarding students' behavior, with an easily-accessible avenue to report these concerns.

### Educational Programming

- DCTC has a comprehensive Student Life program that offers a wide range of programming for students. As part of the annual Health Fair held on campus each spring, community providers from the Dakota County Sheriff's department and the MN Safety Council provide information and referral resources to students. "Drunk Goggle" and other interactive displays educate students about the physical effects of inebriation and the dangers of abuse.

### Resources for Assistance

In its commitment to provide a healthy and responsible campus environment, DCTC offers the following resources:

- College Counseling Department (for students) 651-423-8217
- College Human Resources Office (for employees) 651-423-8411
- College Health Services 651-423-8371
- State Employee Assistance Program 651-259-3840.

In addition to campus resources, contact the Center for Student Success, an Enrollment Advisor and Financial Aid Specialist in the Enrollment Services Center, or a Student Life

Staff Member for a current listing of local resources and treatment centers.

Comprehensive sources of alcohol and drug treatment programs may be found at:

- [Alcoholics Anonymous](#)
- [National Institute on Alcohol Abuse and Alcoholism](#)
- [National Institute on Drug Abuse](#)
- [Substance Abuse Treatment Facility Locator](#)

## **Procedures for Policy Violations**

### Students

Individuals with specific information about a student violation of the policy are encouraged to report the information to a Student Affairs administrator. Students who violate the drug and alcohol-free campus policy are also in violation of the DCTC Student Code of Conduct. If an instructor or other college employee believes a student has violated these policies, the student is immediately referred to the Associate Vice President of Student Affairs. The Associate Vice President of Student Affairs provides the student with hard copies of the DCTC Code of Conduct, formal disciplinary process, and a listing of Minnesota and federal penalties and sanctions for the violation of drug and alcohol laws.

After meeting with the student, the Associate Vice President of Student Affairs determines whether to (1) initiate a formal investigation of the charge by the institution; (2) refer the matter to local law enforcement authorities; and/or (3) issue a sanction in accordance with the violation. Sanctions include, but are not limited to, warning, restitution, probation, suspension, mandated course withdrawal, expulsion, counseling or referral.

### Employees

Individuals with specific information about an employee violation of the policy are encouraged to report the information to a DCTC supervisor or the Chief Human Resources Officer. Supervisors who suspect drug and alcohol issues with staff should discuss the situation with the Chief Human Resources Officer. Employees are required to notify their supervisor when taking medications which may result in an inability to perform job duties. Employees who are found to be in violation of the policies are subject to the appropriate disciplinary action under the applicable bargaining unit agreement.

### External Sanctions

Students and employees are formally notified that sanctions imposed under college policies do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students and employees are reminded that many alcohol and other drug-related violations may also violate various state and federal laws.

## **Drug and Alcohol Policy Links**

[Drug and Alcohol-Free Campus Policy and Program](#)

[Student Code of Conduct](#)

[MnSCU Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus](#)

[MnSCU Procedure 5.18.1 Alcoholic Beverages or Controlled Substances on Campus](#)

[MnSCU Procedure 1C.0.1 Employee Code of Conduct](#)

[State of Minnesota Policy on Alcohol and Other Drug Use by State Employees](#)

## **Dakota County Technical College Drug and Alcohol-Free Campus Policy and Statement**

### **Minnesota State Colleges and Universities Board Policies**

#### **Chapter 5 – Administration**

#### **5.18 Alcoholic Beverages or Controlled Substances on Campus**

**Part 1. Policy Statement.** It is the policy of the Board of Trustees that any college or university using alcohol and/or controlled substances will do so only in accordance with this policy.

#### **Part 2. Use or Possession of Alcohol and Controlled Substances at Minnesota State Colleges and Universities and System Office.**

**Subpart A. Compliance with Federal Law.** In order to comply with Federal law, including, but not limited to, the Drug-Free Schools and Communities Act (34 CFR Part 86), the Drug-Free Workplace Act (34 CFR Part 85) and the Campus Security Act, the Minnesota State Colleges and Universities and the system office will adopt and implement a policy which is designed to prevent abuse of alcohol and the use of controlled substances.

**Subpart B. Compliance with State Law.** Minnesota State Colleges and Universities prohibit unlawful use, possession, production, manufacture, and distribution of alcohol and other drugs and controlled substances.

**Subpart C. Policy.** Except as provided in this policy, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at Minnesota State Colleges and Universities and institution-sponsored events on or off campus is prohibited.

**Subpart D. Exception for Instructional Purposes.** Use of alcohol in laboratory and classroom instruction/experiments is not prohibited.

**Part 3. Responsibilities.** The chancellor for the system office and the president for the college or university are delegated authority to approve use of alcohol at specific special events on campus or college or university sponsored events off campus. Approval shall be

consistent with the system office or campus drug and alcohol policy and with system procedures. The procedures shall address the following: compliance with local ordinances and state law relating to sale, possession or consumption of alcohol; providing adequate dram shop/public liability insurance; and any other matters deemed necessary by the chancellor.

**Part 4. Accountability/Reporting.** Records regarding approval of the use of alcohol at specific events shall be maintained by the college or university in accordance with approved records retention schedules.

**Federal Trafficking Penalties (Drug Enforcement Administration)**

[http://www.dea.gov/druginfo/ftp\\_chart1.pdf](http://www.dea.gov/druginfo/ftp_chart1.pdf)

[http://www.dea.gov/druginfo/ftp\\_chart2.pdf](http://www.dea.gov/druginfo/ftp_chart2.pdf)