

Westcliff University

Drug and Alcohol Prevention Program

Biennial Review: 2016-2018

Biennial Review of Westcliff University's Alcohol and Drug Program Review Conducted: 2016-2018

The Drug Free Schools and Communities Act requires, as a condition of receiving any federal funding or other financial assistance, that an institution of higher education certify it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol for students and employees on school premises and as a part of its activities.

At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.
- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials;
- The number and types of sanctions imposed on students or employees as a result of such violations

Compliance with Drug-Free Schools and Communities Act:

Westcliff University strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The university has adopted and implemented programs to prevent the abuse

of alcohol and use or distribution of illicit drugs both by students and employees. Westcliff University has a written policy in the *Student Handbook* on alcohol and other drugs and distributes this to students during new student orientation. Employees receive a copy of the alcohol and drug policy via departmental meetings and during new hire orientation. The materials contain the following:

- Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as a part of its activities;
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- A description of counseling or treatment programs;
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

Alcohol-and Drug-Free Campus Workplace Policy:

Westcliff University is committed to promoting a drug-free learning environment. The university has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Drug abuse affects all aspects of life. It threatens the workplace as well as our homes, our schools and our community. Consistent with the Drug-Free Schools and Communities Act Amendments, all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to disciplinary action and criminal prosecution. The university community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on university property. If an individual is apprehended for violating any alcohol- or other drug-related law while at a university location or activity, the university will fully support and cooperate with federal and state law enforcement agencies.

The Law (Alcohol)

- The minimum age in California for the purchase, consumption or possession of alcoholic beverages is age 21.
- It is illegal to furnish or serve alcoholic beverages to any person under the age of 21.
- The law prohibits carrying or consuming alcoholic beverages in open containers outdoors on public property, regardless of a person's age.
- It is illegal to possess or use false identification or to misrepresent one's age for the purpose of obtaining or consuming alcoholic beverages.
- No group which is not licensed by the California Department of Alcohol Beverage Control may sell alcoholic beverages. The use of chits, chips, tickets or other means of exchange in place of cash violates California Department of Alcohol Beverage Control regulations.

- It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property, or annoy persons in your vicinity.
- A person under age 21 is prohibited from operating a motor vehicle with ANY alcohol in his/her system.
- Driving under the influence of alcohol (blood alcohol level of 0.08% or greater) is illegal.

Sanctions:

Westcliff University Sanctions

Westcliff University, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Westcliff University will apply sanctions that could lead to a student being

fined, suspended or expelled or an employee being disciplined, suspended or dismissed for

violation of the Westcliff University standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

State and Federal Sanctions

State Drug Laws considers the illegal use of drugs and alcohol serious crimes. The sanctions for first-time violations of these laws range from fines to lengthy terms of incarceration, or both.

There may also be civil consequences that result from violating state statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment, and lose the right to vote. Federal law considers the manufacture, distribution, dispensation, possession or use of

illegal drugs, or any controlled substance, a serious crime. For the most current Federal Trafficking Penalties, please visit the U.S. Drug Enforcement Administration website at <http://www.deadiversion.usdoj.gov/21cfr/21usc/841.htm>.

Effects of Drugs and Alcohol

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health. This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic. In keeping with the mission of Westcliff University and the requirements of state and federal law, Westcliff University has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

Health Risks Associated with the Use of Alcohol

Short Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males: testicular atrophy and breast enlargement
- In females: increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

Westcliff recognizes the health risks associated with alcohol and controlled substance use and is committed to supporting students and employees who seek treatment for these conditions. Compliance with the university's alcohol and drug policy is considered a condition of employment/ enrollment and all employees and students have been notified of this policy by print publication and on our website.

Resources for Assistance/Counseling:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. Employees or students who have questions about drug or alcohol prevention are urged to speak with the Student Services Department.

California Area Resources

There are also organizations that may be contacted for help. The Alcoholism and Drug Abuse Hotline (1-800-252-6465) and the Cocaine Hotline (1-800-444-9999) are open 24 hours

a day. The National Institute on Drug Abuse Hotline (1-800-662-4357) is available from 8:00 a.m. to 2:00a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

Reporting

Employees are encouraged to discuss any questions about the Drug Policy with their supervisor, and report any misconduct with the drug and alcohol use policies by staff or students to their immediate supervisor or the campus director.

An employee with a drug or alcohol problem may request unpaid time off to participate in a rehabilitation or treatment program, if the employee's substance abuse problem has not already resulted in disciplinary action and the employee is not currently subject to immediate disciplinary action. The time off may be granted if the employee agrees to abstain from using the problematic substance; abides by all Westcliff University policies relating to conduct in the workplace; and if granting the time off will not cause Westcliff University any undue hardship. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Westcliff University of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Disciplinary Statistics

Westcliff Employees

Year	Incidents in Workplace	Outcome
2016-17	0 Incidents	Non-Applicable
2017-18	0 Incidents	Non-Applicable

Westcliff Students

Year	Number of Offenses	Outcome
2016-17	0 Incidents	Non-Applicable
2017-18	0 Incidents	Non-Applicable

Employees

Employees are defined as a person who holds a Westcliff University appointment. This includes faculty, staff, temporary employees, and student employees (Federal Work- Study). Westcliff University Policy prohibits the use of Drug and Alcohol while on Westcliff University premises or while conducting business-related activities off Westcliff University premises. Westcliff employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.

Westcliff University will apply sanctions of violations of the university's alcohol and drug free policy that could lead to an employee being disciplined, suspended or dismissed for violation of the Westcliff University standards of conduct. Employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the employee's expense, if necessary.

Students

Students are defined as a person who is currently enrolled in an academic program at Westcliff University. Westcliff University will apply sanctions of violations of the university's alcohol and drug free policy that could lead to a student being fined, suspended or expelled. Students may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's expense, if necessary.

In certain cases, students convicted of drug-related offenses, while receiving financial aid, will lose their eligibility for a period of time. If applicants/students have any questions regarding this policy, they may refer to the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

Westcliff University acknowledges its obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the university fulfills all mandatory guidelines. The Human Resources director and the Student Services department, is responsible for conducting the review and reporting on the findings. The purpose of this report is to comply as best as possible, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports.

University Rules

Use, possession, or distribution of alcoholic beverages and drugs is forbidden on campus. Persons appearing on campus while under the influence of alcoholic beverages, narcotics, and other dangerous drugs, except as expressly permitted by law, will be subject to disciplinary and/or legal action. Possession, consumption, sale, or purchase of any controlled substance which is illegal under state or federal law is prohibited on the campus of Westcliff University.

University Sanctions

Employees found in violation of university or employee performance or conduct policies or state or federal laws are subject to due process action which may include: required treatment, education, training, and restriction of privileges, a warning, suspension, or dismissal. Students found in violation of university conduct policies or state or federal laws are subject to disciplinary action and may consist of payment of fines, verbal reprimand, restitution of damages, restriction of privileges, disciplinary probation, suspension, dismissal, and/or notation on the student's record of dismissal or suspension.

Drug-Free Workplace Act of 1988

Westcliff University (WU) is committed to maintaining a drug-free environment for staff, faculty and students, in accordance with the Drug-Free Workplace Act of 1988, and will not tolerate the unlawful possession or use of controlled substances on our campus. Any student or employee caught in possession, use, distribution of any illegal substances may be dismissed and/or referred to an appropriate agency for arrest. Section 5301 of the Anti-Drug Abuse Act of

1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid programs. Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers for Drug-Free Schools and Communities (1-502-588-0052)