

121-05 ALCOHOL, ILLEGAL DRUGS AND WEAPONS OFFENSES
PROCEDURAL GUIDELINES

1. PURPOSE

The purpose of these procedural guidelines is to outline how the College will ensure that employees and students comply with state and federal regulations regarding a drug and alcohol free workplace/educational environment.

2. VIOLATION DEFINITIONS

1. Drug Abuse Violations: Violations of laws prohibiting the possession, sale, production, distribution, and/or use of certain controlled substances and any paraphernalia utilized in their preparation and/or use.
2. Liquor Law Violations: Violations of laws and ordinances prohibiting the manufacture, sale, purchase, transportation, possession and/or use of alcoholic beverages and violations of state laws and ordinances regarding underage drinking.
3. Weapons Possession: Violations of laws and/or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, and/or other deadly weapons or dangerous instruments.

3. SUBSTANCE ABUSE/PREVENTION GUIDELINES

1. In compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), Drug Free Workplace Act of 1988 (Public Law 100-690), Procedural Guideline 503-01 (Student Code of Conduct), Procedural Guideline 106-01 (Drug and Alcohol Free Workplace), the College prohibits the unlawful manufacture, distribution, possession, and/or use of a controlled substance or alcohol and deadly weapons and/or dangerous instruments as defined in Arizona Revised Statutes 13-105.11 and 13-105.13, in the workplace, learning environment, and facilities owned and/or controlled by the College.
2. No employee or student, who is under the influence of, or has recently used, alcohol and/or controlled substances to the extent of causing impairment of job or academic performance and/or disruptive behavior, will be allowed to be present on or about any College owned or controlled property, or work or attend College classes and/or functions.
3. No employee will consume any alcoholic beverage and/or illegal controlled substance while in work status or present on campus in an official capacity.
4. The College will assist individuals with appropriate referral and information concerning drug and alcohol education, prevention, and rehabilitation through the appropriate College department.

5. A description of health risks associated with the use of alcohol and illicit drugs is available through Student Support Services.

4. LEGAL SANCTIONS AND DISCIPLINARY ACTION

1. Violations of these guidelines will result in disciplinary action up to and including permanent expulsion from the College as outlined in Procedural Guideline 503-01 (Student Code of Conduct), Procedural Guideline 106-01 (Drug and Alcohol Free Workplace), and referral for criminal prosecution if determined appropriate by the Vice President of Business and Administrative Services or designee.
2. The College will comply with all federal, state, and local drug laws and ordinances.

5. COLLEGE SERVICES AND EDUCATIONAL PROGRAMS

1. The College will provide contact and/or referral information on drug and alcohol education, prevention and rehabilitation upon request.
2. Student Support Services maintains a listing of available community social service agencies and programs.

6. BACKGROUND

1. References: Procedural Guideline 503-01 (Student Code of Conduct), Procedural Guideline 106-01 (Drug and Alcohol Free Workplace)
2. Revision history: none
3. Legal review: none
4. Sponsor: Facilities

Guidelines effective: 02/19/2010

COCONINO COMMUNITY COLLEGE