

Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program

Community College of Denver is a Community College governed by the State Board for Community Colleges and Occupational Education (Board). Board Policy 19-30, Drug Free Schools, requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in federal law). The College has adopted the following Drug and Alcohol Abuse Prevention Program.

The following information is provided to you in compliance with federal law. Should you have questions or require further information about policies, health risks, legal sanctions, or treatment programs relating to illicit drugs and alcohol, please contact your personnel office, counseling center or health services.

COMMUNITY COLLEGE OF DENVER PROHIBITS THE UNLAWFUL POSSESSION, USE OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY EMPLOYEES.

Implementation

The College shall implement drug and alcohol abuse prevention programs which, at a minimum, meet the requirements of the Drug-Free Schools and Communities Act of 1989, 20 U.S.C.

This policy is supplemental to and does not supersede or repeal other related State Board or College policies.

Definitions

- a. "Illicit drugs" shall mean controlled substances listed in Schedules I-V of the Controlled Substances Act, 21 U.S.C. 812, and related federal regulations, 21 C.F.R. 1308.11 – 1308.15 as they may be amended from time to time and Schedules I-V of title 12, article 22, part 3 of the Colorado Revised Statutes as it may be amended from time to time. "Illicit drugs" shall include controlled substance analogs as defined by federal and state law.
- b. "Alcohol" shall mean any beverage containing not less than 0.5% ethyl alcohol by weight.
- c. "Property" shall mean any property owned leased, chartered or occupied by the College including motor vehicles, boats and aircraft.

Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program

- d. "Activities" shall mean any act or event sponsored or participated in by the College including their constituent administrative units and approved student organizations. Without limitation, "activities" shall include all athletic events, faculty, staff and students meetings, conferences, field trips, retreats and all other acts or events for which the College pays expenses, or provides facilities, services, supplies or transportation. "Activities" shall not include incidental work-or study-related activities which employees perform in their personal, off-campus residences or purely social events which are held off-campus and are organized or attended by employees solely in their personal capacities.

Standards of Conduct

In compliance with the federal Drug Free Schools and Communities Act, Community College of Denver prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and in any amount including marijuana. These prohibitions cover any individual's actions which are part of any College activities, including those occurring while on College property or in the conduct of College business away from the campus.

As a term of her or his employment every employee shall:

1. Abide by the terms of this program in accordance with State Board Policy; and
2. Notify the appropriate personnel officer of any criminal drug statute conviction for a violation occurring in the workplace or a state-owned vehicle no later than 5 days after such conviction.

Any employee who violates the provisions of the program shall be subjected to appropriate disciplinary action which includes termination.

This program in accordance with BP 3-24 – Drug-Free Workplace prohibits you from using, possessing, distributing, dispensing or manufacturing a controlled substance in your workplace or in a state-owned vehicle. "Controlled substances" means drugs and substances listed in Schedules I-V of the controlled substances act, 21 U.S.C. 812 and related federal regulations, 21 C.F.R. 1308.11 – 1308.15 as they may be amended from time to time and Schedules I-V of title 12, article 22, part 3 of the Colorado Revised Statutes as it may be amended from time to time.

For purposes of the policy "controlled substances" includes controlled substance analogs as defined by federal and state law. State and federal controlled substance schedules are available for inspection in your college personnel office. "Employees" include faculty, adjunct instructors, administrators, professional and technical staff, classified staff, student employees in state or federal work-study jobs and any other individual included in Board Policy 3-10 Administration of Personnel.

Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program

REPORTING CONVICTIONS. If you are found guilty of, plead no contest to or are sentenced for violating a state or federal criminal drug statute in the workplace or in a state-owned vehicle, you must report your conviction to the college personnel office within 5 days.

If you fail to report a conviction for a criminal drug offense occurring in the workplace, you will be subject to appropriate disciplinary action which may include termination of your employment. If you are convicted of a criminal drug offense occurring in the workplace or in a state-owned vehicle, you will be subject to appropriate disciplinary action which may include termination of your employment or, if warranted, satisfactory participation in a drug abuse assistance or rehabilitation program.

Legal Sanctions for Violation of the Standards of Conduct

Any employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use/abuse of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties, at the state level, range in severity from a fine of up to \$500,000 and/or jail time of life imprisonment. A federal conviction can carry a fine up to \$4,000,000 and/or life in prison. The exact penalty assessed depends upon the nature and severity of the individual offense as well as prior convictions.

Penalties Which May be Imposed by the College

Employees who violate the foregoing standards of conduct shall be subject to disciplinary sanctions which may include, without limitation, completion of an appropriate rehabilitation program, reprimand, probation, corrective action, demotion, reassignment with or without salary adjustment, suspension with or without pay, and termination. Disciplinary sanctions shall be consistent with local, state and federal law and shall be administered in accordance with state personnel system rules and procedures and policies or State Board or Community College of Denver policies. In addition to the foregoing disciplinary sanction, violations may be reported to law enforcement authorities for criminal prosecution.

Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse

Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart disease, and pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program

Available Drug Counseling, Rehabilitation & Employee Assistance Programs

Drug counseling, rehabilitation and assistance programs in our communities are listed below this section. As state employees, you may contact Colorado State Employees Assistance Program (C-SEAP) for counseling or additional information. C-SEAP handles all inquiries/requests confidentially. Denver-area employees should call C-SEAP: Main Phone: 303-866-4314 or Toll Free 800-821-8154.

Resource Directory: Drug and Alcohol Treatment Programs

Drug or alcohol counseling, treatment, rehabilitation or re-entry programs are available to employees through the Colorado Department of Public Health & Environment.

Treatment Centers:

Aurora Mental Health Center 844-493-8255

Mental Health Center of Denver 303-504-6500

Arapahoe-Douglas Mental Health Network 303-730-8858

Jefferson Center for Mental Health 303-425-0300

Mental Health Partners (Boulder/Longmont) 303-443-8500

Colorado State Employees Assistance Program (CSEAP): Main Phone: 303-866-4314 or Toll Free 800-821-8154.

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Employee Acknowledgement Form

I, the undersigned employee of Community College of Denver, have received a copy of *Drug-Free Schools, Campuses, and Workplace Drug Use and Alcohol Abuse Prevention Program*.

1. I agree to abide by the terms of the program in accordance with State Board policies, and
2. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction.

Employee Name (print): _____

Employee Signature: _____ Date: _____