

Drug and Alcohol Prevention Program

Biennial Review

2013-2015

Columbia Gorge Community College Biennial Review of CGCC's Alcohol and Other Drug Programs 2013-2015

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Columbia Gorge Community College to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by CGCC students and employees both on its premises and as a part of any 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 biennial review must also include a determination as to:
 - 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 the IHEs impose on students or employees as a result of such violations or fatalities.

Columbia Gorge Community College acknowledges its legal 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 college fulfills the requirements of the previously mentioned Federal regulations. The Vice President of Academic Affairs Office along with the Institutional Research Office and the Student Services Office, 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. The following campus units provide information for biennial reports:

- Student Services Office
- Institutional Research Office
- Security/Disciplinary Office
- Mandatory Orientation Committee
- Behavioral Intervention Team
- Human Resources Office

The intention of this document is to meet the legal requirements of conducting a biennial review and also summarize the programs and activities related to alcohol and drug prevention on Columbia Gorge Community College's campus during 2014- 2015 academic years. The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided students

- *Student Handbook* policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- *Staff Handbook* policies related to drug and alcohol use by college employees and the sanctions imposed for failure to comply
- Various resources available to students and employees regarding drug and alcohol abuse
- Incident reports in the Student Affairs Office related to any possible infractions of the drug and alcohol policy presented to students
- Local, State and Federal Mandates

Compliance with Drug-Free Schools and Communities Act:

Columbia Gorge Community College is committed to providing a drug free environment for all students and staff. Columbia Gorge Community College strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The college has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the college's activities. CGCC has a written policy on alcohol and other drugs and distributes this to students during orientation, through access to the online *Student Code of Conduct and the Annual Security and Fire Safety Report*. The *Staff Handbook* also contains the Drug and Alcohol Policy.

The materials are located on the college website and 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.

The federally mandated policy about alcohol and other drugs will be discussed in more detail with students during orientation. In addition, the alcohol and drug policy will be presented to all employees with the distribution of the Staff Handbook.

Drug and Alcohol Policy

Columbia Gorge prohibits the possession or use of illegal drugs and alcohol on or around its property at any time, except for those areas licensed under the laws of the state of Oregon. Areas where the use is prohibited include: student campus activities, classrooms, school parking lots, roadways, leisure activity areas, and all offices or work areas considered college property.

Any violation of this policy will result in disciplinary action in accordance with the Student Code of Conduct that the college has deemed appropriate. When applicable, violation may result in prosecution under Oregon law.

This policy addresses alcohol, drugs and other intoxicants. The purpose of this policy is to clarify the rules regarding possession, consumption and distribution of intoxicants within college owned or operated buildings, property and grounds including administrative, instructional and research facilities; the policy applies to all college employees, students and visitors. In all instances this policy will be constructed to comply with federal and state law.

Workplace Policy:

In compliance with federal regulations, Columbia Gorge Community College has taken steps to ensure a drug free workplace. Those employees that wish to seek help for drug or alcohol related problems are encouraged to coordinate benefits through the Human Resources Office.

Should an employee be convicted of a drug violation in the workplace, federal law requires that the employee notify their employer within five calendar days of the conviction. Any employee involved in the manufacture, distribution, possession, use or dispensing of a controlled substance in the workplace may be subject to immediate termination.

Human Resources incident reports for staff:

Year:	Incidents in Workplace	Outcome
2013-14	0 Incidents	Not applicable
2014-15	0 Incidents	Not applicable

Please note: This document has been edited to remove information that referenced another institution at the time it was archived.