



**Rio Salado College
2018
Biennial Review
Alcohol and Other Drugs Prevention Programs**

Rio Salado College

Alcohol and Other Drugs Prevention Report

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Preface

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) to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by 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, rehabilitation, or re-entry programs that are available to students or employees
- 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

Copies of this information is made available on Rio Salado College's *Student Consumer Information* page <http://www.riosalado.edu/consumerinformation/Pages/default.aspx>

The law further requires that the institution conduct a biennial review of its program with the following objectives: (1) determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if they are needed, and (2) to ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to: (1) 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, and (2) the number and type of sanctions imposed on students or employees as a result of such violations or fatalities.

Rio Salado College, part of the Maricopa County Community College District (MCCCD), acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and conducted an administrative review to determine if the college fulfills the requirements of the aforementioned federal regulations.

The Dean for Institutional Effectiveness convened a committee to conduct a review and document its finding in this report. The members of the review committee include:

- Dean, Institutional Effectiveness – Karol Schmidt, JD, Ed.D
- Associate Dean, Conduct and Community Standards – Terese Brown, JD
- Faculty Chair, Addictions and Substance Use Disorders – Kirk Bowden, Ph.D., LPC,

LISAC, NCC, MAC, ACS, SAP

- Faculty Chair, Counseling and Personal Development – Melanie Abts, Ed.D., LAC, DCC
- Website Manager – Eddie Calderon, B.S., PCM
- Public Safety Commander – John Porvaznik
- Senior Manager Human Resources – Anna Flores

The intent of this document is to:

1. Meet the legal requirement of conducting a biennial review.
2. Review and summarize the programs and activities related to alcohol and drug prevention since the last biennial review of 2016.

I. Descriptions of the AOD Program Elements

As stated in the Abuse-Free Environment Administrative Regulation, AR 2.4.7, Maricopa County Community College District (MCCCD) closely aligns with the Drug-Free School and Communities Act of 1989 and other relevant substance abuse laws. As a college of the MCCCD, Rio Salado College upholds all federal, state, and district laws and policies limiting or restricting drug and alcohol use and abuse on campus. See Appendix A for *Administrative Regulation 2.4.7, Abuse-Free Environment*.

A. Maricopa County Community College District (MCCCD)

Abuse-Free Environment Program Standards

MCCCD is committed to establishing a preventative substance abuse program at each college, designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

B. Alcohol-Free Events

Rio Salado College provides regular, ongoing promotional support for alcohol-free events hosted by the college and community partners, which are generally free and open to the public. Examples include:

- Cultural Events
 - African American History Month Luncheon with Maricopa Council on Black American Affairs
 - Black Minds Matter
 - Cameroonian Day
 - Domestic Violence Awareness Conference
 - Terror and Terrorism
 - Women's History Month Presentation
- Brown Bag Informational Events
 - Information Literacy
- Grand Openings & Celebrations
 - 40th Anniversary Photo
 - 40th Anniversary Family Picnic
 - Military and Veterans Success Center, West Grand Opening
 - RISE Learning for Life 20th Anniversary Celebration
 - Spot 127 East Grand Opening
- Networking/Socializing/Staff Appreciation Events
 - Employee Appreciation Days
 - Employee Holiday Chorus
 - Employee Years Worked Recognition Luncheons
 - End of Year Ice Cream Socials

- Sun Sounds Volunteer Appreciation Luncheon
- Town Hall Discussions
 - Criminal Justice in Arizona
- PTK, NSLS and Other Student Life & Leadership Events and Activities
 - Phi Theta Kappa (PTK) Meetings
 - PTK Induction Ceremonies
 - National Society of Leadership (NSLS) Orientations
 - NSLS Induction Ceremonies
 - NSLS Leadership Training Day
 - Training of Student Leaders of PTK and NSLS
- Graduation and Induction Ceremonies
 - College Commencement and HSE Graduation
 - HSE Graduation
 - NAEHS Induction Ceremony
- Annual College-wide Meetings and Sponsorship of MCCC District Events
 - College-wide Employee meeting
 - Lunchbreak at Rio
 - Leadership Line-Up
 - National Center for Inquiry & Improvement Institutes
 - Women's Leadership Group Graduation
- Partner Events
 - Arizona Education Summit for service members and veterans
 - College Heroes of Education annual award
 - Harford Apprentice Signing event
 - Memorial Day Community Events
 - Philanthropy Round Conference
 - President's Advisory Council Meetings

C. Creation of Service Learning or Volunteer Opportunities or Required Community Service Work

The college takes an active role in promoting the values of and engagement in volunteer and community services. A few examples include:

- Engagement in the Political Process
 - Arizona State Legislators visit
 - Tempe Chamber of Commerce annual State of the District
- Engagement in community service and fundraising events
 - United Way Giving Campaign
- Engagement in Issues of Diversity
 - African American History Month Luncheon with Maricopa Council on Black American Affairs
 - Black Minds Matter
 - Brown Bag Lunch Event - Islam

- Brown Bag Lunch Event - Judaism
- Brown Bag Lunch Event - Liberation Theology
- Brown Bag Lunch Event - Mormonism
- Brown Bag Lunch Event - Obesity
- Brown Bag Lunch Event - Sikhism
- Brown Bag Lunch Event - Unaccompanied Minors Crossing Borders
- Brown Bag Lunch Event - Unconscious Bias
- Cameroonian Day
- Domestic Violence Awareness Conference
- Terror and Terrorism
- Women's History Month Presentation

1. Alcohol-Free Campus Facilities

All campus spaces, facilities, and locations are alcohol and drug-free in accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and comply with all federal, state, and local laws pertaining to controlled substances, including alcohol.

Rio Salado College offers indoor and outdoor public lounge spaces, a café serving breakfast and lunch, a fitness center open to all staff, a quiet room for staff use, and a lactation room open to students and staff, the Knowledge Commons, which includes the Library, Tutoring Services, and the Computer Lab, as well as, a garden space open to the community.

Several college services, such as Testing, Tutoring Services, the Library, and the Computer Lab are available for students beyond normal business hours. Specific extended hours depend upon the time of year, normal college calendar hours, and/or special college events. All public spaces are open to students, and the campus is staffed with College Safety personnel during these times.

2. Nonalcoholic Beverages Promoted at Events

Rio Salado College is dedicated to entirely alcohol-free events and activities for students. No campus/college events promote alcohol or other drugs.

D. Normative Environments

1. Pro-Health Messages Publicized on Campus

Rio Salado College uses a variety of multi-media tools to increase awareness and engagement in alcohol-free activities and community events including social media and web promotions, fliers, posters, press releases, events listings, emails, newsletters, and community outreach. College departments work with students, district and community stakeholders to develop and share communications.

The college social media platforms and blog, which includes a search engine, chronicle most of the college's communication and publicity efforts. Student emails, posters and fliers, and the college website are the primary ways in which the college shares news.

Maricopa BreatheEasy is a healthy-living initiative sponsored by the MCCCCD. Its goal is to provide information and support to Maricopa students, faculty members and staff in support of the elimination of tobacco products from all district property. Effective July 1, 2012, all District properties were made smoke and tobacco-free, extending the smoke-free environment of its buildings to the boundaries of district property. We recognize that this requires behavior change on the part of some students, faculty members, and staff. The district helps those who are affected through a variety of means, including classes and smoking cessation programs.

Rio Salado College uses multiple outlets to promote all districtwide employee Wellness Programs through *Wellness Maricopa Website*, *the Maricopan*, posters, campus intranets, and social media. *Wellness Maricopa* is a collaborative effort comprised of individuals within MCCCCD committed to the philosophy of empowering through organizational wellness.

Employees are encouraged to participate in healthy lifestyle programs such as:

- *My Wellness 360*: A secure HIPAA-compliant, comprehensive wellness portal designed for employees and their spouses/partners to maintain or improve their overall health and well-being. My Wellness 360 is a secure HIPAA-compliant comprehensive wellness portal designed for employees and their spouses/ partners to maintain or improve their overall health and well-being. Participants are able to track health behaviors; complete a PHP; review their latest biometric screening results and health summary report; browse an expansive health library; create a personal wellness plan; track incentives and rewards, and register for events and challenges.
- *Wellness Incentive Dollars*: All benefit eligible employees are eligible and encouraged to participate. Employees who participate in the *Health Risk Assessments* s will receive an annual rebate of \$240 in wellness incentive dollars. Those who engage in tobacco free living (by testing negative with the cotinine test) will receive an annual rebate of \$360 in wellness incentive dollars.
- *Meritan Mental Health Care*: MHN also provides quality mental health and substance use disorder care including in network and out-of-network; inpatient and outpatient assessment and treatment; different levels of individual and group care; crisis intervention; and treatment follow-up

2. Academic Standards

Students are required to attend courses in accordance with their instructor's policy. Students are required to adhere to the MCCCCD [Scholastic Standards](#). Failure to comply with these standards can result in disciplinary sanctions.

3. Faculty Encouraged to Engage in Higher Level Contact with Students

Rio Salado College is a service-oriented, primarily online, institution. All faculty and staff are encouraged to reach out to students within twenty-four hours of receiving contact. In addition, faculty who teach in-person programs have set "office hours" before and/or after classes to meet with students. In addition, staff members at each site are available during regular business hours to assist students.

4. Student Leadership Promotes Positive, Healthy Norms

The Office of Student Life at Rio Salado College promotes a balanced and active lifestyle through various events and activities. On a broad scale, Student Life promotes engagement

and leadership opportunities through district-wide activities, including retreats. On a college level, Rio Salado College student groups such as Phi Theta Kappa Honor Society and the National Society of Leadership & Success promote student success (academic, career, personal) and provide fellowship, service, and leadership opportunities. All Student Life educational activities prohibit drug and alcohol use.

5. Students Have Opportunities to Advise and Mentor Peers

Peer mentors are trained in how to make appropriate referrals to Counseling Services should a student self-disclose an issue with drugs or alcohol.

E. Alcohol Availability

1. Alcohol is Banned or Restricted on Campus

Serving of alcoholic beverages is prohibited at Rio Salado College. In the years for which this report is concerned (AY2016 and AY2017), no events occurred in which alcohol was available. Rio Salado College personnel are not permitted to purchase or transport alcohol.

Administrative Regulation 4.13: Use of Alcoholic Beverages prohibits the use of funds to purchase alcohol (with the exception of small amounts for cooking in the Culinary Institute for educational purposes) and the use of alcohol at college-sponsored events. State law also regulates the service, sale, distribution, and consumption of alcoholic beverages. In light of the law, Rio Salado College does not permit the use, sale or distribution of alcoholic beverages. See Appendix A for *Administrative Regulation 4.13, Alcoholic Beverages – Usage Regulation*.

2. Alcohol Use is Prohibited in Public Places

Rio Salado College maintains a drug, alcohol, and tobacco-free campus. No alcohol is permitted in public spaces or elsewhere on campus.

3. Delivery or Use of Kegs or Other Common Containers is Prohibited on Campus

Rio Salado College prohibits alcohol on campus in any form. The college is primarily an online institution, so there are no student dormitories on campus.

F. Marketing and Promotion of Alcohol

1. Alcohol Advertising on Campus is Banned or Limited

Rio Salado College campus prohibits advertisements of alcohol or alcoholic beverages.

2. Alcohol Industry Sponsorship for On-Campus Events is Banned or Limited

There are no on-campus events which are sponsored by the alcohol industry.

3. Alcohol Promotions with Special Appeal to Underage Drinkers is Banned or Limited

Rio Salado College does not participate in promotions related to drinking, underage or otherwise. Our campus and sites are located in neighborhood settings, and for the most part, not in the vicinity of bars.

4. Alcohol Promotions That Show Drinking in High-Risk Contexts is Banned or Limited

Rio Salado College does not participate in promotions related to drinking.

5. Pro-Health Messages That Counterbalance Alcohol Advertising are Required

Rio Salado College maintains a drug, alcohol, and tobacco-free campus. This also includes the advertisement of alcohol on campus.

G. Policy Development and Enforcement

The following statistics reflect criminal activity, Student Code of Conduct Violations, and referrals to internal/external sources at all of Rio Salado College’s locations and facilities.

Rio Salado College-Tempe Main	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	1
Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
2323 W. 14 th St. Tempe, AZ, 85281			

Rio Salado-Communiversiy at Surprise	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			

Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
15950 N. Civic Center Plaza, Surprise, AZ			

Rio Salado-Community at Queen Creek	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
21740 S. Ellsworth Rd. Queen Creek, AZ			

Rio-East Valley Veterans Education Center	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Referrals			
Liquor Law Referrals	0	0	0

Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
3320 S. Price Road, Tempe, AZ			

Rio-West Valley Military and Veteran Success Center	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
1153 W. Lightning Street, Luke AFB, AZ 85309			

Rio Salado College-Avondale	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0

Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
420 N. Central Ave. Avondale, AZ			

Rio Salado College-Downtown	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
619 N. 7 th Ave. Phoenix, AZ			

Rio Salado College-Luke Air Force Base	2015	2016	2017
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Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
7383 N. Litchfield Rd. Luke AFB, Glendale, AZ			

Rio Salado College-Northern	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
1715 W. Northern Ave. Phoenix, AZ			

Rio Salado-Lifelong Learning Center Surprise	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
12535 W. Smokey Dr. Surprise, AZ			

Rio Salado College-Thomas	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			

3631 W. Thomas Rd. Phoenix, AZ

Rio Salado College-SPOT 127 East	2015	2016	2017
Arrest For:			
Liquor Law Violation	N/A	N/A	N/A
Drug Abuse Violation	N/A	N/A	N/A
Referrals			
Liquor Law Referrals	N/A	N/A	N/A
Drug Law Violation Referral	N/A	N/A	N/A
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	N/A	N/A	N/A
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	N/A	N/A	N/A
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
3320 S. Price Rd. Tempe, AZ			

Rio Salado College-SPOT 127 West	2015	2016	2017
Arrest For:			
Liquor Law Violation	N/A	N/A	N/A
Drug Abuse Violation	N/A	N/A	N/A
Referrals			
Liquor Law Referrals	N/A	N/A	N/A
Drug Law Violation Referral	N/A	N/A	N/A
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	N/A	N/A	N/A
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	N/A	N/A	N/A
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0

Address
3701 W. Thomas Rd, Phoenix, AZ 85019

Rio Salado College-Southern	2015	2016	2017
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Referrals			
Liquor Law Referrals	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
Employee Violations or Fatalities Related to Alcohol or Drugs			
Employee Violations	0	0	0
Address			
3320 S. Price Rd. Tempe, AZ			

II. Statement of AOD Program Goals and a Discussion of Goal Achievement

A. Maricopa Community College District (MCCCD) Program Standards

Per *Administrative Regulation 2.4.7, Abuse-Free Environment*, the MCCCD is committed to establishing a preventative substance-abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

1. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.
2. Support disciplinary action for misconduct and the enforcement of state laws governing

the use of alcohol and the use, abuse, possession, or distribution of controlled substances or illegal drugs.

3. Establish a preventative substance abuse program at each college designed to positively affect the problems of irresponsible use of alcohol and the use/abuse of illegal substances.

B. Discussion of Goal Achievement

During this biennial review, the committee confirmed the aforementioned goals for this program are being achieved.

III. Summaries of AOD Program Strengths and Weaknesses

A. Summary of AOD Program Strengths

The following program strengths were identified by the Biennial Review Committee:

- Policies are in compliance with the Drug Free School and Campuses Act
- Rio Salado College has increased campus police at its various locations
- A committee member is a national recognized expert in the field of addictions and substance use disorders
- Prevention program information is provided in a voluntary, online student orientation which will become mandatory in spring 2019
- Student code of conduct includes clear statements regarding disciplinary sanctions for violations drug and alcohol policies on and off campus
- MCCCDC offers an Employee Assistance Program (EAP) through Meritain Health Network (MHN), which makes available free counseling services to full and part time employees
- MCCCDC's healthcare provider, Meritain Health, works with employees in need of additional healthcare services for needs beyond EAP

B. Summary of AOD Program Weaknesses

The following program weaknesses were identified by the Biennial Review Committee:

- Although strong policies are in place, consideration should be given to developing and implementing a robust, comprehensive education program
- Currently, there is an absence of policies on testing to identify if individuals are impaired
- Need stronger communication regarding existing resources to assist students and employees with alcohol and drug issues

C. Recommendation for Revising AOD Programs

The following recommendation was made on behalf of the Biennial Review Committee:

- Develop and implement a comprehensive program to educate students and employees on policies and resources

IV. Procedures for Distributing Annual AOD Notification to Students and Employees.

I. AOD Policy - Procedures for Distributing Annual AOD Notification to Students and Employees.

- New employees are referred to the Employee Handbook online for their reference which outlines:
 - standards of conduct
 - a list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol, which can be found on the Maricopa County Community College District website (<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.7-abuse-free-environment>),
 - a description of the health risks associated with the abuse of alcohol or use of illicit drugs, which can be found on the Maricopa County Community College District
 - a list of alcohol programs that are available to employees and students
 - a clear statement that the IHE will impose disciplinary sanctions on students and employees for violations of the standards of conduct, which can be found on the Maricopa County Community College District website <https://district.maricopa.edu/regulations/admin-regs/section-2/2-4#7>
- New students are provided a letter when they first enroll at an MCCCDC institution, and every 365 days a new letter is sent to the student; (See Appendix B.).

Appendices

Appendix A. Administrative Regulations

- Administrative Regulation 2.4.7. – Abuse-Free Environment
- Administrative Regulation 4.13 – Alcohol Beverages –Usage Regulation
- Administrative Regulation 4.14 – Motor Vehicle Usage
- Administrative Regulation 2.5.2 – Student Code of Conduct

Appendix B. Student Letter on Drug and Alcohol Abuse Prevention

Appendix C. Employee Letter on Drug and Alcohol Abuse Prevention

Appendix D. Staff Policy Manual

- Staff Policy Manual – Policy A-4 – Employment Standards
- Staff Policy Manual – Policy A-18 – Drug Free Workplace
- Staff Policy Manual – Policy C-4 – Corrective Action Principles

Appendix A.

Administrative Regulations

- [Administrative Regulation 2.4.7.](#) – Abuse-Free Environment
- [Administrative Regulation 4.13](#) – Alcohol Beverages –Usage Regulation
- [Administrative Regulation 4.14](#) – Motor Vehicle Usage
- [Administrative Regulation 2.5.2](#) – Student Code of Conduct

Appendix B.

Student Letter on Drug and Alcohol Abuse Prevention

Dear Student:

Federal regulations regarding Alcohol and other Drug Abuse and Violence Prevention require that we provide knowledge and guidelines about the prevention, control, and treatment of the abuse or misuse of alcohol, illegal, and legal drugs.

Local, state, and federal laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug and/or alcohol related offense may be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

In the student handbooks of the Maricopa County Community College District under the Code of Conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus
- ii. Misuse of narcotics or drugs

Sanctions for Violation of Standards of Conduct Disciplinary actions include, but are not limited to:

- i. Warning
- ii. Loss of privileges
- iii. Suspension
- iv. Expulsion

Use of alcohol and drugs can cause negative physical and mental effects including: poisoning, blackouts, damage to vital organs, overdose and death, depression, psychosis, severe anxiety, and inability to learn and remember information. Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. The following resources are available to help:

- Counseling services are available at Rio Salado College. Students can contact the Counseling Office at 480-517-8785 or <http://www.riosalado.edu/counseling/Pages/default.aspx>
- Al-Anon at 1-800-356-9996
- National Institute on Drug Abuse Hotline at 1-800-662-4357

Additionally, federal regulations require that students read and acknowledge the receipt of this information. By opening this message, you are acknowledging receipt.

Thank you,

Maricopa Community Colleges

Appendix C.

Employee Letter on Drug and Alcohol Abuse Prevention

Dear Employee:

Federal regulations regarding Alcohol and other Drug Abuse and Violence Prevention require that we provide knowledge and guidelines about the prevention, control, and treatment of the abuse or misuse of alcohol, illegal, and legal drugs.

Local, state, and federal laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug and/or alcohol related offense may be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Besides the sanctions imposed by federal and state courts concerning controlled substance violation(s), the college will respond administratively when the offense involves a student or employee as the offender. Students and employees are subject to applicable district policies and disciplinary procedures. Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCCD premises, while conducting MCCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCCD; and the use of illegal drugs.

Use of alcohol and drugs can cause negative physical and mental effects including: poisoning, blackouts, damage to vital organs, overdose and death, depression, psychosis, severe anxiety, and inability to learn and remember information. People who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. The following resources are available to help:

- Maricopa County Community College District's Employee Assistance Program (EAP): MHN at 1-800-603- 2970
- Al-Anon at 1-800-356-9996
- National Institute on Drug Abuse Hotline at 1-800-662-4357

Additionally, federal regulations require that employees read and acknowledge the receipt of this information. By opening this message, you are acknowledging receipt.

Appendix D. Staff Policy Manual

- [Staff Policy Manual – Policy A-4](#) – Employment Standards
- [Staff Policy Manual – Policy A-18](#) – Drug Free Workplace
- [Staff Policy Manual – Policy C-4](#) – Corrective Action Principles