



## Northeastern Oklahoma A&M College Drug and Alcohol Policy Statement

**Purpose** – The Drug Free Schools and Communities Act Amendment of 1989 require an institution of higher education to certify to the U.S. Department of Education by October 1, 1990, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Northeastern Oklahoma A&M College to comply with this statutory directive.

**Policy** – As set forth in local, state, and federal laws, and the rules and regulations of the College, Northeastern Oklahoma A&M College prohibits for unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of Northeastern Oklahoma A&M College activities either on or off-campus. The possession or use of alcohol on college-sponsored trips is prohibited. .

**Internal Sanctions** – Any student or employee of the College alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individuals expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violation of this policy.

**External Sanctions** – Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines. Information regarding these local, state, and federal laws may be found in the Learning Resource Center and is available to students and employees. Students and employees are encouraged to review this information.

**Health Risks** – Alcohol and other drug use represent serious threats to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs it is probably that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol – short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol

syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremens and cancer. Alcohol combined with other barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants - (speed, uppers, crank, caffeine, etc.) speed up to nervous system and cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsion and death due to a stroke or heart failure.

Anabolic Steroids – seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants – (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack – stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens – (PCP, angel dust, LSD, etc) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis – (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period - enhances that risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics – (heroin, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine – Causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some thirty (30) percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx,

esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten (10) times more likely among smokers.

**Drug/Alcohol Counseling and Rehabilitation Programs** – The Northeastern Oklahoma A&M College counseling services and the employee assistance program have programs of this nature for students and employees. This program should meet the needs of the institution; however, there are other programs in the community or nearby that may better suit your needs. A list of such programs, their location and phone numbers is maintained in the above-referenced offices. Seeking from, be referred to or from these services is confidential, and will not, result in disciplinary action. Individual privacy will of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free, hotline numbers may be of use to someone needing help or advice:

**National Institute on Drug Abuse** 1-800-662-HELP  
**National Alcohol & Drug Abuse Hotline** 1-800-234-0420  
**National Drug Hotline** 1-800-662 HELP  
**Cocaine Helpline** 1-800-COCAINE  
**Reach-Out Hotline** 1-800-522-9054  
(Alcohol, drug crisis, intervention, mental health referral)

### **Drug-Free Workplace Policy**

The Drug-Free Workplace Act passed by Congress in 1989 requires federal contractors and grantees to certify to the contracting or granting agency that they will provide a drug-free workplace. This policy is adopted in order to comply with this statutory directive.

### **Definitions**

Workplace – NEO owned or controlled property or the site for performance of work.

Controlled Substance – cocaine, marijuana, opiates, amphetamines and any other substance designated a “controlled substance” in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812)

Criminal Drug Statute – A federal or non-federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

Conviction – A finding of guilt (including judicial acceptance of a plea of nolo contendere) or imposition of sentence, or both, by a judicial body determining violations of federal or non-federal criminal drug statutes.

Project Director – The individual having administrative supervision over a project resulting from a federal grant or contract.

Employee – Shall include NEO faculty, administrative and professional staff, classified staff, graduate assistants and student appointments.

**Policy** – In support of this anti-drug abuse legislation, it is the policy of NEO to establish and maintain appropriate compliance by:

- Publishing and distributing to all employees a written statement regarding this controlled substance prohibition in the workplace with descriptions of disciplinary actions which may be taken against employees for violation of such prohibition. **SEE EXHIBIT A.**
- Establishing a drug-free awareness program.
- Notifying the contracting or granting agency within ten (10) days of receiving notice of an employee's criminal drug statute conviction for a violation occurring in the workplace.
- Imposing appropriate administrative disciplinary action or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted or who has otherwise violated this policy.
- Making a good-faith continuous effort to maintain a drug-free workplace through the implementation of the requirements set forth in the Drug-Free Workplace Act.

**Procedures** – A copy of the written statement referenced above regarding the controlled substance prohibition in and on the workplace shall be disseminated to all current employees, posted in each department of the college and given to each new employee.

The project director will have the responsibility of explaining this policy to employees working on a federal contract/grant.

An employee shall notify the project director, or in the absence of a project director, his/her immediate supervisor or other supervisory administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The project director shall notify the Department of Grants and Contracts Financial Administration (GCFA) of an employee's criminal drug statute conviction for a violation occurring in the workplace. The GCFA shall notify the federal contracting or granting agency of such a conviction within ten (10) days of the notice or otherwise receiving notice of such conviction. Then project director's notification shall be made in a timely manner so that GCFA may comply with time requirement set forth therein.

**Suspension and Disciplinary Actions** – An employee found at any time to have violated the drug-free workplace policy may be disciplined by NEO even when the violation has not resulted in a criminal conviction. Employees may also be temporarily suspended if such is deemed necessary to protect the best interest and safety of the College, its components and participants. As an alternative to disciplinary action, the College may require satisfactory participation in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

In determining whether a violation of the Drug-Free Workplace Policy has occurred and the disciplinary action to be imposed as a result of the violation, relevant provisions of the Faculty Handbook shall be followed insofar as staff employees are concerned.

Discipline or satisfactory participation in a drug abuse assistance/rehabilitation program shall be taken within thirty (30) days of receiving notice from an employee of a conviction.

Failure of an employee to report his/her criminal drug statute conviction for a violation in the workplace within five (5) days of the conviction is grounds for dismissal of that employee.

For staff employees, appropriate and established leave policies will be determine on an individual basis.

Where necessary because of conviction and incarceration, decisions relative to suspension or dismissal or the granting of leave for treatment will be determined individually.

**Counseling and Rehabilitation Success** – The College Employee Assistance Program may be contracted for preliminary counsel and advice regarding chemical dependency problems and referral to approved chemical dependence treatment agencies.

## **EXHIBIT A.**

### **TO ALL EMPLOYEES**

In accordance with the Drug-Free Workplace Act of 1989, NEO hereby notifies all employees that the manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated this prohibition may be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. This drug abuse assistance/rehabilitation program shall be on that has been previously approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

As a condition for employment at NEO, all employees will (1) comply with the terms of the statement; and (2) notify the College through either their immediate supervisor or supervisory administrator or project director of any criminal drug-statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Such conviction may, of course, result in the employee being disciplined or required to satisfactorily participate in a drug abuse assistance/rehabilitation program as specified above. Failure of an employee to report his/her conviction as required herein constituted grounds for dismissal.

As a further requirement of the Drug-Free Workplace Act, the College has established a drug-free awareness program for the purpose of informing employees about the dangers of drug abuse in the workplace; the College's prohibition of controlled substances in and on NEO property; any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for drug abuse violations. An employee assistance program has been created in furtherance of the

drug-free awareness program. Information about the drug-free awareness program may be obtained from NEO's Counseling Services.

Check the Policy and Procedures Letter and the Drug-Free Workplace Act of 1989 as sources of information and clarification.

## **Northeastern Oklahoma A&M College Tobacco-- - Free Policy**

*(Updated January 2014 per Executive Order 2013-- - 43 to specifically name electronic cigarettes/vaping devices)*

### **Purpose**

The purpose of this agency policy is to be in compliance with Governor Fallin' s Executive Order prohibiting the use of tobacco products on state property issued on February 6, 2012 intended to eliminate all tobacco use whether located indoors or outdoors on property owned, leased or contracted for use by Northeastern Oklahoma A&M College or in state vehicles used for Northeastern Oklahoma A&M College business.

### **Tobacco-Free Environment**

1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products and electronic cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the Northeastern Oklahoma A&M College including parking lots owned or under the control of said agency, and in vehicles used by said agency or its employees whenever conducting business anywhere. Tobacco products include all forms of tobacco but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to cloves, bidis, and kreteks. Usage includes smoking, chewing, dipping or any other consumption or use of tobacco products.
2. This administrative procedure applies to all faculty, staff, students, clients, visitors and others on business at all Northeastern Oklahoma A&M College property.
3. Northeastern Oklahoma A&M College will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate faculty, staff, students and all other persons using or visiting the property regarding this policy.

4. The Grove Higher Education Center facility is covered under this policy as operating a state agency in a city owned building.
5. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.
6. Northeastern Oklahoma A&M College employees will not use tobacco products while providing services to clients regardless of location.
7. Northeastern Oklahoma A&M College is committed to providing support to students, staff, and faculty who wish to stop using tobacco products. Northeastern Oklahoma A&M College is committed to ensuring that all students, staff, and faculty have access to several types of assistance, including cessation products and telephone counseling through the Oklahoma Tobacco Helpline (Helpline). Supervisors are encouraged to refer employees to the Helpline as appropriate.
8. Noncompliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with faculty and staff drug free campus statement.
9. Noncompliance by students will be directed to and handled by Campus Police.
10. Noncompliance by visitors and others will be handled as stated in this policy as follows: 1st offense – verbal warning; 2nd offense – ticket; 3rd offense- removal from campus.

**Action**

The Director of Human Resources and Vice President for Student Affairs are responsible for ensuring the annual review of this administrative procedure.