



**Drug and Alcohol Abuse
Prevention Program
2020 Biennial Review**

January 1, 2020

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1. INTRODUCTION

The Drug Free Schools and Campuses Regulations require that, as a condition of receiving funds or any other form of financial assistance under any federal program, Craven Community College must certify 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 both on college premises and as part of any of its activities.

Creating a program that complies with the regulations requires Craven Community College to do the following:

- Prepare a written policy on alcohol and other drugs
- Develop a sound method for distributing annual notification information to every student and employee each year
- Prepare a Biennial Review report on the effectiveness of its alcohol and other drug programs and the consistency of policy enforcement
- Maintain its Biennial Review report on file so that, if requested to do so by the U.S. Department of Education, the campus can submit it

1.1 Compliance with the Drug-Free Schools and Communities Act (DFSCA)

In order to meet compliance with DFSCA, Craven Community College conducted a review of their alcohol and drug related policies and programs for the time period January 2018-December 2019.

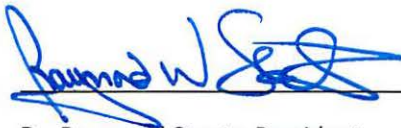
The objectives of the review that was compiled by Craven Community College, as identified by the U.S. Department of Education includes:

- Determining the effectiveness of drug and alcohol abuse prevention program(s) and implementation of any needed changes
- Ensuring disciplinary sanctions for violating standards of conduct are enforced consistently

As part of the Biennial Review, the College's DAAPP was reviewed to ensure that all required components were present.

The President of the College is required to supply a signed statement certifying the Biennial Review to acknowledge awareness of the recommendations within the report. Both the President's signed statement and the final copy of the 2020 report are kept on file by the Drug-Free Schools and Communities Act Coordinator, located in the Human Resources Office. The report and all supporting documentation will be maintained on file for seven years. For a hardcopy of the Biennial Review, all email requests should be sent to hr@cravencc.edu.

This report has been approved by the President of the College.



Dr. Raymond Staats, President

2. ALCOHOL AND OTHER DRUG (AOD) PROGRAM GOALS

Many of the programs offered to students around alcohol and other drugs (AOD) are collaborated among Human Resources, Security, Campus Life and Counseling. The College has adopted and implemented programs to prevent the abuse of alcohol and the possession, use or distribution of illicit drugs by students and employees both on its campuses and as a part of any of the College's activities.

Craven Community College is committed to ensuring, to the best of its ability, that its students, staff and faculty are aware of the dangers of abuse of alcohol and other drugs. We strive to provide appropriate information and resources to end such abuse and to ensure that those that violate these policies are subjected to appropriate sanctions regarding the inappropriate or illegal use or abuse of such substances on campus and at other venues that involve college members.

Craven Community College employs different strategies and programs to address AOD abuse among its students and employees. AOD efforts focus on harm reduction and recognizing the reality of AOD abuse. Craven Community College provides a broad array of activities that are alcohol and drug free and support those that choose to remain alcohol and drug free. The College is dedicated to educating and attempting to change the culture of AOD abuse that can be common among college students.

3. PROGRAMS ADDRESSING AOD USE AND ABUSE

- The Counseling Department on both campuses refers students when needed to local agencies.
- A notification is distributed every semester to students taking one or more classes for any type of academic credit, except for continuing education units (CEUs), regardless of the length of the student's program of study. This includes students only enrolled in online courses. The notification will be sent through Craven Community College student email accounts at the start of the semester.
- Annual notification is distributed to all current employees via Craven Community College employee email accounts. Distribution occurs in January of each year. In addition, new employees are provided a copy of the program during or following their new employee orientation.
- Annual mandatory training is provided for all full-time, part-time regular and adjunct curriculum instructors on a Drug Free Workplace. The training covers the effects of substance abuse, signs of substance abuse and a description of the health risks and symptoms of commonly abused drugs.
- Training is issued to all curriculum students every fall and spring semester on Alcohol Awareness for Students and Drug Awareness and Abuse.
- The College has joined the Ulifeline Network, a leading organization working to protect the emotional health of America's college students.
- On March 14, 2019 a Stop the Cravin' event was held. This event was open to students, employees and community members and covered substance abuse education, prevention and intervention.

Programs for Students - New Bern Campus

- The New Bern campus displays information and resource guides regarding drug and alcohol referrals and resources in the Student Center. Students and employees can access the materials at any time the Student Center is open.
- The Counseling Department has a bookshelf in the First Stop for students with informational brochures from area non-profits and other centers. Information includes resources for alcohol and substance abuse.
- The Annual Health & Wellness Fair was held on March 27, 2018. Resources include substance abuse, mental health, etc.
- A workshop on Suicide Prevention was held on November 12, 2018. The workshop included information on reducing the risks of overdose.
- A workshop on Stop the Abuse: Alcohol & Drug Awareness was held on January 30, 2019. A speaker from Orange Cat Recovery shared his personal battle with addiction and mental health challenges and journey to recovery. Several community experts were also on hand to share information on how to identify the warning signs of abuse and ways to help yourself or a loved one.

- The Annual Health & Wellness Fair was held on April 9, 2019. Resources include substance abuse, mental health, etc.
- A Summer Resource Fair was held on June 4, 2019. The Counseling Department worked with Promise Place to present information relating to drugs and alcohol prevention and education. The event highlighted college and community resources that were available.
- A workshop on Suicide Prevention was held on September 18, 2019. The workshop included information on reducing the risks of overdose.
- A Holiday Mental Health Resource Fair was held on December 11, 2019. The event included community vendors such as Celebrate Recovery, PORT Health Services, RHA Health Services and Recovery Innovations & Wellness (RI). These groups gave resources on ways to reduce holiday stress, anxiety, and depression which included information on drug and alcohol abuse.

Programs for Students - Havelock Campus

- A Holiday Mental Health Resource Fair was held on December 11, 2018. The event included community vendors such as Celebrate Recovery, PORT Health Services, RHA Health Services and Recovery Innovations & Wellness (RI). These groups gave resources on ways to reduce holiday stress, anxiety, and depression which included information on drug and alcohol abuse.
- A workshop on Stop the Abuse: Alcohol & Drug Awareness was held on January 30, 2019. A speaker from Orange Cat Recovery shared his personal battle with addiction and mental health challenges and journey to recovery. Several community experts were also on hand to share information on how to identify the warning signs of abuse and ways to help yourself or a loved one.
- A Holiday Mental Health Resource Fair was held on December 11, 2019. The event included community vendors such as Celebrate Recovery, PORT Health Services, RHA Health Services and Recovery Innovations & Wellness (RI). These groups gave resources on ways to reduce holiday stress, anxiety, and depression which included information on drug and alcohol abuse.

4. SUPPORT FOR STUDENTS OF CONCERN

Craven Community College employees care about student's whole well-being. We recognize that college is stressful and students might face pressure to experiment with drugs and alcohol. The College has a team of caring individuals who help connect students to support for all kinds of concerns. If someone is concerned about friends' or their own choices or behavior, the College wants to help. Crisis and stress management services and/or referrals to community counseling services are available.

Additional information and confidential referrals on Counseling Resources can be found on our [Students](#) page.

Craven Community College uses Maxient software which is a college-wide database to review all student code of conduct violations and sanctions. The software is used as one of the primary resources for managing student issues and providing intervention. Most referrals are routed to the Dean of Student Services or Title IX Coordinator, who facilitates communication to and from the student of concern. Managers of the Maxient software triage referrals and reported information as it comes in and investigates if necessary, to gather all information to prioritize and respond with appropriate resources. This could include referrals for behavior health concerns and/or drug and alcohol violations. All Title IX concerns go directly to the Title IX Coordinator within Human Resources.

Craven Community College tracks any drug and alcohol related violations of the Student Code of Conduct or college guidelines and fatalities that are reported to the Dean of Student Services, Campus Security, or other campus officials and/or local law enforcement entities.

A complete list of drug and alcohol violations and sanctions can be obtained by contacting the Drug-Free Schools and Communities Act Coordinator, located in the Human Resources Office.

5. RESOURCES FOR STUDENTS AND EMPLOYEES

Misuse of drugs and alcohol often come with legal, personal and academic consequences. Craven Community College encourages students and employees to utilize treatment services and referral resources to address alcohol and drug use. If a student or employee has questions, is in need of counseling, treatment or rehabilitation programs, the College provides the following support services:

Resources for Students

Student alcohol and drug abuse referrals are sent to the Director of Advising and Counseling for an initial assessment. Access to appropriate mental health/substance abuse resources are shared with the student. Assistance in contacting staff from RHA Health Services or other providers, to discuss further clinical evaluations and interventions, is provided to students who choose this option. College staff will follow up with students to provide ongoing support as needed.

The Craven Community College Counseling Resources page, provides a [Resource Directory](#) that includes information on substance abuse/prevention.

Resources for Employees

Craven Community College encourages the identification and treatment of alcohol and chemical dependency in its early stages before work is affected. The College retains the services of an Employee Assistance Program (EAP) to assist employees who request help with substance abuse.

Employees afflicted by substance dependence may be eligible for leave under the Family and Medical Leave Act and should consult with the Human Resources Department for more information regarding these benefits.

Off-campus Referrals

When appropriate, students and employees are referred to off-campus treatment providers, which include the following:

Regional Behavioral Health Services (RHA)	1917 Trent Blvd. New Bern, North Carolina 28562 (252) 571-9039
RHA- Mobile Crisis Management East	1-844-709-4097
The Family Wellness Center	1035 C Director Court Greenville, North Carolina 27858 (252) 215-9011

Walter B. Jones Alcohol and Drug Abuse
Treatment Center

2577 West 5th Street
Greenville, North Carolina 27834
(252) 830-3426

Wilmington Treatment Center

2520 Troy Drive
Wilmington, North Carolina 28401
1-866-249-0447

National Helpline

1-800-662-4357

Narcotics Anonymous Down East Area

(252) 321-1631

Alcoholics Anonymous and Al-Anon

(910) 455-3666

6. POLICIES ADDRESSING AOD USE AND ABUSE

The College reviewed and updated its Drug and Alcohol Use Policy and its Drug and Alcohol Use Procedures in August of 2018.

BP – 2.4 Drug and Alcohol Use

DRUG AND ALCOHOL USE

It is the policy of Craven Community College to provide employees and students an environment that is free of drugs and alcohol. In compliance with the Drug-Free Schools and Communities Act of 1989, the College will adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its premises and as a part of any of its activities. In compliance with the Drug-Free Workplace Act of 1988, the College prohibits the unlawful manufacture, distribution, dispensation, possession, use, or sale of a controlled substance or alcohol during work time and breaks, on College premises or as part of any College-sponsored activity, while driving a College owned vehicle and/or while driving any vehicle for a College-sponsored, sanctioned or required activity.

The following are limited exceptions to the prohibitions of this policy:

- The President is authorized to waive prohibition of the use, possession, distribution and/or dispensation of alcohol for College-sanctioned events that do not involve significant student participation.
- Unopened (sealed) alcoholic beverages, in their original containers, are permitted in personally owned vehicles parked on College property.
- An instructional course that requires the use, possession, distribution or dispensation of alcohol. The Board authorizes the President to conduct, upon receiving the necessary State Board of Education and NC Alcoholic Beverage Control Commission approvals, the following instructional programs:
 - A brewing, distillation and fermentation program pursuant to N.C.G.S. § 18B-1114.6. The purpose of the brewing, distillation and fermentation program is solely educational.
 - A viticulture and enology program pursuant to N.C.G.S. § 18B-1114.4. The purpose of a viticulture and enology program is solely educational.
 - The President shall develop applicable Procedures prior to initiating these instructional programs.

Definitions

Drug: Any “controlled substance” as defined at 21 U.S.C. § 802 and listed on Schedules I through V of 21 U.S.C. § 812, as revised from time to time, and as defined by other federal laws and regulations. Controlled substances also includes those substances listed on Schedules I through VI in Article 5 of Chapter 90 of the North Carolina General Statutes and as defined by other state or local laws and regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include but are not limited to heroin, marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and crack cocaine. Also included within this definition are any legal drugs that have been obtained illegally or are not being taken as prescribed by a licensed physician, and substances that are not intended for human consumption (such as glue).

Alcohol: Means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol. Alcohol includes any beverage containing at least one-half of one percent (0.5%) by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages and any other beverages regulated by the North Carolina ABC Commission under Chapter 18B of the North Carolina General Statutes.

College campus: The buildings, grounds, parking lots, and other property of the College, or any other location where the business or an activity of the College is being performed or carried out.

Conviction: A plea of or a finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court or military tribunal.

Prohibited Conduct for Students

No student shall manufacture, distribute, dispense, possess, use, sale or be under the influence of any drug or alcoholic beverage before, during or after school hours on College premises, at any College location, or at College-sponsored events or activities. A student’s legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.

Any student who violates this policy while on College premises or as part of any College-sponsored activity will be subject to disciplinary action.

Instructors have the discretion to determine whether a student may be under the influence of drugs or alcohol. If an instructor suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact campus security to remove the student from the classroom. Instructors must notify

the Dean of Enrollment Management or designee of this alleged violation of the Code of Student Conduct as soon as possible.

Disciplinary Sanctions for Students

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Code of Student Conduct. Disciplinary action including, but not limited to suspension, dismissal or the requirement that the student satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program. The student is expected to comply with any assistance or rehabilitation program prescribed as a condition of his or her enrollment. Participation in any assistance or rehabilitation program will be at the student's own expense.

Any illicit drugs or alcohol found in or on College property will be turned over to the appropriate authorities, and the College will assist in any resulting criminal prosecution.

Prohibited Conduct for Employees

A violation of this drug and alcohol abuse policy occurs when any employee:

Engages in the unlawful manufacture, distribution, dispensing, possession of, sale, purchase, trade, or use of any drug or alcohol while at the workplace, while using equipment owned or leased by the College, while in a vehicle owned or leased by the College or while representing the College away from the workplace, except for the reasonable social use of alcohol in a business/social setting, provided the employee is of legal age.

Reports to the work site impaired by drugs or alcohol, including improper use of drugs prescribed by a physician, and over-the-counter medications. Any employee using prescribed medications under a physician's direction and any employee taking prescription or over-the-counter medication that could alter their ability to perform the duties and responsibilities of their position, must notify the appropriate supervisor. Such employee is responsible for knowing and understanding the effects of any drug being taken. Failure to know or understand will not be a bar to disciplinary action. If, in the opinion of the employee's supervisor, an employee's actions and/or behavior are considered unsafe as a result of using the medication, the employee may be sent home on leave. If any employee reports to the work site while impaired by any of the above, this behavior shall be deemed inappropriate and unacceptable "personal conduct" for the purposes of the College.

Fails to report a conviction for driving while impaired, resulting in suspension or revocation of the employee's license, if the employee's job requires a valid operator's license. In this situation, the employee must report the license suspension or revocation to Human Resources. Human Resources shall determine whether suspension or revocation of the employee's driver's license interferes with a minimum level of job performance. If suspension or revocation of the employee's license is for one (1)

year or less, the College may either assign the employee to another job for which he or she is qualified or may dismiss the employee for cause. Failure to notify Human Resources shall be cause for disciplinary action.

Manufactures, distributes, dispenses, possesses, sells, purchases, or uses prohibited drugs or alcohol away from the College campus in a manner that adversely affects the employee's performance, his or her or others' safety at work, or the College's regard or reputation in the community is viewed as inappropriate and unacceptable "personal conduct".

Stores any prohibited drug or unauthorized alcohol in a drawer, desk, cabinet, vehicle, or other repository owned or leased by the College or located at the workplace.

Fails to report in writing to the Human Resources Department any conviction under federal or state criminal drug statutes or conviction of an alcohol-related crime within five (5) calendar days following such conviction.

Commission of any of the above violations can result in disciplinary action, up to and including an unpaid suspension or dismissal.

Drug and Alcohol Testing of Employees

Craven Community College maintains a drug and alcohol-screening program for employees consistent with legal requirements. The President shall adopt and implement appropriate procedures for drug and alcohol testing.

Disciplinary Sanctions for Employees

Violations of this policy may result in disciplinary action up to, and including, an unpaid suspension, non-renewal or dismissal. At the College's sole discretion and in lieu of or in addition to taking disciplinary action, the College may refer an employee to a substance abuse professional or other appropriate agency, for evaluation and possible assistance. The employee will be expected to comply with any assistance or rehabilitation program prescribed as a condition of his or her employment. Participation in any assistance or rehabilitation program will be at the employee's own expense. In addition, the College may require the employee to sign and adhere to a Last Chance Assistance Agreement form or similar agreement provided by the College.

Any illicit drugs or alcohol found in or on College property will be turned over to the appropriate authorities, and the College will assist in any resulting criminal prosecution. The College reserves the right to refer violators of this policy to appropriate authorities for prosecution. Employees who are in

violation of alcohol and drug laws may suffer legal consequences ranging from fines up to incarceration.

Enforcement

The College is committed to enforcing this policy and to making sure that students and employees understand its contents and requirements. For this reason, the policy will be published annually in the College's Student Handbook and will be made available to employees along with other personnel policies and procedures of the College.

The College will review its drug and alcohol abuse program biennially or as otherwise required, to determine its effectiveness and implement any changes as needed, and to help ensure that the disciplinary sanctions described in this policy are enforced consistently.

All applicable laws pertaining to alcohol consumption, including laws relating to the sale to, purchase by, or use by underage persons of alcohol, will be enforced on the College campus. Similarly, all applicable federal, state, and local drug laws will be enforced on the College campus.

Employees working under a federal grant or contract that are convicted of violating a federal or state criminal drug statute or alcohol-related crime on College premises or as part of any College-sponsored activity, must report such conviction to the Human Resources department within five (5) calendar days of the conviction. The College will notify the appropriate federal government agency, which made the grant, within ten (10) calendar days of receiving notice thereof. The College shall take appropriate disciplinary action within thirty (30) calendar days from receipt of notice. As a condition of further employment on any federal government grant or contract, the law requires all employees to abide by this policy.

CP – 2.4.1 Drug and Alcohol Use

DRUG AND ALCOHOL USE

The College maintains an educational and working environment that is free from drugs and alcohol as set forth in Board Policy 2.4.

No part of this procedure is intended to affect the College's right to manage its workplace or discipline its employees, nor is it intended to alter the at-will status of employment with the College. The College reserves the right to implement further drug and alcohol testing to the extent required or permitted by law. The College also reserves the right to turn over any and all controlled substances found in or on the College property to the appropriate authorities and to assist in any resulting criminal prosecution.

To the extent, if any, that this procedure conflicts with the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA), or other federal or state laws, such acts and laws will control.

All employees of the College are provided a copy of the Drug and Alcohol Use Policy and Procedure in their initial employment packet. Employees are required to read the document, sign and date the consent form, acknowledging that they understand its contents and requirements. Consent forms are placed in each employee's personnel file.

Questions regarding the College's Drug and Alcohol Policy and Procedures should be directed to the Human Resources Department.

Drug and Alcohol Testing of Employees

Any drug/alcohol screening is conducted in an approved laboratory identified by the College and in accordance with the NC Controlled Substance Examination Regulation Act. All drug/alcohol screens must be approved by, and coordinated through, the Human Resources Department. Drug and/or alcohol testing may occur under the following circumstances:

Post-Offer, Pre-employment Testing: Pre-employment drug screens are required for employees in certain safety-sensitive positions and/or positions requiring a valid operator's license. Pre-employment drug testing is also required in College programs where such screening is a requirement for placement at clinicals or other sites. Before employment with the College commences, these particular applicants who have been given a conditional offer of employment may be required to satisfactorily complete a drug test pursuant to the College's guidelines. In the event an applicant's test results are positive, the applicant will not be considered further for employment with the College, the

application will be terminated and such applicant shall have no further rights or privileges under this procedure or otherwise with the College.

Post-Accident/Unsafe Activity Testing: If an employee's impairment could have been a factor in causing the accident or unsafe activity, the College may require the employee to submit to a drug and/or alcohol test after any work-related accident. If the employee is too seriously injured to provide a sample and/or specimen, authorization must be provided for the College to obtain and review hospital records or other documents that would indicate whether there were any prohibited drugs or alcohol in the employee's system at the time of the accident or unsafe activity. The College will treat any such records as confidential medical records. If testing is required under this policy, post-accident/unsafe activity testing should be conducted as soon as possible after an accident or unsafe activity, generally within 32 hours in the case of drug testing, and within 8 hours in the case of alcohol testing. An employee must not use alcohol following an accident or unsafe activity for which a post-accident/unsafe activity alcohol test is required until the alcohol test has been conducted.

Reasonable Suspicion/For Cause Testing: If the College has a reasonable suspicion that an employee is in violation of this policy, the employee may be required to submit to drug and/or alcohol testing immediately upon request by his or her supervisor or any other member of management. The decision to test an employee should be based on specific and contemporaneous observations concerning the appearance, behavior, or body odor of the employee, or performance indicators of probable prohibited drug use and/or alcohol misuse. This may include involvement in any unusual circumstance that merits further investigation, violence, conduct exhibiting less than total consciousness or self-control, difficulty in performing normal tasks and other behavior for which there appears to be no explanation. The supervisor or other College administrator will arrange for transportation of the employee to an approved testing facility. The employee will not be allowed to drive and will be escorted to the testing facility.

Return to Duty After Testing

An employee who is tested will not be allowed to return to duty if the drug or alcohol test result is positive. The employee will be instructed to make arrangements to be transported home.

Notice and Consent

Prior to drug or alcohol testing conducted under this policy, the individual will be required to sign a written consent form, which will authorize the test to be performed and the urine sample or other sample or specimen to be collected, and will authorize the sample/specimen to be analyzed and the results of the analysis to be communicated to the College, any designated representative of the College and any medical review officer retained by the College. Any applicant who refuses to sign the consent form or to submit to a drug test will not be considered further for employment with the College. Any current employee who refuses to sign the consent form or to submit to a drug or alcohol test will be subject to disciplinary action up to and including an unpaid suspension or immediate dismissal.

Specimen Collection and Testing Procedures

Drug Testing. The College's independent collection facility will collect specimens under reasonable and sanitary conditions, in a manner reasonably calculated to prevent substitution of samples or specimens and interference with the collection, examination or screening of samples or specimens. Individual dignity and privacy will be preserved to the extent practicable.

- An initial screening test will be conducted. If the initial screening test is positive, the same sample or specimen will be retested using a confirmation test that complies with applicable law. All confirmation tests will be performed by a laboratory approved under the North Carolina Controlled Substance Examination Act (the "CSERA"). The results of the confirmation test will take precedence over the results of the initial screening test, meaning that the results of the confirmation test must be positive before the test will be considered positive. Confirmed positive test results may be reviewed by a medical review officer retained by the College for verification. The College will be responsible for the cost of the test.
- An applicant or employee who fails to provide an adequate sample or specimen for testing without a genuine inability to provide the sample or specimen (as determined by a medical evaluation), or who engages in conduct that obstructs the testing process, will be considered to have refused to submit to the test. Adulterated or otherwise unreadable samples or specimens, or samples or specimens that clearly are not authentic, also will be considered as evidence of an applicant's or employee's failure to cooperate with the College and its administration of this policy. If a satisfactory explanation is provided, a new drug test may be performed at the College's discretion. If a satisfactory explanation is not provided, an applicant will not be considered further for employment with the College, and his or her application will be terminated, and an employee will be subject to disciplinary action, up to and including an unpaid suspension or immediate dismissal.
- An applicant or employee whose test is confirmed positive may request a retest of the original specimen sample by the same or another approved laboratory at his or her expense. The individual must request release of the specimen in writing to the original laboratory within 90 days of the laboratory's notification to the College of a confirmed positive test result, specifying the approved laboratory to which the sample is to be sent. Any applicant or employee requesting a retest will be responsible for all reasonable expenses for chain of custody procedures, shipping and retesting of confirmed positive specimens related to his or her request.

Alcohol Testing. Alcohol tests will be conducted by qualified individuals. The College may utilize an independent medical facility as an alcohol testing site or may permit a law enforcement officer who is competent to administer an alcohol test to conduct the alcohol test. Any designated alcohol testing site will provide for as much privacy as feasible during the testing process.

- An employee who refuses to provide a breath sample, saliva sample, or other sample or specimen, who fails to provide an adequate sample or specimen for testing without a valid medical explanation, or who engages in conduct that obstructs the testing process, will be considered to have refused to submit to the test. If a satisfactory explanation is not provided,

an employee will be subject to disciplinary action, up to and including an unpaid suspension or immediate dismissal.

Notification of Results

Upon completion of the requisite procedures at the collection site and at the discretion of Human Resources, the employee may be permitted to resume his or her normal work duties, as is safe and practical, until the College receives the test results. If the test results are negative, the employee will be permitted to return to work without any loss of pay.

An individual who undergoes a drug or alcohol test conducted pursuant to this policy will be notified by the College of the results of any such test if the results are confirmed positive. The College will treat all information relating to an individual's testing as a confidential medical record accessible only to management with a need to know.

Screening and test results will be confidential with disclosure of results provided only to approved Human Resources personnel and those with a need to know. Screening and test results will be maintained separate from other personnel records.

Consequences of Violations

Any applicant who refuses to submit to a drug or alcohol test, has a confirmed positive result in any drug or alcohol test, or otherwise violates this policy will not be considered further for employment with the College, and his or her application will be terminated.

An employee will be immediately dismissed under any of the following circumstances:

- When he or she refuses to sign a consent and release forms prior to being tested;
- When he or she refuses to take a drug or alcohol test; or
- When he or she interferes with the testing process or refuses to cooperate.

When the medical review officer advises the College that any employee drug or alcohol test results are verified positive, the following will occur:

- For the first test in which the employee tests positive, the employee may be given the opportunity to enroll in a drug or alcohol rehabilitation program approved by the College. The expense for such program is the responsibility of the employee. Any employee who refuses to enroll in a program or who fails to successfully complete the program will be dismissed.

- An employee whose job involves a safety-sensitive function may not be allowed to continue working in that job, during the initial drug or alcohol rehabilitation period. The College will use its best efforts to reassign the employee to a no-risk job; however, the College cannot guarantee a job will be available or that the employee will qualify for such job. If there is no available job, the employee must take accumulated leave or leave without pay.
- Once the officials of the drug or alcohol rehabilitation program determine that the employee has successfully completed the program and certifies this to the College, the employee may return to work without any loss of benefits, except for salary if he or she was required to take leave without pay.
- For the second test in which an employee tests positive, the employee will be dismissed from employment and will be classified as ineligible for re-employment.

Drug and Alcohol Abuse Prevention Program

In accordance with the Drug-Free Schools and Communities Act of 1989, Craven Community College will develop and implement a Drug and Alcohol Abuse Prevention Program plan for employees and students.

7. ANALYSIS OF EFFECTIVENESS OF AOD USE AND ABUSE EFFORTS

Student data for review period (January 2018 through December 2019):

- There were no AOD related incidents on campus.

Factors that can be attributed to the College having no student AOD violations during the review period may include the following:

- The College is not a residential campus.
- The College does not have social Greek organizations/houses.
- College Disciplinary Officers have a history for diligent enforcement of the Student Code of Conduct.
- Very few students are provided with storage lockers on campus that could be used to store/access illegal contraband.

Employee data for review period (January 2018 through December 2019):

- There were no AOD related incidents on campus.

Factors that can be attributed to the College having no employee AOD violations during the review period may include the following:

- The new employee welcome guide and the new employee orientation are effective in communicating the College's position on alcohol and drugs.

The College has no data available to show that it enforces the disciplinary sanctions for violating standards of conduct consistently, as no student or employee offenses occurred during the Biennial Review period.

8. AOD PROGRAM RECOMMENDATIONS

Craven Community College has several recommendations which are outlined below:

- Continue to provide programs that focus specifically on alcohol and drug abuse addressing culture change. Focus on providing more programming offerings at the Havelock Campus.
- Develop and implement ways to gather attendance, satisfaction, outcomes and cost data from program events.
- Collaborate with campus faculty to incorporate alcohol and drug abuse information by structuring academic assignments when appropriate.
- Continue to provide alcohol and drug awareness training through SafeColleges to students and employees.
- Create a stand-alone webpage dedicated to Drug and Alcohol resources and information that contains community resources, the Drug and Alcohol Abuse Prevention Program and the biennial reports in one section and continue to update and monitor with the latest information for students and employees.
- Develop a resource brochure for students and employees on the Drug-Free Schools and Communities Act.
- Conduct a policy inventory and gap analysis review of Drug and Alcohol Use policies and procedures every two years.