



PIKES PEAK

COMMUNITY COLLEGE

DRUG-FREE SCHOOLS AND COMMUNITIES ACT
2018-2020 BIENNIAL REVIEW
December 18, 2020

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President's Review and Approval

The Pikes Peak Community College 2020 Drug-Free Schools and Communities Act Biennial Review has been reviewed and approved for release and posting to the PPCC website.

//SIGNED//

Lance Bolton, Ph.D.
President

18 December 2020

Date

Section 1: Introduction

Drug-Free Schools and Communities Act (DFSCA)

The Drug-Free Schools and Communities Act (DFSCA) requires all institutions of higher education (IHE) that receive federal funds to conduct a Biennial Review of all alcohol and other drug prevention efforts. The Biennial Review is expected to include an evaluation of efforts to prevent the illicit use of drugs and the abuse of alcohol by students and employees; recommendations for improvement based on that evaluation; and a report on the number of violations to alcohol and other drug standards of conduct, the number of disciplinary sanctions assigned as a result of violations, and the number of alcohol and other drug fatalities. If audited, failure to comply with the Drug-Free Schools and Campuses regulations may cause an institution to forfeit eligibility for federal funding.

Pikes Peak Community College (PPCC) 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, have appropriate information and resources to ameliorate such abuse, and are subjected to appropriate enforcement regarding the inappropriate or illegal use or abuse of such substances on-campus and at other venues that involve college community members.

DFSCA Compliance

Creating a program that complies with the regulations requires an IHE to do the following:

1. Annually distribute to each student and employee:
 - a. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on school premises or as part of any of its activities;
 - b. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
 - e. A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), 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.

2. Conduct a biennial review to:
 - a. Determine the effectiveness of its alcohol and other drug (AOD) programs; and
 - b. Ensure sanctions are consistently enforced.
3. Maintain its biennial review report on file so that the College can submit it to the U.S. Department of Education if requested to do so.

Biennial Review Process

This biennial review encompasses Academic Years 2018/19 and 2019/20 (August 2018 - October 2020).

The biennial review process began in January 2019 with a review of requirements and reports, particularly oriented to the assessment of drug and alcohol abuse awareness programming at the College, by a committee of PPCC's key stakeholders. Review and input on the creation of this document were conducted by the same. Members of the committee included the following:

- Dr. Homer Wesley, Vice President for Student Services
- Dr. Dawna Haynes, Associate Vice President for Student Services
- Carlton Brooks, Executive Director, Human Resource Services
- Jim Barrentine, Chief of Police and Director of Emergency Management
- Nichole Pritchett Hilliard, Dean of Students
- Kim Hennessy, J.D., Assistant Director of Human Resource Services
- Dr. Maria Mesa, Director of Accessibility Services/Computer Access Center (CAC)
- Yolanda Harris, Director of the Counseling Center
- Ricardo Perez, Director of Student Life
- Mark Johnson, Campus Police Sergeant
- Carolyn Owen, Recreation and Wellness Coordinator
- Kristina Charfauros, Student Activities Coordinator

The biennial review process for the current period is complete as of 18 December 2020.

Statistical data regarding drug- and alcohol-related safety issues and criminal cases are maintained by the PPCC Campus Police Department.

Statistical data regarding reported drug- and alcohol-related Student Code of Conduct violations are maintained by the PPCC Dean of Students Office.

Statistical data regarding reported drug- and alcohol-related employee violations are maintained by the PPCC Office of Human Resource Services (HRS).

Biennial Review Report Maintenance and Retention

PPCC's president acknowledges and certifies the Biennial Report by signed statement. Both the president's signed statement and a final copy of the 2020 report are kept on file at PPCC in the Director of Student Life's office. This report is maintained in the event the College is audited by the Higher Education Center for Alcohol and Other Drug Prevention, a designee of the U.S. Department of Education. As of the date of this writing, IHEs are not required to submit the certification or report to the U.S. Department of Education.

Copies of the report are also maintained by PPCC's HRS, Dean of Students, and by the Campus Police Department.

PPCC keeps its DFSCA biennial reports on file for a period of five years.

How to Request Copies of Biennial Reports

Copies of the PPCC Drug-Free Schools and Communities Act Biennial Review report may be obtained by submitting a written request to either the Director of Student Life or to the Executive Director of Human Resource Services at 5675 South Academy Boulevard, Colorado Springs, CO 80906.

The report may also be found online at: <https://www.ppcc.edu/disclaimers-legal-notice/dfsc>

Section 2: Campus Policies/Procedures Relating to Alcohol and Other Drugs

General

In compliance with the federal Drug-Free Schools and Communities Act Amendments of 1989, PPCC prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. This prohibition applies even if the Colorado Department of Public Health and Environment (CDPHE) has issued a Medical Marijuana Registry identification card to an individual, permitting that individual to possess a limited amount of marijuana for medicinal purposes. Those with medical marijuana cards are not permitted to use medical marijuana on-campus. These prohibitions cover any individual's actions which are part of any college activities,

including those occurring while on college property or in the conduct of college business away from the campus.

PPCC is committed to providing information to students, faculty, and staff regarding the dangers of alcohol abuse and other drugs, and to provide appropriate information and resources to ameliorate such abuse. Staff, faculty, and students are subjected to appropriate enforcement regarding the inappropriate or illegal use or abuse of such substances on campus and at other venues that involve college community members.

Employees

It is a violation of college policy for any member of the faculty, staff, or student body to jeopardize the operation or interests of PPCC through the use of alcohol or drugs. Employees found to be in violation of this policy will be subject to discipline up to and including termination. Compliance with this policy is a condition of employment for all employees. The Executive Director of Human Resource Services sends a campus-wide electronic memo annually to inform staff of the College's AOD policy.

Students

Students who are found to be in violation of this policy will be subject to discipline in accordance with the administration of the PPCC Student Code of Conduct; the disciplinary response ranges from a warning through expulsion from the College. As is the case for many universities and colleges across the United States, AOD efforts directed to PPCC students focus on harm reduction, recognizing the reality of AOD abuse among late adolescents and young adults in this country. At the same time, PPCC fully supports those who choose to remain abstinent from the use of alcohol or other drugs. The College is committed to disrupting the culture of AOD abuse that is common among American college students.

Laws and Statutes

Federal and state laws govern the use and possession of controlled substances.

Excerpts from Colorado Revised Statute (CRS) 18-18-405:

Except as specifically authorized under Colorado law, it is unlawful for any person knowingly to manufacture, dispense, sell, or distribute, or to possess with intent to manufacture, dispense, sell, or distribute, a controlled substance; or induce, attempt to induce, or conspire with one or more other persons, to manufacture, dispense, sell, distribute, or possess with intent to

manufacture, dispense, sell, or distribute, a controlled substance; or possess one or more chemicals or supplies or equipment with intent to manufacture a controlled substance.

Except as is otherwise provided for offenses concerning marijuana and marijuana concentrate in and for offenses involving minors, any person who violates the foregoing prohibition commits a Felony Offense.

All drug possession charges and penalties are classified by Schedule, except for marijuana possession.

Substance/Drug Charge Potential Sentence for Possession:

- Schedule I or II, 1st offense Class 3 Felony 4-12 years in prison and fines of \$3,000- \$750,000
- Schedule III, 1st offense Class 4 felony 2-6 years in prison and fines of \$2,000- \$500,000
- Schedule IV, 1st offense Class 5 felony 1-3 years in prison and fines of \$1,000- \$100,000
- Schedule V, 1st offense Class 1 misdemeanor 6-18 months in jail and fines of \$500-\$5,000

Alcohol

PPCC does not allow the sale of alcohol on any of its campuses. However, the Substance Abuse Procedure for Employees (see [Appendix C](#)) permits the use of alcohol on-campus when approved by the President prior to a function. In that event, if alcohol is served, non-alcoholic beverages must also be made available. No such requests were made during the biennial review period.

All students and faculty traveling as a part of a college course or student club/organization sign waivers that state, in part:

Student:

“I further understand that I am expected to adhere to the Standards of Conduct and to all policies and procedures of Pikes Peak Community College. Actions such as, but not limited to, sexual harassment, sexual misconduct, dishonesty, forgery, disorderly conduct, indecent or obscene conduct, gambling, infringement upon the rights of others, possession, distribution or consumption of alcohol or illegal drugs and unauthorized use of prescription drugs are prohibited by the Standards of Conduct.”

Faculty/Advisor:

“I also recognize that this is a college sponsored program/activity and I agree to abide by all college policies, as well as State and Federal laws on the course/program/activity. This includes omitting the use of alcohol and illicit drugs, and not bringing or using any weapons.”

Copies of the complete Student/Participant Waiver Form and the Faculty/Advisor Waiver of Rights, Assumption of Risks, and Release of Liability Agreement are included in [Appendix C](#).

Other Drugs

The sale, manufacture, distribution, use, and/or possession of illegal drugs are prohibited.

Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college-controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

This prohibition applies even if the Colorado Department of Public Health and Environment (CDPHE) has issued a Medical Marijuana Registry identification card to an individual, permitting that individual to possess a limited amount of marijuana for medicinal purposes. Those with medical marijuana cards are not permitted to use medical marijuana on campus.

PPCC Policies and Procedures

PPCC makes its policies and procedures available to students, staff, and faculty through various means.

Students:

PPCC Course Catalog

Available at: <https://www.ppcc.edu/catalog-schedule/catalog-archives/2018-2019-catalog>

PPCC drug and alcohol policy information was included in the 2018-2019 and 2019-2020 course catalogs as part of required disclosures. See [Appendix A](#) of this report for full text.

Student Code of Conduct, Section 9

Available at: <https://www.ppcc.edu/catalog-schedule/catalog-archives/2019-2020-catalog> and <http://www.ppcc.edu/student-conduct>. A link to this policy is also available via the student web portal. See [Appendix A](#) of this report for full text of Section 9.

The Dean of Students oversees drug- and alcohol-related Student Code of Conduct violations and manages the Student Disciplinary Procedure (SP 4-30 <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-30-student-disciplinary-procedure/>) for adjudication of reported violations.

PPCC Campus Police Web Page – Drugs and Alcohol

Available at: <https://www.ppcc.edu/campus-police>. See [Appendix A](#) of this report for full text.

Student Right to Know Information

Available at: <https://www.ppcc.edu/disclaimers-legal-notice/right-to-know>

Drug and Alcohol Abuse Prevention

- “Information on Preventing Drug and Alcohol Abuse” and “Sanctions” (<https://www.ppcc.edu/catalog-schedule/catalog-archives/2018-2019-catalog>, pp. 23-27; <https://www.ppcc.edu/catalog-schedule/catalog-archives/2019-2020-catalog>, pp. 30-36)
 - Links to the College’s student code of conduct and student disciplinary process, including information about drug and alcohol violations, as shown in the catalog.
- “PPCC Student Code of Conduct” (<https://www.ppcc.edu/student-conduct>)
 - Links to the Student Code of Conduct.
- “Description of Counseling, Treatment or Rehabilitation Programs Available” (<https://www.ppcc.edu/campus-police>)
 - Links to the Campus Police webpage.
 - Scroll to the “Referral Sources” section of the Campus Police website.

PPCC 2019 and 2020 Annual Security Reports.

Available at: <https://www.ppcc.edu/campus-police/crime-stats>. See [Appendix A](#) of this report for full text contained in the annual security reports.

Rules prohibiting intoxication and use of drugs/alcohol are also included in the following:

PPCC Computer Lab Rules

<https://www.ppcc.edu/computer-services/policies>

“Individuals suspected of being intoxicated (Drugs or Alcohol) will be reported to [Campus Police].”

Early Childhood Education Student Handbook

<https://www.ppcc.edu/ece/practicum>

Professional Conduct and Expectations at the Practicum Site:

The ECE student will: “Not use drugs/alcohol, smoke or use tobacco products at the practicum site.”

Additional information to support drug and alcohol abuse prevention and education can be found at the following sites:

Safe2Tell

Safe2Tell is an anonymous reporting program. Community resources listed on the Safe2Tell website include those oriented to alcohol and drug abuse. A direct link to the Safe2Tell website is in the following place on the PPCC website:

- Campus Police webpage at <https://www.ppcc.edu/campus-police>

Staff and Faculty:

PPCC’s policies on unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property, or as part of any college activity, are made available to employees (staff and faculty) through various means.

State Board for Community Colleges and Occupational Education (SBCCOE) Drug-Free Workplace Statement

Available at: <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>

Refer to Board Policy (BP) or System Procedure (SP) 3-24 and BP or SP 19-30.

See [Appendix A](#) of this report for full text.

PPCC Campus Police Web Page – Drugs and Alcohol

Available at: <https://www.ppcc.edu/campus-police>. See [Appendix A](#) of this report for full text.

PPCC 2019 and 2020 Annual Security Reports

Available at: <https://www.ppcc.edu/campus-police/crime-stats>. See [Appendix A](#) of this report for full text contained in the annual security reports.

PPCC Substance Abuse Procedure for Employees (revised March 3, 2010)

See [Appendix A](#) of this report for full text.

Colorado State Employee Assistance Program (C-SEAP)

Available at: <https://www.colorado.gov/c-seap>

Colorado Crisis Services

Available at: www.ColoradoCrisisServices.org

PPCC Procurement Card Handbook (June 2013)

Page 8 – Prohibited transactions:

- Eating Places – Restaurants, bars, cocktail lounges, nightclubs, fast food restaurants.
- Betting, lottery, beer, wine, or packaged liquor stores.

CCCS Policies and Procedures

Colorado Community College System (CCCS) policies and procedures are available to students, staff, and faculty online at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>.

Board Policies (BP) for employees and students that address AOD or sanctions resulting from AOD violations include:

- BP 3-24 Drug Free Workplace
- BP 4-30 Student Discipline (Please refer to [Appendix A](#) for both documents.)

System Procedures (SP) for employees and students that address AOD or sanctions resulting from AOD violations include:

- SP 3-24 Implementation of a Drug-Free Workplace
- SP 4-30 Student Disciplinary Procedure (Please refer to [Appendix A](#) for both documents.)

Section 3: Annual Policy Notification Process

General

All students, staff, and faculty receive annual e-mails about PPCC's AOD policies, including links to information and resources. Copies of emails sent during the Biennial Review period are included in [Appendix B](#) of this report.

New students, staff, and faculty are informed about the procedures at their respective orientations.

Students

Notifications go to all incoming students, whether they attend classes on-campus or online, regardless of date of enrollment. All students receive the same notifications and notices via the College's official email system.

All students enrolled at PPCC are given access to the MyPPCC web portal where they may view the Student Code of Conduct and PPCC's policies on unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property, or as part of any college activity. Policies and procedures are also publicly posted on the College website at www.ppcc.edu.

All students receive e-mails about PPCC AOD policies including links to information and resources. New on-campus students are informed about the policies at their respective orientations.

Employees

PPCC's policies on unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property, or as part of any college activity, are made available to employees (staff and faculty) through various online sources.

New full-time and part-time employees receive a copy of the Drug-Free Workplace Statement in their new-hire packets, and they are required sign an acknowledgement form that says that they have read and understand the policy. Additionally, the Executive Director of the College's HRS department sends out an annual Drug-Free Workplace Statement with the policy attached. See [Appendix A](#) for the full text of these documents.

Section 4: Review of Alcohol and Other Drug Abuse Prevention Efforts

Programs Addressing Alcohol and Other Drug Use and Abuse

Counseling Center:

The Counseling Center makes available to PPCC students “brief intervention” counseling sessions, alcohol and drug educational awareness workshops, and information on community resources pertaining to treatment programs and support groups. The Counseling Center also promotes awareness through social media campaigns. Counseling Center staff place strong emphasis on personal empowerment and greatly respect and value the uniqueness of PPCC’s students.

During academic years 2018/19 and 2019/20, the Counseling Center provided individual intervention sessions and community referrals, which consisted of:

- AA/NA Meeting Information
- Community Substance Abuse Program
- Community Substance Abuse Therapist
- We FaceltTogether – peer-to-peer AOD mentoring support (Spring 2020)

The Director of the Counseling Center maintains certification in Addiction Counseling, Level III. Additionally, the Counseling Center retains a list of addiction counselors to whom students may be referred when they are in need of long-term counseling services.

New Student Orientation:

New students who were enrolled in AAA 109 were advised of the Student Code of Conduct during orientation sessions and provided a copy of that code. Within the Student Code of Conduct, the College’s expectations related to the use of AOD are articulated.

New Employee Orientation:

PPCC’s HRS personnel provide the following handouts to new employees during orientation:

- Drug and Alcohol Abuse Prevention Program
 - Includes: standard of conduct; legal sanctions; college penalties; health risks; illegal substances; and referral resources.
- Drug-Free Workplace Statement
 - Describes PPCC and state policy on substance abuse and mandates compliance as a condition of employment.

Assessment of Alcohol and Other Drug Use, Behaviors, and Attitudes

While it is typical for individual departments to assess the level of engagement or learning resulting from a particular event, PPCC has not created one particular assessment to measure the overall effectiveness of its work toward AOD abuse prevention. Rather, departments that sponsored AOD abuse prevention education created assessment instruments to capture the learning derived from said events. During this biennial cycle, PPCC's AOD programming has focused on enhancing overall awareness and on establishing an assessment culture related to AOD abuse prevention, providing the college a baseline assessment of students' and staff's knowledge and practice related to AOD abuse prevention. To that end, a summary of AOD abuse awareness and prevention programming follows. Unless otherwise noted, events occurred at all campuses. Participating departments included:

- Campus Police
- Center for Excellence in Teaching and Learning (CETL)
- Counseling Center
- Employee Wellness Committee
- Fitness Center
- Human Resource Services (HRS)
- Student Activities Board (SAB)
- Student Life

Summary of Activities Addressing AOD Abuse Awareness and Prevention

Events	Dates	Number of Participants Students = (s) Staff/Faculty= (f)*	Printed Materials	Hosting Department
Engagement Fair	January 2019	213	The Truth About Drugs booklet; The Truth about Heroin, Alcohol, Marijuana, and Drugs booklets; Alcohol Myths & Alcohol Facts; and Drugs Change Your Brain	Student Life/Counseling Center
Connect the Dots	2/7/2019	23 (f)	The Truth About Drugs booklet; The Truth about Heroin Alcohol, Marijuana, and Drugs booklets; Alcohol Myths & Alcohol Facts; and Drugs Change Your Brain	CETL/Counseling Center (Centennial Campus only)
Paws to De-Stress	April 2019	52	The Truth About Drugs booklet; The Truth about Heroin Alcohol, Marijuana, and Drugs booklets;	HRS/CETL/Counseling Center

			Alcohol Myths & Alcohol Facts; and Drugs Change Your Brain	
Intro to Alcohol Awareness	October 2019	316 (s)		Student Life (SAB)
Safety Fair	February 2019	38		Campus Police/HRS (Centennial Campus only)
Mardi Gras	March 2019	311 (s)		Student Life (SAB/Fitness Center)
Alcohol Awareness	April 2019	33 (f)		Employee Wellness Committee (Centennial Campus only)
Mardi Gras	March 2020	450 (s)		Student Life (Fitness Center)

* Number of attendees without noted designation represents blended attendance of students, faculty, and staff.

Section 5: Alcohol and Other Drug Policy Violations, Sanctions, and AOD Related Deaths

Overview

PPCC maintains a Campus Police Department staffed by fully certified law enforcement officers. PPCC police officers issue citations or summons and execute arrests for drug and alcohol violations on PPCC campuses.

Reported violations involving students are managed in accordance with the Student Disciplinary Procedure (administered by the office of the Dean of Students). The Dean of Students is able to refer students to the Counseling Center but cannot mandate such referrals as a disciplinary sanction, nor can they have access to confidential information that may be derived from a student's accessing support through the Counseling Center.

Summary of Violations and Sanctions

Information on drug and alcohol incidents is included in PPCC's Annual Security Reports and crime blotter, both available online at: <https://www.ppcc.edu/campus-police>

The information provided in the tables on the following pages reflects the actual numbers of alcohol or drug violations reported to and acted upon by the PPCC Campus Police Department, those reported to and acted upon by the Human Resource Services Department, and alcohol/drug-related Student Code of Conduct violations reported to and acted upon by the office of the Dean of Students.

Incidents, Arrests/Citations, and Referrals by PPCC Department of Campus Police

ALCOHOL VIOLATIONS, ARRESTS/CITATIONS, & REFERRALS		
	AY 2019	AY 2020
Alcohol Violations		
Centennial Campus	0	0
Rampart Range Campus	0	0
Downtown Studio Campus	0	0
Center for Healthcare Education and Simulation	0	0
TOTAL	0	0
Alcohol Arrests Made or Citations/Summons Issued		
Centennial Campus	0	1
Rampart Range Campus	0	0
Downtown Studio Campus	1	0
Center for Healthcare Education and Simulation	0	0
TOTAL	1	1
Alcohol Referrals for Student/Employee Disciplinary Action		
Centennial Campus	3	1
Rampart Range Campus	0	0
Downtown Studio Campus	3	0
Center for Healthcare Education and Simulation	1	0
TOTAL	7	1
DRUG VIOLATIONS, ARRESTS/CITATIONS, & REFERRALS		
	AY 2019	AY 2020
Drug Violations		
Centennial Campus	0	1
Rampart Range Campus	0	0
Downtown Studio Campus	0	0
Center for Healthcare Education and Simulation	0	0

TOTAL	0	1
Drug Arrests Made or Citations/Summons Issued		
Centennial Campus	0	1
Rampart Range Campus	0	0
Downtown Studio Campus	0	0
Center for Healthcare Education and Simulation	0	0
TOTAL	0	1
Drug Referrals for Student/Employee Disciplinary Action		
Centennial Campus	3	1
Rampart Range Campus	0	0
Downtown Studio Campus	0	0
Center for Healthcare Education and Simulation	0	0
TOTAL	3	1

ALCOHOL REPORTS, VIOLATIONS, & SANCTIONS		
	AY 2019	AY 2020
Alcohol Reports		
Centennial Campus	5	0
Rampart Range Campus	0	0
Downtown Studio Campus	0	0
Off-Campus (College-Sponsored Travel/Activities)	0	0
Center for Healthcare Education and Simulation	1	0
TOTAL	6	0
Alcohol Violations		
Centennial Campus	5	0
Rampart Range Campus	0	0
Downtown Studio Campus	0	0
Off-Campus (College-Sponsored Travel/Activities)	0	0
Center for Healthcare Education and Simulation	1	0
TOTAL	6	0
Alcohol Sanctions		
Suspension	0	0
Warning	6	0
Probation	0	0
Unresolved	0	0
Unfounded	0	0
TOTAL	6	0
DRUG REPORTS, VIOLATIONS, & SANCTIONS		
	AY 2019	AY 2020
Drug Reports		
Centennial Campus	2	0
Rampart Range Campus	0	0
Downtown Studio Campus	0	0
Off-Campus (College-Sponsored Travel/Activities)	0	0
Center for Healthcare Education and Simulation	0	0
TOTAL	2	0
Drug Violations		
Centennial Campus	2	0
Rampart Range Campus	0	0
Downtown Studio Campus	0	0
Off-Campus (College-Sponsored Travel/Activities)	0	0
Center for Healthcare Education and Simulation	0	0
TOTAL	2	0
Drug Sanctions		

Suspension	0	0
Warning	2	0
Probation	0	0
Unresolved	0	0
Unfounded	0	0
TOTAL	2	0

Alcohol and Other Drug Related Deaths

There were no alcohol or other drug related deaths on PPCC campuses or reported to college officials between November 2018 and October 2020.

Section 6: AOD Program Goals, Objectives, and Achievements for Biennial Review Period

Consistent with the goals set forth in the previous biennial report, the College focused on presenting materials and programs that were engaging and meaningful to their respective audiences and became intentional in the assessment of learning that occurred as a result of participation in said events. The College aims to equip every member of its community with information about AOD and the consequences associated with abusing AOD so they can make choices that will support their individual goals and the College’s aspirations toward maintaining a healthy campus community. Please refer to [Appendix D](#) for examples of assessment tools utilized during this biennium.

Some of the achievements noted during this reporting cycle include the creation of intentional, interdisciplinary partnerships to support AOD education on campus. Campus Police and HRS co-sponsored AOD education events; the Counseling Center partnered with Student Life for the Engagement Fair to provide students educational materials related to the harmful effects of drug and alcohol abuse. More important than the individual activities that transpired during the past two years was the planning and coordination that undergird the educational opportunities created. The departments noted as contributing to this report opened the biennium by identifying the desired learning outcomes and the corresponding activities that would yield those outcomes. Taking the time to plan with the end in mind promoted better assessment of said activities, which advanced the institution’s learning related to its provision of AOD abuse education.

In response to the Intro to Alcohol Awareness event hosted by Student Life’s Student Activities Board (SAB), students reported they were “too young to drink,” that they should “[drink] at home,” and should “[have] a designated driver” if they choose to drink. SAB staff determined that future assessments would

benefit from being more complex. During the Mardi Gras event, students had the opportunity to read banners concerning alcohol awareness while learning about Mardi Gras traditions and culture. Participants reported they learned driving while intoxicated has large economic impacts to their personal lives. Based on responses and demonstrated learning, SAB will re-use that particular assessment.

HRS planned to use fall 2018 through fall 2019 to provide education to staff and faculty on AOD. Assessment of the educational opportunities was planned for the spring of 2020. This plan was disrupted by the onset of the coronavirus pandemic. Thus, the education and assessment cycle will be revisited in the coming biennium.

Section 7: Recommendations for Alcohol and Other Drug Abuse Prevention Efforts

Alcohol and Other Drug Abuse Prevention Programs and Services

1. Student Life will continue to develop, support, and assess campus-wide events to promote AOD awareness, with a goal of one event per semester. Promotional efforts include:
 - Setting up information tables at student fairs. Student Life hosts a table at the Club Fair each semester.
 - Health and wellness promotion events.
2. The Counseling Center will continue to make available to PPCC students their brief intervention counseling sessions, Alcohol and Drug Educational Awareness Workshops, and information on community resources pertaining to treatment programs and support groups. The Counseling Center will also provide a workshop regarding AOD and mental illness.
3. AOD education directed to students and employees will occur at least annually.
4. Handouts for inclusion in student orientation packets addressing AOD prevention and awareness will be updated.
5. PPCC HRS will continue its, “You Report It, We’ll Sort It” program to encourage students, staff, and faculty to report anything of concern, to include persons who appear to be intoxicated or under the influence of drugs or alcohol. This program is included in new-hire orientations and faculty Professional Development Week sessions.
6. PPCC HRS will develop material aimed at enhancing the College community’s “culture of caring” when it comes to dealing with students, staff, or faculty struggling with substance abuse. This will be included in programming (e.g., Employee Health Fair, Campus Safety Fair).

General Recommendations

One of the College’s larger challenges has been to assess the effectiveness of its programming related to AOD abuse prevention within the community. To that end, the recommendations are as follows:

1. Departments will continue to coordinate efforts aimed at disrupting the culture of AOD abuse amongst college students in addition to providing education related to prevention, intervention, and harm reduction.
2. The College will continue to keep PPCC-sponsored travel for classes and student organizations alcohol- and drug-free.
 - a. Please note, there are different parameters for college-sponsored study abroad programs. (Refer to [Appendix C](#)).
3. Develop and implement methods for measuring and tracking AOD prevention outreach efforts.
4. Evaluate ongoing efforts to assess effectiveness and modify efforts accordingly to maximize outreach and behavioral and attitudinal modification.
5. Leverage the assessment process in order to replicate successes and mitigate challenges associated with AOD-related programming.

Sanctions for Alcohol and Other Drug Policy Violations

1. As reported in prior biennial reports, the Dean of Students Office partnered with the Counseling Center to augment the support offered to students who were found responsible for violating the College's code of conduct related to AOD concerns. The enhanced support included a release that would be signed by an implicated student, permitting the Counseling Center to share follow-up information with the Dean of Students Office about whether or not a student had completed the referral process. As this is a specific, limited release, the student's expectation of confidentiality remains intact.
 - a. The Counseling Center and the Dean of Students Office will continue to refine this particular tool to examine its effectiveness and how, if at all, it may be improved in the coming biennium.
 - b. Please refer to [Appendix C](#) for a copy of the release form.
2. The Dean of Students Office has partnered with the Counseling Center to investigate alternative learning opportunities for students whose actions are found to be in violation of the College's code of conduct related to AOD.
3. The response to employees of the College who find themselves in violation of AOD policy remains static given PPCC's relationship to the Colorado Community Colleges System (CCCS, "the System"). Discipline for employees who are found to be in violation of the College's policies related to AOD may include treatment and/or corrective action, up to and including termination. PPCC should plan regular review of best practices related to managing AOD abuse within an employee population.

Additional Notes:

To date, incidents of recidivism for students who have participated in the student disciplinary process for a Narcotics/Alcohol violation are non-existent. To further enrich student learning in these instances, the Dean of Students Office continues to investigate online alcohol awareness courses as a potential additional sanction, although cost is a practical factor in obtaining such programs. The Dean of Students Office continues to work with the Counseling Center in investigating resources that would allow more accessibility for prevention and awareness resources for student in need of such support. During AY 20, the College introduced a partnership with We Face It Together, a group that provides AOD intervention through a peer mentorship program. To date, there is insufficient information to determine the impact of this program on the College's overall response to AOD abuse reduction.

During the academic years reviewed for this report, Human Resource Services, Campus Police, and the Dean of Students Offices noted low overall AOD-related incidents within the campus community. It would be worthwhile for the College to persist in its study of those components of the onboarding processes and annual programming schedule have supported the low rate of occurrences so that success could be replicated. It is also worth noting numbers for AY 20 were affected by the global pandemic and the College's subsequent decision to move numerous operations into remote settings where possible.

Campus Policies/Procedures Relating to Alcohol and Other Drugs

CCCS policies and the College's procedures related to AOD abuse have been in place, with relevant updates, for a number of years. In the coming biennia, PPCC would be well-advised to examine its processes, both for effectiveness and for pertinence to the campus community. To further enhance the College's efforts toward encouraging the campus community to embrace healthy attitudes and behaviors, a review schedule specific to this set of procedures should be implemented. This would promote the visibility of the procedures and would facilitate the maintenance process.

Appendix A: Policy Distributed to Students, Staff, and Faculty

This appendix contains copies of the actual policies distributed to all PPCC students, staff, and faculty.

PPCC Course Catalog – Required Disclosure

Student Right-to-Know – Drug and Alcohol Abuse Prevention

Available at: <https://www.ppcc.edu/disclaimers-legal-notice/right-to-know>

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), students shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or as part of any college activity.

Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. These penalties range in severity from a fine of \$100 up to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

The College will impose penalties against students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Violators will be subject to disciplinary action under student disciplinary policies. The sanctions include but are not limited to probation, suspension, or expulsion from the College and referral to authorities for prosecution, as appropriate.

Student Code of Conduct, Section 9

Available at: <http://www.ppcc.edu/student-conduct>. A link to this policy is also available via the student web portal.

9. Narcotics/Alcohol

Use, being under the influence, manufacturing, possession, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) while on college-owned or college-controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of

marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

PPCC Campus Police Web Page – Drugs and Alcohol

Available at: <https://www.ppcc.edu/campus-police>

The Law

Pikes Peak Community College is a state system community college governed by the State Board for Community Colleges and Occupational Education (SBCCOE). Board Policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal law). A copy of this law is on file in the Human Resources Services and the Student Life Office for your reference. The College has adopted the following Drug and Alcohol Abuse Prevention Program:

Standard of Conduct

Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or as a part of any college activity.

Legal Sanctions

There are legal sanctions for violations of the Standard of Conduct. Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. These penalties range in severity from a fine of \$100 up to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

College Penalties

The College will impose penalties against students and employees who violate the above Standards of Conduct. Violators will be subject to disciplinary action under employee and student disciplinary policies and procedures. The sanctions include, but are not limited to, probation, suspension or expulsion from the College or probation, suspension or termination of employment; and criminal charges brought by the institution.

Health Risks

Myriad health risks are associated with drug and alcohol abuse. Risks include but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions. Personal relationships, family dynamics, ability to work and study are also at risk. Further information on health risks is available in the Human Resource Services Office and the Student Life Office via brochures, videos, and educational programs presented throughout the year.

Illegal Substances

A listing of controlled substances is on file for community reference in both the Human Resource Services Office and the Student Life Office. Please also refer to [Appendix C](#).

Referral Resources

Referral for counseling, treatment, rehabilitation, and re-entry programs is available through the College and throughout the community. Below is a partial list of available resources. (Please see [Appendix C](#) for a more exhaustive list):

- Human Resource Services Office - Room B-200, (719) 502-2600
- El Paso County Health Dept., Drug & Alcohol treatment Clinic - (719) 578-3150
- Pikes Peak Mental Health Center-Chemical Dependency (24 hrs.) - (719) 635-7000
- Alcoholics Anonymous (24 hrs.) - (719) 573-5020
- Narcotics Anonymous - (719) 637-1580 or <http://www.nacolorado.org/>
- Cocaine Anonymous Hotline - (719) 448-0110
- National Council on Alcoholism and Drug Dependence - (800) 622-2255 or <https://www.ncadd.org/>

Campus community members may also consult directories (online or printed) for a listing of all private and community-based programs. Check listings under "Alcoholism Treatment" and "Drug Abuse Information and Treatment."

PPCC 2019 and 2020 Annual Security Reports

Available at: <https://www.ppcc.edu/campus-police/crime-stats>

The following information is contained in the annual campus security reports required under the Clery Act:

DRUGS AND ALCOHOL ON CAMPUS OR AS PART OF ANY COLLEGE ACTIVITY

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), students, staff, or faculty shall not engage in the unauthorized or unlawful manufacture,

distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or as part of any college activity.

Any student, staff, or faculty who are convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. These penalties range in severity from a fine of \$100 up to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and the severity of the individual offense. The possession and/or consumption of alcohol by a minor is addressed in Appendix A, 18-13-122.

The College will impose penalties against students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Violators will be subject to disciplinary action under student disciplinary policies. The sanctions include but are not limited to probation, suspension, or expulsion from the College, termination of employment, and referral to authorities for prosecution, as appropriate.

Employees may be subject to corrective and/or disciplinary action as per State Personnel Rules and Regulations, up to and including termination.

Health Risks

Myriad health risks are associated with drug and alcohol abuse. Risks include but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions. Personal relationships, family dynamics, ability to work and study are also at risk. Further information on health risks is available in the Human Resource Services Office and the Student Life Office via brochures, videos, and educational programs presented throughout the year.

Treatment and Referral

Referral for counseling, treatment, rehabilitation and treatment programs can be found at the Human Resource Services Office, Campus Life Office, or throughout the community. Referral programs and resources can be found in [Appendix C](#).

Appendix B: Annual Campus Security Reports

18-13-122. Illegal possession or consumption of ethyl alcohol by an underage person - adolescent substance abuse prevention and treatment fund - legislative declaration.

(1) As used in this section, unless the context otherwise requires:

- (a) "Establishment" means a business, firm, enterprise, service or fraternal organization, club, institution, entity, group, or residence, and any real property, including buildings and improvements, connected therewith, and shall also include any members, employees, and occupants associated therewith.
- (b) "Ethyl alcohol" means any substance which is or contains ethyl alcohol.
- (c) "Possession of ethyl alcohol" means that a person has or holds any amount of ethyl alcohol anywhere on his person, or that a person owns or has custody of ethyl alcohol, or has ethyl alcohol within his immediate presence and control.
- (d) "Private property" means any dwelling and its curtilage which is being used by a natural person or natural persons for habitation and which is not open to the public and privately owned real property which is not open to the public. "Private property" shall not include:
 - (I) Any establishment which has or is required to have a license pursuant to article 46, 47, or 48 of title 12, C.R.S.; or
 - (II) Any establishment which sells ethyl alcohol or upon which ethyl alcohol is sold; or
 - (III) Any establishment which leases, rents, or provides accommodations to members of the public generally.

(2) (a) Any person under twenty-one years of age who possesses or consumes ethyl alcohol anywhere in the state of Colorado commits illegal possession or consumption of ethyl alcohol by an underage person. Illegal possession or consumption of ethyl alcohol by an underage person is a strict liability offense.

(b) (I) Upon conviction of a first offense, illegal possession or consumption of ethyl alcohol by an underage person shall be punished by a fine of not more than two hundred fifty dollars. The court, upon sentencing a defendant pursuant to this paragraph (b), may, in addition to any fine, order that the defendant perform up to twenty-four hours of useful public service, subject to the conditions and restrictions of section 18-1.3-507, and may further order that the defendant

submit to and complete an alcohol evaluation or assessment, an alcohol education program, or an alcohol treatment program at such defendant's own expense.

- (II) Upon conviction of a second offense, illegal possession or consumption of ethyl alcohol by an underage person shall be punished by a fine of not more than five hundred dollars, and the court shall order the defendant to submit to and complete an alcohol evaluation or assessment, an alcohol education program, or an alcohol treatment program, at the defendant's own expense. The court may further order the defendant to perform up to twenty-four hours of useful public service, subject to the conditions and restrictions specified in section 18-1.3-507.
- (III) Upon conviction of a third or subsequent offense, illegal possession or consumption of ethyl alcohol by an underage person shall be a class 2 misdemeanor, and the court, in addition to sentencing the defendant pursuant to the provisions of section 18-1.3-501, shall order the defendant to submit to and complete an alcohol evaluation or assessment, an alcohol education program, or an alcohol treatment program, at the defendant's own expense.
- (IV) A person convicted of a violation of this section is subject to an additional penalty surcharge of twenty-five dollars that shall be administered to the adolescent substance abuse prevention and treatment fund.

(3) It shall be an affirmative defense to the offense described in subsection (2) of this section that the ethyl alcohol was possessed or consumed by a person under twenty-one years of age under the following circumstances:

- (a) While such person was legally upon private property with the knowledge and consent of the owner or legal possessor of such private property and the ethyl alcohol was possessed or consumed with the consent of his parent or legal guardian who was present during such possession or consumption; or
- (b) When the existence of ethyl alcohol in a person's body was due solely to the ingestion of a confectionery which contained ethyl alcohol within the limits prescribed by section 25-5-410 (1) (II), C.R.S.; or the ingestion of any substance which was manufactured, designed, or intended primarily for a purpose other than oral human ingestion; or the ingestion of any substance which was manufactured, designed, or intended solely for medicinal or hygienic purposes; or solely from the ingestion of a beverage which contained less than one-half of one percent of ethyl alcohol by weight.
- (c) The person is a student who:
 - (I) Tastes but does not imbibe an alcohol beverage only while under the direct supervision of an instructor who is at least twenty-one years of age and employed by a post-secondary school;

(II) Is enrolled in a university or a post-secondary school accredited or certified by an agency recognized by the United States department of education, a nationally recognized accrediting agency or association, or the "Private Occupational Education Act of 1981", article 59 of title 12, C.R.S.;

(III) Is participating in a culinary arts, food service, or restaurant management degree program; and

(IV) Tastes but does not imbibe the alcohol beverage for instructional purposes as a part of a required course in which the alcohol beverage, except the portion the student tastes, remains under the control of the instructor.

(4) The possession or consumption of ethyl alcohol shall not constitute a violation of this section if such possession or consumption takes place for religious purposes protected by the first amendment to the United States constitution.

(4.5) An underage person and one or two other persons shall be immune from criminal prosecution under this section if they establish the following:

- (a) One of the underage persons called 911 and reported that another underage person was in need of medical assistance due to alcohol consumption;
- (b) The underage person who called 911 and, if applicable, one or two other persons acting in concert with the underage person who called 911 provided each of their names to the 911 operator;
- (c) The underage person was the first person to make the 911 report; and
- (d) The underage person and, if applicable, one or two other persons acting in concert with the underage person who made the 911 call remained on the scene with the underage person in need of medical assistance until assistance arrived and cooperated with medical assistance and law enforcement personnel on the scene.

(5) Prima facie evidence of a violation of subsection (2) of this section shall consist of:

- (a) Evidence that the defendant was under the age of twenty-one years and possessed or consumed ethyl alcohol anywhere in this state; or

- (b) Evidence that the defendant was under the age of twenty-one years and manifested any of the characteristics commonly associated with ethyl alcohol intoxication or impairment while present anywhere in this state.

Appendix C: Referral Programs, Resources, and Policy-Related Materials

The following is a list of local, state, and national resources related to AOD available to PPCC's campus community:

- Alateen and Alanon: 719-632-0063 (11 am to 2 pm, Monday through Friday)
- Alcoholics Anonymous: 719-573-5020
- Child Abuse (Child Protective Services): 719-444-5700 (Automated, press 1 to continue)
- CO Anti-Violence Program (LGBT): 1-888-557-4441 (May have to leave a message)
- Cocaine Anonymous Hotline: 719-448-0110
- Connectcare.org: 1-888-845-2881
- Colorado Consortium for Prescription Drug Abuse Prevention: <http://www.coxconsortium.org/>
- Colorado Crisis Services: 1-844-493-8255/ Text TALK to 38255
- Crime Stoppers: 719-634-STOP
- Domestic Violence and Sexual Assault (24 hours/day): 719-633-3819
- Eating Disorders: 719-578-9730
- El Paso County Health Department: 719-578-3199
- Heartbeat (Suicide Bereavement): 719-596-2575 (May have to leave a message)
- HIV/AIDS Hotline: 1-800-CDC-INFO (1-800-232-4636)
- Narcotics Anonymous: 719-637-1580 or <http://www.nacolorado.org>
- National Organization for Victim Assistance: 1-800-879-6682 or <http://www.trynova.org/>
- National Sexual Assault Hotline: 1-800-656-HOPE or <http://www.rainn.org>
- National Suicide Prevention Lifeline: 1-800-273-8255 or <http://www.suicidepreventionlifeline.org>
- Pikes Peak Hospice: 719-633-3400
- AspenPointe Crisis Line (24 hours/day): 719-635-7000
- Safe2Tell: 1-877-542-SAFE or <http://safe2tell.org/>
- Shelter for Homeless Teens: 719-630-3223
- Suicide Prevention Hotline: 719-596-5433

**The College has adopted the following
Drug and Alcohol Abuse Prevention Program:**

STANDARD OF CONDUCT

Students and/or employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or as a part of any College activity.

LEGAL SANCTIONS

There are legal sanctions for violations of the Standard of Conduct. Any student and/or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state or federal law. These penalties range in severity from a fine of \$100 to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

COLLEGE PENALTIES

The College will impose penalties against students and/or employees who violate the above Standard of Conduct. Violators will be subject to disciplinary action under student and/or employee disciplinary policies. The sanctions include, but are not limited to, probation, suspension or expulsion from the college or probation, suspension or termination of employment, and referral to authorities for prosecution, as appropriate.

HEALTH RISKS

A myriad of health risks are associated with drug and alcohol abuse. Risks include but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, ability to work and study are also at risk.

ILLEGAL SUBSTANCES

A listing of controlled substances is on file for your reference in the Human Resource Services Office.



Drug and Alcohol Abuse Prevention Program

THE LAW

Pikes Peak Community College is a state system community college governed by the State Board for Community Colleges and Occupational Education. Board Policy requires the college to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal law). A copy of this law is on file in the Human Resource Services Office for your reference.

REFERRAL RESOURCES

Referral for counseling, treatment, rehabilitation, and re-entry programs is available through the College:

- Student Counseling & Resource Center, 502-4782
- and through the community:
- Aspen Point Health Services - (24 hr), 719-572-6100 (General Info) 719-572-6100 (Admission appt. line) Toll Free: 1-855-ASPENFT
 - Peak View Behavioral Health Acute Psychiatric Hospital 719-444-8484
 - Alcoholics Anonymous (24 hr.), 719-573-5020
 - Narcotics Anonymous, 637-1580
 - SAMHSA National Hotline 1-800-662-4357 (HELP)
 - Alanon and Alateen, 719-632-0063
 - Online Resources www.ulifeline.org/schools/ppcc
 - Suicide Prevention Lifeline 1-800-273-8255 (TALK)
 - TESSA (Sexual Assault/Domestic Violence Hotline) 719-633-3819
 - Pikes Peak United Way www.ppunitedway.org 211 (Information & Referral Hotline)
 - Safe2Tell, 1-877-542-7233
 - Department of Human Services Child Abuse & Neglect 719-636-0000 (Hotline) Phone 444-5700 Adult Protective Services, 444-5755

Or consult the yellow pages of the local telephone book for a listing of private and community based programs. Check listings under "Alcoholism Treatment" and "Drug Abuse Information and Treatment."

This information is provided in compliance with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226).



DRUG-FREE WORKPLACE STATEMENT

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with, or receive grants from federal agencies to certify that they will meet certain requirements for providing a "Drug-free workplace." Pikes Peak Community College intends to comply with all provisions of the Act. Being an agency of the State of Colorado, the College has chosen to adopt the State's policy with regard to substance abuse. This policy, known as the "Substance Abuse Policy" states in part:

The State of Colorado has a vital interest in maintaining a safe, healthful and efficient working environment for its employees, (students) and the public. Employees impaired by alcohol or other drugs during working hours may pose safety and health risks, not only to themselves, but to others.

Therefore, to ensure a safe working environment, it is the policy of the State of Colorado that use of alcohol, other drugs, or controlled substances that results in job impairment is prohibited. Likewise, it is the policy of the State of Colorado that illegal possession, manufacture, use, sale or transfer of a controlled substance on state property or during work hours by its employees is prohibited. Violations of this policy will be cause of management/supervisor intervention that may result in referral to mandatory treatment and/or to corrective or disciplinary actions up to and including termination.

Pikes Peak Community College has in place a drug awareness program which has been designed to inform students and employees about the dangers of drug abuse.

As a condition of employment, the employee will:

- (1) Abide by the terms of the statement.
- (2) Notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Employees who would like more information on counseling, rehabilitation, and/or employee assistance programs are encouraged to contact the Executive Director of Human Resource Services, AA/EEO, at 502-2600. All such inquiries will be handled in the strictest confidence consistent with Federal/State/College Regulations and policies.

A copy of the law, including a list of controlled substances is available for review in the Human Resource Services Office. For further information, please contact this office at 502-2600.

**STATE BOARD FOR COMMUNITY COLLEGES AND
OCCUPATIONAL EDUCATION**

DRUG-FREE WORKPLACE

BP 3-24

APPROVED: February 9, 1989
EFFECTIVE: February 9, 1989
REPEALED: September 14, 2000
READOPTED: August 25, 2001
REVISED: February 13, 2019

REFERENCES:

Drug-Free Workplace Act of 1988, 102, Stat. 4304
Drug-Free Schools and Communities Act Amendments of 1989 (20 USC 1011i)
Controlled Substances Act of 1970 (21 USC, Sec. 801 et. seq.) and Implementing Regulations
Colorado Revised Statutes Section 42-4-1301 and Sections 18-18-203 through 207
System President's Procedure SP 3-24, Drug-Free Workplace
Board Policy 19-30 Drug Free Schools
State Personnel Board Rules and Personnel Director's Administrative Procedures

APPROVED:

/ Dr. Byron McClenney /
Dr. Byron McClenney, Chair

Policy Statement

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Scope

This policy applies to all employees in the Colorado Community College System (CCCS or System).

Sanctions

Observance of this policy is a condition of employment and violation of such will subject the employee to appropriate disciplinary action up to and including termination.

Reporting of Charges/Convictions

Any employee who is charged with or convicted of a criminal drug violation or violation involving alcohol occurring in the workplace or while performing job duties must notify their Human Resources office as outlined in SP 3-24, Drug-Free Workplace, which may trigger additional notification requirements upon the System.

Drug-Free Awareness Program

The Colleges and the System shall establish drug-free awareness programs which will inform all employees about this policy. The programs will also inform employees about the dangers of drug abuse and about available drug counseling, rehabilitation, and employee assistance programs.

Procedures

The Chancellor shall promulgate any procedures which may be necessary to implement this policy.

COLORADO COMMUNITY COLLEGE SYSTEM SYSTEM PROCEDURE DRUG-FREE WORKPLACE

SP 3-24

EFFECTIVE: April 20, 1989

REVISED: July 1, 1997

RETITLED: September 14, 2000

RETITLED: August 25, 2001

REVISED: January 10, 2019

REVISED: June 17, 2019

REFERENCES:

Drug-Free Workplace Acts of 1988 and 1998 (41 USC, Sec. 81)

Drug-Free Schools and Communities Act Amendments of 1989 (20 USC 1011i)

Controlled Substances Act of 1970 (21 USC, Sec. 801 *et. seq.*) and Implementing Regulations

Colorado Revised Statutes Section 42-4-1301 and Sections 18-18-203 through 207

Board Policy 3-24, Drug-Free Workplace

Board Policy 19-30 Drug Free Schools

State Personnel Board Rules and Personnel Director's Administrative Procedures

APPROVED:

/ Joseph A. Garcia /

Joseph A. Garcia, Chancellor

Application

This procedure applies to all employees, as defined in BP 3-10, and volunteers in the Colorado Community College System (CCCS or System).

Basis

CCCS is committed to protecting the safety, health and well-being of its employees, students, authorized volunteers, guests, and visitors through implementation of this procedure outlining the requirements for drugfree awareness programs at each College and the System Office.

Employees impaired by alcohol, controlled substances, or other drugs including prescription and nonprescription medications during work hours may pose safety and health risks. It is the System's intent to comply with each of the provisions of the Drug-Free Workplace Acts of 1988 and 1998 which prohibit the unlawful manufacture, distribution, dispensation, possession and/or use of a controlled substance where CCCS employees work, including while operating any state or CCCS owned vehicles or while conducting business for or representing CCCS. Additionally, it is the intent of CCCS to comply with the Drug-Free Schools and Communities Act Amendments as outlined in Board Policy (BP) and System President's Procedure (SP) 19-30, Drug Free Schools.

All employees are encouraged to report dangerous behavior or evidence of impairment in the workplace to their supervisor or Human Resources Department.

Definitions

Controlled Substance: A drug, substance, or immediate precursor included in schedules I through V, as further defined in federal and state law, including cocaine, marijuana, marijuana concentrate, cathinones, any synthetic cannabinoid, and salvia divinorum (21 USC, Sec. 812 and related federal regulations, as well as Colorado Revised Statute § 18-18-102(5), §§ 18-18-203—207).

Prescription and Prescribed Medication: A written or oral order for a pharmaceutical drug for use by a particular person given by a practitioner in the course of professional practice, including controlled substances

prescribed in accordance with the regulations promulgated by the Director of the United States Drug Enforcement Administration, pursuant to the federal drug abuse control laws.

Federal Sanctions

A federal agency may apply the following sanctions when an institution or organization receiving federal grants or contracting with a federal agency fails to comply with the provisions of the Drug-Free Workplace Act:

1. Suspend payments under the contract or grant;
2. Suspend or terminate the contract or grant;
3. Debar or prohibit the institution or organization from receiving federal grants or contracting with the federal government for a period of up to five years.

Compliance

Compliance with the Drug-Free Workplace Act requires an institution that receives federal grants; or that allocates federal funds to individuals; or that contracts with a federal agency; to provide a drug-free workplace and to obtain certification from individuals receiving funds that they will comply with applicable policies and laws related to drugs.

Students who receive grants from federal funds are required to complete the certification form provided by the federal agency, which is the funding source.

Institutions that receive funds allocated for the Perkins Loan, College Work-Study, and Supplemental Educational Opportunity Grant programs, must complete the annual Certification Regarding Drug-Free Workplace Requirements provided by the United States Department of Education.

Procedure

All employees are required to refrain from reporting to work or being subject to duty while their ability to perform job duties is impaired due to on or off-duty use of alcohol or drugs. This procedure applies during all work hours, whenever conducting business or representing CCCS and while on-call. If an employee tests positive for alcohol or other drugs during work hours, he or she may be in violation of this procedure and may be subject to disciplinary action, up to and including termination.

Employees taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may affect their ability to safely and efficiently perform their job duties. Any employee whose prescription or over-the-counter drugs may affect job performance must contact the College's or System's Human Resources office. In order to avoid unsafe workplace practices, if the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to notify her/his supervisor and the supervisor must notify Human Resources, or the employee may notify their Human Resources office directly.

Prohibited Behavior

It is a violation of this procedure for an employee to unlawfully possess, manufacture, use, sell or transfer, or be impaired by alcohol, marijuana, controlled substances, over-the-counter drugs, or other intoxicants during working hours, whenever conducting business or representing the System, and while on-call. The illegal or unauthorized use of prescription drugs is also prohibited. If an employee tests positive for alcohol or other drugs during work hours, the employee may be in violation of this policy.

Notification Requirements

Any employee who is charged with or convicted of a criminal drug violation occurring in the workplace or while performing job duties must notify her/his Human Resources office in writing as soon as possible, but no later than within five (5) calendar days of the charge or conviction. Employees must notify their Human Resources office within the same timeframe of any charges or convictions involving alcohol occurring in the workplace or while performing job duties, as well.

Consistent with the Drug-Free Workplace Act, upon notification from the employee pursuant to this procedure, or actual notification from any other source that an employee has been convicted of violating any criminal drug statute in the workplace, the Chancellor or College President or respective designee(s) shall take the following steps:

1. Within ten days of receipt of notice of the conviction, send notification of such to appropriate federal agency(ies); and
2. Within 30 days of receipt of notice of any relevant conviction, take appropriate personnel action up to and including termination, or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by an appropriate federal, state, local, or other agency.

If the College or System receives notice that a classified employee has been convicted of violating a criminal drug statute in the workplace, a copy of the College's or System's notification of such to appropriate federal agencies must be forwarded to the State Personnel Director.

The System or each College receiving federal grants or contracts should refer to its contractual requirements and grant obligations after being notified by an employee convicted of a criminal drug crime occurring in the workplace, as many of these agreements include mandatory reporting requirements by the College or System to a federal component.

Applicable Alcohol and Drug Testing

To ensure the accuracy and fairness of our testing program, the System's alcohol and drug testing vendors will comply with the model collection and drug testing standards issued by the United States Department of Health and Human Services through state price agreements in place for substance abuse testing.

All employees may be required to participate in reasonable suspicion testing when it is determined by the College or System that reasonable suspicion exists to suggest that the employee is under the influence of alcohol or drugs while on the job. Employees may be subject to post-accident testing when they cause or contribute to accidents that seriously damage a state vehicle, machinery, equipment, or property and/or result in an injury to the employee or another employee requiring offsite medical attention.

In addition to reasonable suspicion testing, some employees, depending on the nature and place of their duties or employment, and subject to applicable law including, but not limited to, Federal Motor Carrier Safety Administration regulations, may be subject to the following tests:

- Pre-employment
- Post-accident
- Random
- Return-to-duty
- Follow-up
- Other testing required by third-party affiliates, such as clinical sites

Testing for the presence of alcohol may be conducted by analysis of breath and/or urine. Testing for the presence of the metabolites of drugs may be conducted by the analysis of urine.

An employee who refuses to cooperate in the testing process, or who adulterates, dilutes, tampers with, or otherwise interferes with accurate testing may be subject to the same consequences as a positive test. Any employee who tests positive will be given the opportunity to provide an explanation for the positive result.

Consequences and Personnel Actions

One of the goals of this procedure is to encourage employees to voluntarily seek help with alcohol and/or drug problems. An employee who violates this procedure may be subject to referral for treatment. In addition, violations of this procedure may result in personnel action, up to and including termination of employment depending on the circumstances involved.

In the case of applicants, if an individual violates this procedure, the offer of employment can be withdrawn.

Violators of the procedure may also be referred to the appropriate authorities for prosecution depending on the circumstances of the violation.

Return to Duty Agreements

If a College or the System determines that it is appropriate for positions requiring a commercial driver's license, a Return-to-Duty (RTD) agreement may be implemented when an employee violates this procedure but remains employed or is otherwise retained by the entity. RTD work agreements are implemented to ensure the employee abides by the provisions set forth in the RTD agreement, while performing their job duties. An employee who violates an RTD work agreement may be subject to corrective and/or disciplinary action, up to and including termination.

Colorado State Employee Assistance Program

The Colorado State Employee Assistance Program (C-SEAP) is available to provide consultation regarding substance abuse issues. When an employee tests positive for alcohol, controlled substances, or other drugs including prescription and over-the-counter drugs or otherwise violates this procedure, and the appointing authority determines that the employee will be retained, the College or System is encouraged to utilize the resources available through C-SEAP.

It is the role and function of C-SEAP to:

- Provide initial assessment, determine and monitor the services necessary and appropriate, and make referrals to community resources; and
- Provide return-to-duty consultation and assistance, including monitoring the employee's compliance and/or progress.

Any employee referred to C-SEAP under this procedure for mandatory treatment will be required to sign a release of information allowing C-SEAP to report progress to the employee's appointing authority.

An employee may seek assistance from C-SEAP at any time. The C-SEAP staff is also available for consultation with the Colleges or System regarding drug-free workplace education and training.

Confidentiality

CCCS respects the privacy of all employees. Therefore, reasonable precautions will be taken to ensure the privacy and confidentiality of an employee throughout the testing process and to administer procedures fairly and consistently. Access to this information is limited to those who have a legitimate "need to know" in compliance with relevant laws and policies. All drug testing information will be maintained in separate confidential records.

Distribution of Policy Statement and Verification

Each College and the System will require that each employee covered by this procedure receive a copy of the Drug-Free Workplace Policy Statement, which is based on BP 3-24, and that each employee signs an Employee Acknowledgment Form verifying receipt and acknowledging compliance as a condition of employment.

Revising this Procedure

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

EMPLOYEE ACKNOWLEDGMENT FORM

DRUG-FREE WORKPLACE POLICY STATEMENT

Name of College/System

I, THE UNDERSIGNED EMPLOYEE have received a copy of the Drug-Free Workplace Policy Statement; and

1. I agree to abide by the terms of the policy statement; and
2. I agree to notify my supervisor if I am charged with or convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction.

Employee Name (Printed)

Employee Signature

Date

Email Notices to Campus Community

The following information was emailed to all PPCC staff and faculty during the biennia reported in this document.

From: [DeBon, Stephanie](#)
To: [PPCC Classified](#); [PPCC APT](#); [PPCC Faculty](#); [PPCC Temporary Employees](#); [PPCC Adjunct](#)
Subject: Drug and Alcohol Abuse Prevention Program
Date: Friday, September 20, 2019 1:51:53 PM
Attachments: [image001.png](#)
[Drug & Alcohol Abuse Program.pdf](#)
[image002.png](#)

GREETINGS:

Pikes Peak Community College is a state system community college governed by the State Board for Community Colleges and Occupational Education. Board Policy requires the college to comply with the Drug Free Schools and Community Amendments of 1989(PL 101-226 in Federal Law). A copy of this law is on file in the Human Resource Services Office for your reference.


In accordance with State Board Policy, Pikes Peak Community College has in place a drug awareness program which has been designed to inform students and employees about the dangers of drug abuse. A copy of the Drug and Alcohol Abuse Prevention Program has been attached for your convenience.

You may also request one from Human Resource Services for your reference. Employees who would like more information on counseling, rehabilitation, and/or employee assistance programs are encouraged to contact the Executive Director of Human Resource Services, AA/EEO, at 502-2600. All such inquiries will be handled in the strictest confidence consistent with Federal/State/College Regulations and policies.

Thanks

 **Stephanie DeBon**
Administrative Assistant II
Human Resource Services
PIKES PEAK office 719-502-2464
COMMUNITY main office 719-502-2600
COLLEGE

From: [Brooks, Carlton](#)
To: [Haynes, Dorena](#)
Subject: FW: Drug and Alcohol Abuse Prevention Program
Date: Friday, October 5, 2018 1:03:17 PM
Attachments: [image003.png](#)
[Drug & Alcohol Abuse Program.pdf](#)
[image002.emz](#)
[image005.png](#)


PIKES PEAK *office 719-502-2003*
COMMUNITY *fax 719-502-2601*
COLLEGE

From: Please Do Not Reply (PPCC)
Sent: Wednesday, September 12, 2018 2:21 PM
To: PPCC Temporary Employees <PPCCTemporaryEmployees@ppcc.edu>; PPCC Adjunct Faculty <PPCCAdjunct@ppcc.edu>; PPCC APT <PPCCAPT@ppcc.edu>; PPCC Faculty <PPCCFaculty@ppcc.edu>; PPCC Classified <PPCCClassified@ppcc.edu>
Subject: Drug and Alcohol Abuse Prevention Program

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Thanks



PIKES PEAK COMMUNITY COLLEGE

Substance Abuse Procedure for Employees

Reference:

Drug Free Workplace Act of 1988
State Board Policy BP 3-10
State Board Policy BP 3-24
State Board Policy SP 3-24

Effective: October 19, 2007
Revised: March 3, 2010
Revised: August 5, 2014

Scope

This procedure applies to all employees, as defined by State Board Policy BP 3-10, employed by the College.

Position Statement

Pikes Peak Community College has a vital interest in maintaining a safe, healthful and efficient working environment for its employees, clients, and the public. Employees impaired by alcohol or other drugs during work hours may pose safety and health risks, not only to themselves, but also to others.

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Therefore, to ensure a safe working environment, it is the policy of Pikes Peak Community College that use of alcohol, other drugs, or controlled substances that results in job impairment is prohibited. Likewise, it is the policy of Pikes Peak Community College that illegal possession, manufacture, use, sale, or transfer of a controlled substance on College property or during work hours by its employees is prohibited.

Violations of this policy will be cause for management/supervisor intervention that may result in referral to mandatory treatment and/or to corrective or disciplinary action up to and including termination.

Compliance Guidelines

It is the College's intent to comply with each of the provisions of the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Sub-Title D). Further, it is the responsibility of all College supervisors to follow these guidelines to ensure fair and consistent application throughout the College.

The use of drugs or alcohol by an employee becomes a matter of concern to the College when it interferes with his or her job performance, conduct, attendance, or safety. The College's policy is directed toward rehabilitation, whenever reasonable.

These guidelines do not prohibit the use of alcohol on College premises when approved by the College President prior to a function. If alcohol is served, non-alcoholic beverages must also be available for consumption.

Violations of these guidelines will be cause for management/supervisor intervention that may result in referral to mandatory treatment and/or to corrective or disciplinary action up to and including termination and will be handled in accordance with applicable College and/or CCC System procedures.

Should an employee undergo alcohol/drug treatment, whether voluntary or mandatory, any absence from the job should be handled in accordance with existing leave policies and benefit plans. It remains the responsibility of the employee to meet established work standards.

Refusal to accept referral to mandated treatment or to follow recommended treatment plans will be considered a violation of this policy and, therefore, may subject the employee to corrective or disciplinary action up to and including termination.

The appropriate law enforcement agency shall be notified when there is reasonable suspicion to believe that illegal possession, manufacture, use, sale, or transfer of a controlled substance on College property or during working hours has occurred.

Each employee is required by law to inform Human Resource Services within (5) five days after she or he is convicted for violation of any criminal drug statute where such

violation occurred on College premises or during work hours. A conviction means a finding of guilty (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal, state, county or municipal court.

Should a supervisor become aware of a pattern of unsatisfactory job performance that has not been corrected by standard corrective procedures or the employee's own initiative, the supervisor may refer the employee for appropriate assistance including but not limited to the Colorado State Employees Assistance Program (C-SEAP).

Testing of Applicants and Employees

Pikes Peak Community College may, at its discretion, require urinalysis or other screening in certain instances set forth as follows:

A. Pre-employment screening

To prevent hiring individuals whose use of alcohol or other drugs indicates a potential for impaired or unsafe job performance, the College has implemented pre-employment screening. This applies to all positions (as designated by the College) where the public health or safety may be affected.

Human Resource Services shall be notified of new hires before the applicant begins employment. The potential employee shall be offered a conditional appointment contingent upon results of the drug test. The conditional employee may not begin work until the drug test results have been reviewed by Human Resource Services. Pikes Peak Community College shall incur the cost of drug-testing.

B. Current employees

(1) Reasonable suspicion testing may be instituted by the appointing authority, his/her designee or Human Resource Services if requested to do so by a supervisor. A supervisor trained in recognizing alcohol and other signs and symptoms who has reasonable suspicion to believe that an employee's use of drugs or alcohol has resulted or is likely to result in job impairment or in any way jeopardize the safety of persons or property may request an employee to submit to a test. Supervisors must notify Human Resource Services and obtain approval from the appointing authority or his/her designee prior to administering the test.

(2) When dealing with any suspected impaired person(s), special care should be taken to ensure that the subject is not placed in any position that would increase the likelihood of injury to the subject, the test administrator, or to the public. If at any time the subject displays a lack of balance to the degree that it appears he/she may fall, the test administrator shall terminate any balance maneuvers to avoid possible injury. Any terminations shall be documented, noting specific reasons.

(3) Any alcohol or other drug testing where the outcome is a positive result, shall be verified through a confirmatory method. Once an employee has voluntarily agreed to be subjected to a confirmatory test, the employee shall be transported, in a State vehicle, to the College's designated medical provider by a supervisor and a member of Human Resource Services to have such a test administered. Either the supervisor or Human Resource Services representative will remain with the employee until testing is completed. After the confirmatory test has been completed, the employee may be released (based upon the totality of the circumstances) at the site of the designated medical provider, transported to another location and released to a responsible party or released under other acceptable conditions.

(4) (a) If a positive result is verified through a confirmatory test, it will be deemed a violation of this policy. (b) Refusal to test or presenting of an adulterated/substituted sample is reported as a positive sample.

(5.) All test results arising from this policy shall ensure privacy, proper chain of custody and remain confidential. Any information gained should be communicated on a strict "need to know" basis.

C. Refusal to Submit to Testing

Refusal by an employee or group of employees to submit to testing if there is reasonable suspicion based on specific objective facts, or refusal by an employee in a safety related position who has been requested to submit to testing by Human Resource Services or her/his supervisor with the approval of the appointing authority or her/his authorized designee, is considered a violation of this policy and will be cause for management/supervisor intervention that may result in referral to mandatory treatment and/or to corrective or disciplinary actions up to and including termination.

Refusal to submit to testing by a candidate who has been given a conditional job offer is considered a violation of this policy and will be cause for management/supervisor to withdraw a job offer.

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION
Student Discipline

BP 4-30

APPROVED: July 14, 1988

EFFECTIVE: July 14, 1988

REPEALED: September 14, 2000

READOPTED: August 25, 2001

ISSUED BY:

/ Joe D. May /

Joe D. May

System President

Policy Statement

The Board delegates to state system college presidents the responsibility for the discipline, suspension, and expulsion of students, subject to this policy.

Scope

This policy applies to the state system community colleges.

Due Process

Students who are expelled, suspended, or otherwise disciplined shall be provided a hearing in accord with the principles of due process. The college presidents shall establish and submit to the System president for approval due process procedures governing the discipline of students at their respective institutions.

Procedures

The System president shall promulgate procedures necessary to implement this policy.

COLORADO COMMUNITY COLLEGE SYSTEM SYSTEM PROCEDURE

Student Disciplinary Procedure

SP 4-30

EFFECTIVE: July 1, 1998
RETITLED: September 14, 2000
RETITLED: August 25, 2001
REVISED: January 10, 2011
REVISED: May 9, 2012
REVISED: July 31, 2013
REVISED: June 1, 2014
REVISED: October 1, 2014
REVISED: June 30, 2015

REFERENCES: Board Policy (BP) 4-30; System President's Procedure (SP) 4-31a

APPROVED:

/ Nancy J. McCallin /
Nancy J. McCallin, Ph.D.
System President

Application

The procedure applies to students within the Colorado Community College System (CCCS).

Basis

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College. If a student is charged with violating her/his College's Code, these are the procedures to be used in resolving the charge.

Definitions

Chief Student Services Officer (CSSO): The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Code of Conduct and this procedure. The CSSO may delegate student discipline to another individual (designee).

Code of Conduct: A document developed and published by each College which defines prescribed conduct of students.

Complainant(s): A person(s) who is subject to the alleged misconduct or related retaliation. For purposes of this procedure, a complainant can be a CCCS employee(s), student(s), authorized volunteer(s), guest(s), or visitor(s).

Day: Refers to working day unless otherwise noted below.

Jurisdiction: Applies to behaviors that take place on the campus, at System or College sponsored events; and may also apply off-campus and to online activity when the Chief Student Services Officer (CSSO), or designee, determines that the off-campus conduct affects a substantial System or College interest. A substantial College interest is defined to include the following:

- Any action that constitutes criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the System or the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the System or the College.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the System or the College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment to the Constitution.

Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or emailing the student to their official College email address requesting a delivery receipt notification. If notice is mailed, student shall be given three (3) additional days to respond.

Respondent: A student whose alleged conduct is the subject of a complaint or incident.

Retaliatory Acts: Include but not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

Sanctions: One or more of the following may be imposed when there is a finding that a student has violated the College's Code of Conduct:

Warning:

A Notice served upon the student advising her/him that he/she is violating or has violated College regulations.

Probation:

After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.

Other Disciplinary Sanction:

Fines, restitution, denial of privileges (including extra-curricular activities or holding office in student organizations), assignment to perform services for the benefit of the College or community; educational sanctions such as mediation, letter of reflection, attendance at a workshop, seminar, or training writing a letter of apology seeking academic advising; re-assignment or eviction from campus housing, substance abuse screening, re-assignment to another class section, including a potential online section, or other sanction that doesn't result in the student being denied the right of attending classes, or any combination of these.

College Suspension or Expulsion:

An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.

Suspension:

Suspension is a separation that shall not exceed three academic terms (including summer term) per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community Colleges within the System.

Additionally, if a student is suspended at any of the other Auraria Campus Institutions (i.e., Metropolitan State University of Denver [MSUD] or the University of Colorado Denver [UCD]), he or she will not be eligible for admission or re-admission at the Community College of Denver (CCD).

Consequently, if a student is suspended at MSUD or UCD and attempts to enroll at one of the other twelve community Colleges within the System, he or she may be denied pursuant to the process under Board Policy 4-10, Admission, Continued Enrollment and Re-enrollment of Students.

Once the suspension is lifted at any of the community Colleges within the System, MSUD or UCD, the student may be eligible for admission or re-admission.

Examples of suspension include, but are not limited to the following: the College, a department or program, a class, use of a College facility or an activity.

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the CSSO or designee in accordance with this procedure.

Expulsion:

Expulsion is an indefinite separation from the College. The expelled student is not eligible for admission or re-admission at any of the community Colleges within the System.

Additionally, if a student is expelled at MSUD or UCD, he or she will not be eligible for admission or re-admission at CCD.

Consequently, if a student is expelled at MSUD or UCD and attempts to enroll at one of the other twelve community Colleges within the System, he or she may be denied pursuant to the process under Board Policy 4-10, Admission, Continued Enrollment and Re-enrollment of Students.

In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove that the behavior resulting in the expulsion has been resolved. It is the College's discretion to admit or deny the student.

Interim Action:

An immediate action taken by the CSSO or designee, to ensure the safety and well-being of members of the System or College community; preservation of System or College property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the System or College. In the event of an interim action, the hearing before the CSSO or designee shall occur as soon as possible following the interim action. If the College issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the College does not implement a permanent sanction, the interim action will be removed from the student's record.

Cease Communications/No Contact/No Trespass:

The College may issue a “Cease Communications”, “No Contact”, and/or “No Trespass” directive, also referred to as a *persona non grata*.

Student: All persons currently taking courses at or sponsored by the College(s), pursuing either credit or non-credit courses (or both), including those concurrently attending secondary or post-secondary institutions and College. Persons who are not officially enrolled for a specific term, but who have a continuing relationship with the College are considered students.

Continuing Relationship: A student registered for an upcoming term or has indicated intent via a transaction such as a financial aid application to register for an upcoming term. A continuing relationship also includes students who are first time enrollees who engage in misconduct prior to the time of enrollment. For students in a continuing relationship status, jurisdiction and the reasonable person standard must be considered in pursuing disciplinary charges. The Student Conduct Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator): Designated by the College President to oversee all civil rights complaints.

Training: All College officials involved with the investigation and discipline process will be trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking.

Procedures

The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the College will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President’s Procedures (SP) 3-50b and (SP) 4-31a via the following link: <https://www.ccs.edu/about-cccs/state-board/policies-procedures/>.

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation Process, the CSSO or designee shall render a sanction decision.

1. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate.

In cases of domestic violence, dating violence, sexual assault and stalking, the complainant and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

The student shall receive written notice of the decision and be advised of her/his right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the decision.

Appeal

In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the Appeals Officer or committee for initial review to determine if the appeal meets the

limited grounds and is timely. The original finding(s) and sanction(s) will stand if the appeal is not timely or substantively eligible, and the decision is final.

If the appeal has standing, the documentation is reviewed. Because the original finding(s) and sanction(s) are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The only grounds for appeal are as follows:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or
2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding. Failure to participate in the initial process does not constitute as new information for the appeal process

If the Appeals Officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene, in order to cure the error. In rare cases of bias, where the procedural or substantive error cannot be cured by the CSSO or designee, the Appeals Officer or committee may order that a new hearing be held by a different individual acting in the place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed once on (either or both of) the two applicable grounds for appeals.

If the Appeals Officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to civil rights violations pursuant to SP 4-31a, the Appeals Officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- If the Appeals Officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued.
- Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- An appeal is not an opportunity for an Appeals Officer or committee to substitute their judgment for that of the CSSO or designee, merely because they disagree with her/his finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately, unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Appeals Officer or committee will render a written decision on the appeal to all parties within seven (7) days of receiving the appeal request. The committee's decision to deny appeal requests is final.

Additional Process Provisions

- The student may have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise her/his advisee, but not speak for the advisee at any meeting or hearing.

These procedures are entirely administrative in nature and are not considered legal proceedings. The CSSO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

- The student is responsible for presenting her/his own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing, except when the student is under the age of eighteen (18) or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the CSSO or designee to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the CSSO or designee.
- Audio and/or Video Recording – the College, at its discretion, may audio or video record any meeting throughout the process. Should a recording exist, the student may request a copy at the end of the process. No other audio or video recording will be allowed.
- If student has a disability and would like to request an accommodation to assist her/him through the discipline process, he/she may do so by informing the CSSO or designee. The CSSO or designee will then work with disability support services to accommodate the request.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- Standard of proof – the College will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the College will determine whether it is more likely than not that a conduct code was violated.
- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, clinical placements, extra-curricular activities, etc. do not (in and of themselves) constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
- The procedural rights afforded to students above may be waived by the student.
- All timelines may be extended as agreed upon by both parties.

Retaliatory Acts

It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of Code of Conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of Code of Conduct violations.

Revising this Procedure

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.



RELEASE OF INFORMATION

Dean of Students Office – Referral to the Counseling Center

As part of the restorative process following my violation of the Narcotic/Alcohol provision of the Pikes Peak Community College (PPCC) Student Code of Conduct, and in accordance with the Drug-Free Schools and Communities Act of 1989, I acknowledge that I have been provided a referral to the PPCC Counseling Center.

I understand that the purpose of this referral is to support my health, well-being, and success as a PPCC student, along with the safety of the campus community.

By my signature below, **I give my permission to the counseling staff of the Student Counseling & Resource Center to provide to the Dean of Students Office (DoS) and the PPCC Behavioral Intervention Team confirmation that I have accessed Counseling Center services and upon which date.** No additional information will be provided by the Counseling Center to these two or any other entities, except in instances where there may be indications of harm to others.

I understand that I may revoke this permission at any time by submitting a written request, signed by me, to the Dean of Students Office or the Counseling Center. If I have any questions, I may contact the Dean of Students Office (719-502-2367) or the Counseling Center (719-502-4782).

Student signature

Date

Printed name

S#

Witness signature (DoS or Counseling Center staff)

Student Behavior Expectations While Abroad:

Student Academic Travel Abroad expects participants to act responsibly. At minimum, participants must be expected to respect and follow local laws and customs as well as follow the PPCC student code of conduct. <http://www.ppcc.edu/student-conduct>

They must also understand and be responsible for following US Customs laws regarding the import of alcohol into the US upon their return. Responsible alcohol use is permitted on PPCC Study Abroad trips. Responsible alcohol use policies include:

- Abide by the laws of the country or state visited
- Do not miss any scheduled event due to the effects of alcohol consumption
- Do not become ill due to the effects of alcohol consumption
- Do not engage in inappropriate behavior as the result of alcohol consumption
- Do not engage in destructive behavior toward property or person as a result of alcohol consumption
- Do not engage in behavior which embarrasses other members of the group, faculty/staff, or hosts as a result of alcohol consumption
- Participants and faculty/staff cannot facilitate, encourage, or ignore any participant who is abusing alcohol.

Appendix D: Assessment Tools & Handouts

HRS Handout Titles Related to Smoking Cessation

1. “The Smoke Around You” – American Cancer Society
2. “Set Yourself Free” Deciding how to quit: A smoker’s guide – American Cancer Society
3. Colorado Quitline Brochures

Smoking Cessation Sample Handout

From: PPCCWellnessCommittee <PPCCWellnessCommittee@ppcc.edu>
Sent: Monday, November 4, 2019 12:32 PM
To: PPCC Official <PPCCOfficial@ppcc.edu>
Subject: Join Us!

November 21st is Great American
Smoke-Out Day

Join us in the rotunda on November 21 from 11:00 am –
1:00 pm for great information and your chance to win a
“cold turkey” aka your Thanksgiving turkey!



“The best time to quit smoking was the day you started, the
second best time to quit is today.”

Tobacco Assessment

Do e-cigarettes really help smokers quit the habit? True or false?

Is there arsenic in cigarettes? Yes or no?

40% of smokers wish they could quit. True or false?

Smoking greatly increases the risk for alcoholism. True or false?

Tobacco use is one of the hardest drugs to quit? True or false?

HRS Handouts Related to Alcohol Abuse Prevention Awareness

1. "Rethinking Drinking, Alcohol and your health" – published by the National Institutes of Health, U.S. Department of Health and Human Services.
2. "Alcohol-Related Traffic Deaths" Fact Sheet, National Institutes of Health
3. "College Drinking" National Institute on Alcohol Abuse and Alcoholism.

Campus Police/HRS Impaired Driving Quiz



Impaired Driving Knowledge Quiz



1. A Police Officer can still arrest you for DUI even if you are not over the legal BAC limit of 0.080. T/F
2. You can sober up a drunk with a cold shower or coffee? T/F
3. If you drink, but don't eat, you can get drunk faster and easier? T/F
4. How long should you wait to drive after smoking a joint/bowl?
5. In Colorado it is ok to drink alcohol and drive as long as you aren't DRUNK and driving. T/F
6. Which one will make you more drunk, a 12oz beer, 6 oz glass of wine or 1.5oz shot of liquor?



HRS Alcohol Awareness Quiz

Alcohol Awareness – answer these questions and enter to win a prize!

1. The US Department of Health and Human Services describes low risk drinking for men, as no more than 4 drinks in a day and no more than 14 drinks in a week. For women, it is no more than 3 drinks in a day and no more than 7 drinks in a week.

Please mark all that count as a drink:

_____ A can of beer, no matter the size

_____ 8-9 ounces of malt liquor

_____ 1.5 fl. oz. shot of 80 proof distilled spirits (gin, rum, vodka, whiskey)

_____ 4 oz. of table wine

2. What are some of the risks for those who drink at heavy or at-risk levels?
List:

3. Alcohol is involved in what percentage of traffic deaths among persons aged 16-20?

4. What is binge drinking? (mark true or false)

_____ 4 drinks for women and 5 drinks for men in a 2 hour period of time.
_____ BAC of 1.0 or greater.


.....

Name:
Department:
Email:
Phone:

Drive Smart

Please list 3 things you learned today

- 1.
- 2.
- 3.

A vibrant Mardi Gras mask with purple, green, and yellow feathers and a large white eye cutout, surrounded by a pile of colorful Mardi Gras beads in purple, green, and yellow.

Mardi Gras
Cultural & Alcohol
Awareness Week!

2/18: Rampart Atrium 10:30 a.m. – 2:00 p.m.

2/19: Centennial Rotunda 10:30 a.m. – 2:00 p.m.

If you anticipate any accommodations please email:
sab@ppcc.edu five business day's before the event.



Student Life Alcohol Abuse Prevention Quiz

1. What does the purple represent during Mardi Gras?
2. A blood alcohol concentration (bac) of 0.08g/dL is considered _____ drinking under the National Institute on Alcohol Abuse and Alcoholism.
3. This typically occurs after ___ drinks for women and ___ drinks for men.

Quiz Results

172 assessment cards were returned; 122 were correctly answered.

Number of Wrong Results:

- Question 1: 19 wrong – Most frequent incorrect answer: "royalty," followed by "death," and then "berry sprite".
- Question 2: 25 wrong – Most frequent incorrect answer: "DUI" or "0.08," followed by "under," "over," or "average."
- Question 3: 16 wrong – Most frequent incorrect answer: "2 for women and 3 for men," followed by "1 for women and 1 for men," and then "4 for women and 6 for men."

Number of assessment cards with all questions answered incorrectly: 4

Number of blank assessment cards: 2

Number of assessment cards with any type of error: 50

Thirty-four assessment cards submitted had an error in the drinking questions. The response "2 drinks for women and 3 drinks for men" was the most common misconception.