

## **Section IV.F.9. Alcohol and Drug Free Workplace Drug and Alcohol Prevention Program Procedures**

These procedures supplement and clarify Section IV.F.9. of the Lone Star College System District Policy Manual (“Policy Manual”), last revised by the Board of Trustees on August 7, 2008—setting out the College’s policies regarding the College’s Alcohol and Drug Free Workplace.

The Policy Manual controls when a conflict arises between it and the procedures below. These procedures were last updated on **August 9, 2016**. The notice and comment period was open online to the public from **June 21, 2016 to July 22, 2016**.

These procedures comply with the *Drug-Free Schools and Communities Act of 1989* (DFSCA). The DFSCA requires the College to report its drug and alcohol crimes and prevention programs. The College must develop and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The program must include Annual Notification of the following: standards of conduct; a description of sanctions for violating federal, state, local law, and campus policy; a description of health risks associated with alcohol and drug use; a description of treatment options; and a biennial review of the program’s effectiveness and the consistency of the enforcement of sanctions.

**1. Scope of Procedures.** The procedures below apply to the College’s Drug and Alcohol Abuse Prevention Program (“DAAPP”), which is available to all College faculty, staff, and students.

**2. Designation of DAAPP Review Committee.** The DAAPP Review Committee members include the following:

- (a) Associate Vice Chancellor, Student Success
- (b) Associate Vice Chancellor, Human Resources
- (c) Vice President of Student Success or equivalent (from each college)
- (d) Counselor (annual rotation from each college)
- (e) Director of Compliance & Training, Human Resources
- (f) Executive Director of Compliance, Student Success
- (g) Representative of Student Life (annual rotation from each college)
- (h) Senior Human Resources Manager (annual rotation from each college)
- (i) Chief Emergency Management Officer

If any of the above employment positions are vacant then the immediate supervisor of the vacant position shall designate a College employee of equal or higher rank to fill the vacancy.

**3. Rotation of Certain Committee Members.** The colleges shall rotate responsibility to provide a Counselor, Representative of Student Life, and Senior Human Resources Manager in this order:

- (a) Lone Star College–North Harris
- (b) Lone Star College–Kingwood
- (c) Lone Star College–Tomball
- (d) Lone Star College–Montgomery
- (e) Lone Star College–Cy-Fair
- (f) Lone Star College–University Park
- (g) Lone Star College–Houston North

**4. DAAPP Review Committee’s Designated Co-Chairs.** The Associate Vice Chancellor, Student Success and the Associate Vice Chancellor, Human Resources will serve as co-chairs of the DAAPP Review Committee.

**5. Annual DAAPP Review.** Throughout the year, each college shall hold and provide various events and interventions to raise drug and alcohol abuse prevention awareness. Every year, between January and March, but before the College’s spring break, each college shall designate a drug and alcohol abuse prevention Awareness Week. Notification of each college’s Awareness Week shall be distributed at least by email and shall include the Annual Notification. By the end of the following April, each college’s Representative of Student Life and Senior Human Resources Manager shall prepare a written summary of the Awareness Week and of all DAAPP-related events and interventions during the fiscal year and submit this summary to the DAAPP Review Committee. Also by the end of the following April, each college’s Representative of Student Life and Senior Human Resources Manager shall upload all data regarding each college’s DAAPP-related events and interventions to a DAAPP SharePoint site on the LSC Intranet. Data shall be uploaded at least annually and should include the event/intervention’s date, number of participants, outcome data, and evaluation.

The DAAPP Review Committee shall meet the following May, after graduation ceremonies, to review the Awareness Week report and discuss effectiveness, necessary improvements, and the DAAPP’s sanctions enforcement consistency. The DAAPP Review Committee shall prepare a written report, as directed by the co-chairs, of its recommendations and submit this report to the Executive Vice Chancellor, Vice Chancellor of College Services, and senior college President (based on time of service to the College) by the end of the following June. The Executive Vice Chancellor, Vice Chancellor of College Services, and senior college President shall accept, change, or modify the DAAPP Review Committee’s report and send it to the Chancellor by the end of the following July. The Chancellor shall accept, change, or modify the recommendations by the end of the following August. The Chancellor’s recommendations shall be effective for the College’s following fiscal year.

For example:

All Year	January 1 – March 10 2017	March 1 – April 30, 2017	May 14 – June 30, 2017	July 1 – July 31, 2017	August 1 – August 31
Each college holds events, interventions, and awareness programs; data of all activities uploaded to Intranet	Each college holds an Awareness Week	Written summary of Awareness Week and all DAAPP events of each college prepared and submitted to DAAPP Review Committee	DAAPP Review Committee meets, reviews the DAAPP, prepares and submits a report to EVC, VCCS, and senior college President	EVC, VCCS, and senior college President accept, change, or modify the DAAPP Review Committee report and submit to Chancellor	Chancellor accepts, changes, or modifies DAAPP Review Committee report

**6. Biennial DAAPP Review.** In May or June of each even-numbered year, the DAAPP Review Committee shall meet and discuss effectiveness, necessary improvements, and the DAAPP’s sanctions enforcement consistency. This meeting may be simultaneous with the Annual DAAPP Review. The DAAPP Review Committee, under the direction of the co-chairs, shall prepare a report including data from the current and previous fiscal year. For example, when the Biennial DAAPP Review is held in May or June of 2018, the data will come from fiscal years 2017 and 2018. The timeline and procedures that the Annual DAAPP Review follows shall be the same for the year of the Biennial DAAPP Review. The co-chairs shall permanently retain copies of all reports.

**7. Effective Delivery.** Unless otherwise specified, any document under these procedures may be delivered in person or by emailing the document to the recipient’s designated College email address. All members of the College community must keep current and regularly monitor their designated College email addresses.

Effective Date: August 9, 2016

Stephen C. Head, Chancellor  
Lone Star College