



Big Bend
COMMUNITY COLLEGE

Big Bend Community College Drug-Free Schools

And Colleges Regulations

Biennial Review 2018-2020

Background of Drug Free Schools and Communities Act

Congress passed the Drug-Free Schools and Campuses regulations (EDGAR, Part 86) in 1990. As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Alcohol and Other Drug (AOD) Abuse Prevention Regulations may cause an institution to forfeit eligibility for federal funding. The biennial report must be completed each even-numbered year and must be available for examination to anyone who requests it.

According to the Higher Education Center's publication, *Complying with the Drug-Free Schools and Campuses Regulations, A Guide for University and College Administrators*, the required review is intended to meet the following objectives:

1. "To determine the effectiveness of, and to implement any needed changes to, the AOD prevention programs
2. To ensure that campuses enforce disciplinary sanctions for violating standards of conduct consistently"

Description of Big Bend Community College-

Big Bend Community College (BBCC) is a small rural community college located in the central part of Washington State. It is accredited by the Northwest Commission on Colleges and Universities. The BBCC campus is in Grant County, Washington, just north of the City of Moses Lake and outside the city limits. The campus is about 150 acres in size and features 24 buildings, including two residence halls.

BBCC serves approximately 4,000 students annually, with an annualized full-time equivalency (FTE) of approximately 2,000 in a 4,600 square mile service district encompassing Grant and Adams counties and the Odessa School District in Lincoln County with on-site, online instruction, and interactive classrooms. BBCC offers a Bachelor of Applied Science in Applied Management Degree (BAS-AM), 43 associate degrees and 16 certificates programs in academic transfer and vocational fields.

BBCC delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement. BBCC is a student-centered and innovative college that is committed to fostering a community that supports and recognizes the value of diversity; 42% of the student body is Hispanic and BBCC is a federally designated Hispanic Serving Institution (HSI) and is recognized as a Leader College by Achieving the Dream.

The BBCC student body consists of 83% first-generation college students and 71% of the students receive some form of financial assistance. In 2018, there was an average of 164 part-time employees (not including student workers) and an average of 190 full-time employees (staff and faculty) who provide quality learning in a caring environment for BBCC students.

Statement of Alcohol and Other Drug (AOD) Program Goals

Big Bend Community College strives to maintain the campus free from the illegal use, possession, or distribution of controlled substances which is reflected in the following:

1. Governing Board Policies and Procedures
 - a. Drug-Free/Alcohol Free Work Place – BP 3019 ([Attachment 1](#)) and AP 3019 ([Attachment 2](#))

- b. Smoking/Tobacco Policy – BP 8001 ([Attachment 3](#)) and AP 8001 ([Attachment 4](#))
- c. Student Code of Conduct – [WAC Code 132R-04 WAC](#) Error! Hyperlink reference not valid.

Description of AOD Program Elements

Alcohol-Free Options

The following items identify ways that the Big Bend Community College provides a campus environment with alcohol free options:

a. College Policies and Procedures

BBCC policies and procedures promote alcohol free events and activities. Students serving as representatives of the College at any event either on or off campus are prohibited from using alcohol and drugs. The only exception is that of BBCC Foundation sponsored events or other events authorized by the President. ([Attachment 2](#))

Associated Student Body Organization

The Associated Student Body Organization (ASB) represents the students of BBCC. All ASB/college sponsored activities and events are alcohol and drug free. The ASB, which consists of the Executive Board and the Student Programmers, is responsible for sponsoring quarterly student leadership workshops for ASB and club officers and student development activities. The ASB officers are housed in the Administration Building with 12 student clubs and one program in winter 2018.

The Associated Student (ASB) provides various health related outreach activities throughout the year. Outreach activities promote and empower students to engage in healthy behaviors and make lifestyle changes that reduce their risk of developing chronic diseases and engage in risky health behaviors. Outreach activities included a Mental Health Fair/Suicide Prevention Tour in Fall Quarters of 2018 and 2019. In order for a campus club to receive funding for the following year, they are encouraged to complete either health-related training or provide some type of a health-related activity during the school year. See [appendix A](#) for 2018-19 and 2019-20 training and activities.

ASB Executive Officers, along with Residence Life Assistants, attended a Suicide Awareness and Prevention Training the week before the fall 2019 and 2020 quarters. ASB Executive Officers also received training, along with Residence Life Assistants, to be Campus Security Authorities. In this training, they learned about drug and alcohol awareness, prevention, and steps to report incidents from the Campus Safety Director. In spring 2019 quarter, ASB sponsored Attorney CL Lindsay, who gave a presentation titled: Alcohol, Parties & the Law. In this presentation he discussed the connection between alcohol and the legal ramifications. Also, in spring 2019 ASB sponsored a DUI Simulator event with the Moses Lake Police Department, which students were able to experience what it feels and looks like while driving under the influence.

Student clubs at Big Bend Community College enhance the educational experience of students and foster social, intellectual, and physical growth. Several clubs on campus lead activities which promote healthy living as well as drug and alcohol-free lifestyles. The student clubs web site identifies the currently recognized active campus clubs and club activities. Many of these activities are wellness related and are highly attended by students. ASB sponsored a Suicide Prevention Awareness workshop for both ASB Officers and Club leaders to attend during 2019. In 2019-20, ASB sponsored an ASB and Club leader training, watching “Written-Off” video, followed by discussion facilitated by BBCC counselors. This video focused on Opioid Addiction.

ASB has intentionally reached out to inform students through including brochures addressing Big

Commented [SL1]: this section is still accurate. you received attachment 2 from Kim G.

Bend Community College's Drugs and Alcohol Policies, as well as campus and community resources. These info brochures have been placed in swag bags that are handed out to a large group of our students throughout our school year, such as "Fall and Winter Welcome Back Swag Bags."

b. Athletics

During the 2018 - 2020 academic years, BBCC had seven intercollegiate athletic teams. The men's program includes three teams, baseball, basketball and wrestling. The women's programs include four teams, basketball, softball, volleyball and wrestling.

The baseball, volleyball, basketball and softball programs are members of the Northwest Athletic Conference (NWAC) and wrestling programs are members of the National Collegiate Wrestling Association (NCWA). Annually, approximately 125-150 Big Bend students-athletes participated in intercollegiate sports.

The Athletics Program promotes a drug-free healthy lifestyle. Expected conduct of student-athletes related to alcohol and drugs are clearly stated in the Student-Athlete Code of Conduct. Alcohol and drug regulations are also written in the Student- Athlete Handbook located in the Student Athlete Information Center ([Attachment 9](#)).

c. Physical Education and Lifetime Wellness Class

PEH 100, Lifetime Wellness, is a popular class, with 14 sections offered in 2018/19, 14 sections offered in 2019/20, and 15 sections offered in 2020/21. Six sections of the PEH 100 were offered during Summer and Fall quarters of 2021 with 4 sections currently running during Winter 2022 and an additional 5 sections on the schedule to be offered in Spring 2022. This course includes promoting the students' understanding of their physical, emotional, and social health needs and develops strategies to meet these needs and improve overall health with the emphasis on wellness. Drug and alcohol use is discussed in the class. See [Appendix B](#) for PEH 100 course description.

Big Bend Normative Environment

Big Bend Community College has one main campus in the Larson community of unincorporated North Moses Lake, Washington, and an additional ten off-site locations which provide adult basic education classes and/or English as a second language classes.

The main campus facilities (all associated with the administration mailing address of 7662 Chanute St NE, Moses Lake) are monitored and patrolled by non-commissioned Campus Safety officers. The college maintains a memorandum of understanding with the Grant County Sheriff's Office (GCSO) which serves as an operational framework for ongoing and cooperative public safety efforts. This specifies that GCSO has primary responsibility for on-campus criminal investigations.

The twelve off-site locations are monitored and patrolled by the law enforcement agencies having jurisdiction:

1. Skill Source, 309 E 5th Ave, Moses Lake, WA. Moses Lake Police jurisdiction.
2. Grant County Jail, 35 C NW, Ephrata, WA. Ephrata Police jurisdiction.
3. Wahluke High School, 505 North Boundary Rd, Mattawa, WA. Mattawa Police jurisdiction.
4. Othello High School, 340 S 7th Ave, Othello, WA. Othello Police jurisdiction.
5. Port of Quincy, 101 F St SW, Quincy, WA. Quincy Police jurisdiction.
6. New Life 117 Camelia St SW, Royal City, WA. Royal City Police jurisdiction. (2019 only)

7. Soap Lake High School, 527 2nd Ave SW, Soap Lake. Soap Lake Police jurisdiction.
8. Warden High School, 101 Beck Way, Warden, WA. Warden Police jurisdiction. (ended 2019)
9. Othello High School, 340 7th Ave, Othello, WA. Othello Police jurisdiction.
10. Warden Public Library, 305 S Main Street, Warden, WA. Warden Police jurisdiction. (begin 2019)
11. Royal City Intermediate School, 6261 Rd 12 SW, Royal City, WA. Royal City Police jurisdiction. (begin 2019)
12. Grand Coulee, 412 Federal Avenue, Grand Coulee, WA. Grand Coulee Police jurisdiction.

BBCC embraces the tenets of community-oriented policing. That focus helps maintain a drug-free environment and educates the campus community on the dangers of drug and alcohol abuse. The college has on-campus housing and the Clery report validates that there are few alcohol related incidents on campus.

BBCC Student Administrative Support Services

Counseling and wellness services are offered to students at BBCC through Student Administrative Support Services. The overall purpose of the counseling center is to promote emotional health and wellness, student success, and retention at the college. These services include; psychological assessment, crisis intervention, brief individual psychotherapy and referrals to community resources, wellness workshops, faculty/staff consultations, and student and staff development activities.

The counselors act as the point persons to provide individual consultation, education, brief therapeutic intervention and referrals to community services for students seeking assistance with substance abuse and substance related issues. From January 2018 to the present, many of students seeking services with counselors reported “Drug/Alcohol Abuse” as one of their initial presenting problems. Such problems can often be directly linked to student academic success and retention at the college.

As part of the Student Administrative Support Services Counseling Center treatment model, students are routinely referred to resources in the community for more specialized behavioral health and/or substance abuse issues. BBCC counselors routinely collaborate and arrange face to face meetings with agencies in the community that provide both behavioral health and substance abuse treatment, e.g., Grant County Prevention and Recovery Center.

a. Health Issues Newsletter-2018-2020

All full-time employees receive a monthly e-mail newsletter from the EAP program regarding health issues including drug and alcohol conflict resolution and other wellness issues. ([Attachment 12](#))

b. Smoking/Tobacco Policy Update

- In 2018 the Smoking/Tobacco Policy was updated to include e-cigarettes and vaping.

c. Employee Assistance Program (EAP)

The EAP, “First Choice EAP,” is available through BBCC Human Resources for employees to provide confidential counseling services to employees who have concerns about their use of alcohol or other substances. ([Attachment 11](#)) Employees may also contact the Grant County Prevention and Recovery Center (PARC) for assistance with alcohol and drug-related problems. Smoking cessation assistance is available to employees through the college health insurance plan.

Alcohol Availability

BBCC prohibits possession or use of alcohol at any college location. However, annual fund-raising events sponsored by the BBCC Foundation or other organizations may include the serving of alcohol on campus with permission from the President. ([Attachment 2](#))

Alcohol Marketing and Promotion

- Alcohol is prohibited on campus or college events with the exception of BBCC Foundation events or other events approved by the President.
- The Bookstore is operated by Big Bend Community College. The bookstore does not sell any alcohol-related products such as shot glasses, beer mugs and wine glasses in the campus bookstore.

Policy Development and Enforcement

The following BBCC policies and procedures support a drug free environment.

a. Students

The college strongly encourages all new students, who register for classes, to view new student orientation. At this time, students are made aware of College policy and procedures during online new student orientations, Information from the Student Handbook found both online and in hard copy is referenced at this time concerning the health risks, both legal and college sanctions, as well as who to contact when reporting such incidents.

In the Student Handbook it states:

- Currently enrolled students will be subject to student disciplinary actions in accordance with WAC Code 132R-04 WAC– Student Code of Conduct. **Error! Hyperlink reference not valid.**
- Students are aware that “Big Bend Community College prohibits the unlawful manufacture, delivery, possession, or use of alcohol, marijuana, in any form, other controlled substances, and drug paraphernalia while on college property, while conducting college business, and while participating in any college activities whether on campus or not.” ([Attachment 1](#))

Substantive information is provided to the Residence Director, concerning drug and alcohol health risks, and safety information when reporting such incidents. The Director also references this information found in the Residence Hall Handbook. ([Attachment 10](#))

All students and employees receive an annual drug free workplace email notification that includes references to college policies and procedures about drug and alcohol use, legal and college sanctions, and treatment availability. ([Appendix E](#))

b. Employees

Faculty, administrative, and classified staff are provided with appropriate Governing Board procedures when they are hired by BBCC. Employees sign that they have received this information and this signature document is kept in their personnel file. ([Appendix D](#)) All employees also receive an annual drug free workplace email

- Governing Board policies and procedures can be accessed online through the College Website

BP & AP 3560 Alcoholic Beverages Policy
BP & AP 3019 Drug-Free/Alcohol Free Work Place Policy and Drug and Alcohol Abuse Prevention
BP & AP 8001 Smoking/Tobacco Policy

c. Police Department

In accordance with Public Law 101-226 Drug-free Schools and Community Act Amendment of 1989, the Governing Board of the Big Bend Community College prohibits the manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, in all facilities, grounds, events or activities directly or indirectly under control of Big Bend Community College by students and employees on district property or part of any college sanctioned activity.

Any student or employee in violation of Governing Board policies is subject to disciplinary action. These sanctions can include expulsion from the college for students or termination from employment for employees.

The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by Big Bend Community College.

BBCC Campus Security takes an active role in drug and alcohol use education. The Office of Campus Safety works collaboratively with the Grants County Sheriff's Office and other adjacent jurisdictions regarding drug and alcohol wellness activities and enforcement. Personnel from the Grant County Sheriff's Office frequently come to Criminal Justice classes at Big Bend Community College to speak to students regarding DUI Enforcement. Drug Recognition experts, (DRE), also attend classes to discuss drug recognition impairment signs with students.

CLERY Statistics 2018-2020

Drug and alcohol related offenses not meeting Clery reporting criteria are primarily offenses where state law was not broken but a violation of college policy occurred:

- Drugs: 4
- Alcohol: 5
- Evidence of illicit drug use without a suspect: none (Generally refers to drugs or drug paraphernalia found on campus, but no suspect was identified)

| Criminal Offenses | | | | | | | | | | | | |
|---|-----------|------|------|-----------------|------|------|-----------------|------|------|-----------|------|------|
| | ON CAMPUS | | | RESIDENCE HALLS | | | PUBLIC PROPERTY | | | NONCAMPUS | | |
| | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex offenses - All | 0 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| Arson | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes Any crimes reported to have occurred that manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity/national origin, gender identity or disability. ¹ | | | | | | | | | | | | |
| | ON CAMPUS | | | RESIDENCE HALLS | | | PUBLIC PROPERTY | | | NONCAMPUS | | |
| | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 |
| Sexual Orientation bias, vandalism/damage/destruction of property | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests for each of the following crimes² | | | | | | | | | | | | |
| | ON CAMPUS | | | RESIDENCE HALLS | | | PUBLIC PROPERTY | | | NONCAMPUS | | |
| | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 |
| Illegal Weapons Offense | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Liquor Law Violation | 0 | 0 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 3 | 0 | 0 |
| Disciplinary Actions/Judicial Referrals³ for each of the following law violations. (These figures are not included in the arrest figures.) | | | | | | | | | | | | |
| | ON CAMPUS | | | RESIDENCE HALLS | | | PUBLIC PROPERTY | | | NONCAMPUS | | |
| | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 | 2018 | 2019 | 2020 |
| Illegal Weapons Offense | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violation | 0 | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violation | 2 | 3 | 0 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Unfounded Crimes⁴ | | | | | | | | | | | | |
| There were zero unfounded crimes reported in 2018, 2019 and 2020. | | | | | | | | | | | | |

¹ Requirement: Hate crimes must be recorded by category of bias, 34CFR668.46(c)(4)

² Requirement: Arrests and referrals citation, 34CFR668.46(c)(1)(ii)

³ Requirement: Arrests and referrals citation, 34CFR668.46(c)(1)(ii)

⁴ Requirement: An institution must report to the Department of Education and disclose in its annual security report statistics the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics during each of the three most recent calendar years, 34CFR668.46(c)(2)(iii)(A)

| Attachment No. | Title and Link |
|-----------------------|--|
| Attachment 1 | Drug-Free Environment and Drug Prevention – BP 3019 https://www.bigbend.edu/about-us/board-policy/ |
| Attachment 2 | Drug-Free Environment and Drug Prevention – AP 3019 https://www.bigbend.edu/about-us/administrative-process/ |
| Attachment 3 | Smoking/Tobacco Policy – BP 8001 https://www.bigbend.edu/about-us/board-policy/ |
| Attachment 4 | Smoking/Tobacco Policy – AP 8001 https://www.bigbend.edu/about-us/administrative-process/ |
| Attachment 5 | Student Code of Conduct – Chapter 132R-04 WAC https://app.leg.wa.gov/WAC/default.aspx?cite=132R-04 |
| Attachment 7 | Associated Students https://www.bigbend.edu/student-life/asb/ |
| Attachment 8 | Safe College Training https://www.safecolleges.com/ |
| Attachment 9 | Student Athlete Information Center https://www.bbccvikings.com/information/SAinformation/index |
| Attachment 10 | Residence Hall Handbook chrome-extension://efaidnbnmnibpcajpcgclefindmkaj/https://www.bigbend.edu/wp-content/uploads/BBCC-Residence-Halls-Handbook-20-21.pdf |
| Attachment 11 | Employee Assistance Program https://www.fchn.com/Members/EmployeeAssistance |
| Attachment 12 | Employee Assistance Program Health Issues Newsletter https://port.bigbend.edu/employee/HR/default.aspx |
| Attachment 13 | Student Clubs and Communities https://www.bigbend.edu/student-life/student-clubs-advisors/ |

Appendix A

2018/2019 Student Organization Workshops/Activities Concerning Health & Wellness

ASB

- CL Lindsay: Alcohol, Parties & the Law
- 3 Blood Drives
- ALIVE Mental Health Fair
- Sponsored Suicide Prevention Workshop
- Campus Spa (free massages for students)

Phi Theta Kappa

- Participation with ALIVE Mental Health Fair
- Attended event promoting Mindfulness and Mental Health
- Attended Suicide Prevention Workshop
- Viking Orientation packet w/Health Services pamphlet

Nursing

- Health Destinations
- Job and Career Fair
- BBCC Community Health Outreach/Shot Clinic @ Nursing Home Facility
- Be the Match – Blood Marrow Donation
- Attended Suicide Prevention Workshop

Brazilian Jiu-Jitsu

- Self-Defense Seminar during Sexual Assault Awareness Month
- Attended Suicide Prevention Workshop

Lindy Hoppers

- Every meeting is a focus on being active and practicing good form to avoid injury
- Attended Suicide Prevention Workshop

Aviation

- Attended Wilderness Survival Training for Downed Aircraft
- Attended Suicide Prevention Workshop

MEChA

- National Cesar E. Chavez Blood Drive Challenge
- Sleep on the Street Homeless Awareness Event
- Sexual Assault Awareness Lawn Display
- Attended Suicide Prevention Workshop

Welding

- OSHA 30 Training for club members
- Attended Suicide Prevention Workshop

2019/2020 Student Organization Workshops/Activities Concerning Health & Wellness

***Spring 2020 Quarter COVID-19 effected activities**

ASB

- ALIVE Mental Health Fair
- 2 Blood Drives
- Welcome Back Swag Bag with Drug & Alcohol Info Brochure
- Drug & Alcohol Training for ASB and Club Leaders
- Campus Spa (free massages for students)

ASB & Residence Life Assistants

- Suicide Prevention Workshop

Clubs –

- Helped with ALIVE Mental Health Fair
 - Drug & Alcohol Training (Video about Opioid Crisis, “Written-Off,” followed up with discussion by BBCC Counselors); 2 officers/club attended

Appendix B

Physical Education and Health

PEH 100 Lifetime Wellness 3 (33/0)

Lifetime Wellness is designed to promote the student's understanding of their physical, emotional, and social health needs, and to develop strategies to meet these needs and improve overall health and well-being. SE

**2018-2019 Course Catalog
127**

Appendix C

Big Bend Community College Drug Free/Alcohol Free Workplace Certification for Employees

I hereby certify that I have received a copy of AP3019, Drug and Alcohol Abuse Prevention. I understand that reporting to work or performing work while under the influence of, and/or impaired by, illegal drugs (including marijuana) or alcohol is prohibited.

I also realize the unlawful manufacture, delivery, possession, or use of alcohol, marijuana in any form, or other controlled substances, and drug paraphernalia while on college property, while conducting college business, and while participating in any college-sponsored activities whether on campus or not is prohibited.

I understand that violation of this policy may result in disciplinary action up to, and including, termination.

I acknowledge my responsibility to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction. I further realize the college is required by law to give notice of such conviction to any Federal agency from which it receives grants or contracts, and I hereby waive any and all claims that may arise from conveying this information to such Federal agency.

Acknowledgement

I, _____, hereby certify that I have received and read a copy of AP 3019, Drug and Alcohol Abuse Prevention.

Date _____ Signature _____

**Appendix D
March 2018**

MEMORANDUM

TO: All BBCC Employees
FROM: Kim Garza, VP of Human Resources & Labor
RE: **DRUG-FREE WORKPLACE**

Big Bend Community College, a recipient of federal funds, supports and complies with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989.

As an employee of Big Bend Community College, you are hereby advised that the unlawful manufacture, delivery, possession, or use of alcohol, marijuana in any form, or other controlled substances, and drug paraphernalia while on college property, while conducting college business, and while participating in any college-sponsored activities whether on campus or not is prohibited. Violations of this policy will result in appropriate disciplinary action, up to and including termination.

Employees are expected to adhere to the policies of the college, observe the basic rules of good conduct and to observe all local, state, and federal regulations relative to illegal drugs and alcohol. Violations of such regulations to include misdemeanor and/or felony convictions during the course of one's employment will result in appropriate disciplinary action.

As an employee, you are required to provide written notice to your supervisor and the Human Resources Office in the event you are convicted of any drug-related violation in the workplace. Said notice must be provided within five (5) calendar days of final disposition by the court.

It is important that employees are aware of the counseling and rehabilitation services available. Information regarding counseling and rehabilitative resources is available by contacting the Human Resources Office at 793-2008 or by contacting the college's Employee Assistance Program (EAP). First Choice is our EAP provider. First Choice EAP is available 24 hours per day, 7 days per week by calling 1-800-777-4114 or www.firstchoiceeap.com

A copy of BBCC's policy is attached for your personal reference. Should you have any questions or concerns, please feel free to contact me at extension 2010.

**Appendix E
Substance Abuse Info & Resources
Pamphlet**



Appendix F

Sent on behalf of Kim Garza-

TO: All BBCC Employees

FROM: Kim Garza, VP of Human Resources & Labor

RE: **DRUG-FREE WORKPLACE**

Big Bend Community College (BBCC), a recipient of federal funds, supports and complies with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989.

As an employee of Big Bend Community College, you are hereby advised that the unlawful manufacture, delivery, possession, or use of alcohol, marijuana in any form, or other controlled substances, and drug paraphernalia while on college property, while conducting college business, and while participating in any college-sponsored activities whether on campus or not is prohibited. Violations of this policy will result in appropriate disciplinary action, up to and including termination.

Employees are expected to adhere to the policies of the college, observe the basic rules of good conduct and to observe all local, state, and federal regulations relative to illegal drugs and alcohol. Violations of such regulations to include misdemeanor and/or felony convictions during the course of one's employment will result in appropriate disciplinary action.

As an employee of the college, you are required to provide written notice to your supervisor and the Human Resources Office in the event you are convicted of any drug-related violation in the workplace. Said notice must be provided within five (5) calendar days of final disposition by the court.

Using drugs and alcohol can have substantial and harmful effects on health. These effects are often permanent and can lead to severe physical and psychological impairment, disability, and premature death. The [Centers for Disease Control and Prevention \(CDC\)](#) provide [additional information on the effects of drinking alcohol](#) on their website.

The [National Institute on Drug Abuse \(NIDA\)](#) provides facts about the most [commonly abused drugs](#). Each drug page includes a brief overview, street and clinical names, the effects of the drug on the brain and body, statistics and trends, and relevant publications and articles written by NIDA researchers and scientists.

Information regarding counseling and rehabilitative resources is available by contacting the Human Resources Office at 509.793.2008 or by contacting the college's Employee Assistance Program (EAP), First Choice EAP. First Choice EAP is available 24 hours per day, 7 days per week by calling 1.800.777.4114 or www.firstchoicceap.com

Additional information is available in [BP3019 Drug Free/Alcohol Free Work Place](#) and [AP3019 Drug & Alcohol Abuse Prevention](#).

Questions regarding the information contained in this email or college policy may be directed to Kim Garza,

VP for Human Resources & Labor at 509.793.2010 or via email at king@bigbend.edu.

