


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 495.1	
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		Last Revision Date:	11-08-2016
		Effective Date:	01-30-03
Section:	Human Resources	Subject:	Drug- and Alcohol-Free Environment


PURPOSE

Arizona Western College provides drug and alcohol-free work and learning environments for its employees and students. Unlawful drug use is strictly prohibited. Possession and or consumption of alcohol on College property is not permitted in work or educational environments and is limited to specifically approved and controlled special events.

PROCEDURE

1. The manufacture or cultivation, distribution, dispensing, possession, or use of any type of controlled substances (including, but not limited to, barbiturates, opiates, marijuana, amphetamines or hallucinogens) or aiding in the use of such by any person is prohibited. Except as specifically set forth in this paragraph, employees and students are prohibited from possessing or consuming alcohol on College property and from being intoxicated on campus. Possession and/or consumption of alcohol beverages on College property is permitted only at events that have been approved pursuant to rules contained in the Arizona Western College Facilities Usage Manual, Procedure 102.1, and any such possession and/or consumption of alcohol must be in strict compliance with such rules.
 - 1.1 Violations of this procedure will result in disciplinary action which may include, but is not limited to, suspension, termination, expulsion, removal from campus, and/or referral for prosecution.
 - 1.2 Employees suspected of violating this procedure may be tested in accordance with Procedure 495.2 Drug and Alcohol Testing. Campus or local Police will be notified of students suspected of violating this procedure.
 - 1.3 An employee who is arrested for a drug or alcohol-related crime must notify the appropriate Vice President or the President in writing of his or her arrest upon returning to work and no later than five calendar days after the arrest.
2. Employees and students will be notified annually that the College provides drug and alcohol-free work and learning environments. Unlawful drug use is strictly prohibited. Possession and/or consumption of alcohol on College property is not permitted in work or educational environments and is limited to specifically approved and controlled special events.
3. Employees and students will be made aware annually of the dangers and health risks of drug and alcohol abuse.
4. Employees and students will be provided annually a description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.

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5. Employees and students will be provided annually information regarding available drug and alcohol counseling, rehabilitation, and employee assistance programs.
6. The President or designee will comply with all required reporting of drug or alcohol violations or convictions to agencies from which the College receives grants or funding.