



**Drug and Alcohol  
Abuse Prevention  
Program (DAAPP)**

**Biennial Review**

**2020-2021 | 2021-2022**

March 2023



## DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS ALCOHOL AND OTHER DRUGS PREVENTION CERTIFICATION

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The federal Education Department General Administrative Regulations (EDGAR) Part 86 require, as a condition of receiving funds or any other form of financial assistance under any federal program, that Olympic College (“OC” or “College”) certifies it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees, both on College premises and as part of any of its activities, in order to comply with the Drug-Free Schools and Campuses Regulations.

The undersigned certifies that it has adopted and implemented a Drug and Alcohol Abuse Prevention Program (DAAPP) for its students and employees that, at a minimum, includes:

- (1) The annual distribution to each employee and student of:
  - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on college property or as part of any of the college activities;
  - A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol or drugs;
  - A description of any drug or alcohol counseling, treatment or rehabilitation or reentry programs available to employees or students; and
  - A clear statement the College 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 required above.
- (2) A biennial review of the College’s drug and alcohol prevention program to:
  - Determine its effectiveness and implement any needed changes to the program and policies; and
  - Ensure its disciplinary sanctions are consistently enforced.

Dr. Brendon K. Taga, Vice President of Student Services

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## INTRODUCTION

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The federal Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to design and implement alcohol and illicit drug programs on their campuses. As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education 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" on campus property or as part of any campus activity. This legislation directed Colleges to:

- Develop a written policy on alcohol and other drugs.
- Develop a process that ensures policy distribution to all students, staff, and faculty.
- Enumerate federal, state, or local sanctions for unlawful possession or distribution of illicit drugs and alcohol.
- Describe health risks associated with alcohol abuse or illicit drug use.
- Describe College drug and alcohol programs available for students and employees.
- Specify disciplinary sanctions imposed on students and employees for policy violations.
- Conduct biennial reviews to assess the effectiveness of its alcohol and drug programs.

In addition, the Drug-Free Schools and Campuses Regulations require Olympic College ("OC" or "College") to conduct a biennial review of our alcohol and other drugs programs and policies with the following two objectives:

- (1) To determine program effectiveness and to implement changes to the OC Drug and Alcohol Abuse Prevention Program (DAAPP).
- (2) To ensure disciplinary sanctions for employees and students violating the standards of conduct are enforced and administered consistently by the College.

In compliance with federal legislation, the College has prepared this biennial review.

## BIENNIAL REVIEW PROCESS

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### Biennial Review Period

This biennial review of OC's Drug and Alcohol Abuse Prevention Program covers the program's activities during Academic Years 2020-2021 and 2021-2022.

### Biennial Review Responsibility

The biennial review, which is facilitated by the VP of Student Services, is typically conducted with representatives from key campus departments including Student Services, Student Development, Community Standards, Campus Security, Instruction, Communications, Human Resources, and Diversity, Equity & Inclusion. The VP of Student Services collaborates to conduct and submit the biennial review.

### Review Methodology and Data Analysis Tools

A variety of methods and tools were used to conduct the biennial review of the College's Drug and Alcohol Abuse Prevention Program, which is aimed at evaluating its own unique set of challenges regarding the prevention of drug and alcohol abuse faced by students and employees at the College. The review included a review of policy statements, orientations and trainings, acknowledgement forms, college publications, support and treatment services, educational programs and activities, departmental records and policies, and student and employee disciplinary data.

### Report Access and Availability

The final report will be made available to employees, students, and the public online at the following OC Campus Security website: <https://www.olympic.edu/about/policies-procedures/safety-security-reports>. Paper copies of the report may also be obtained at no charge by contacting Campus Security at (360) 475-7800 or [SecurityOfficers@olympic.edu](mailto:SecurityOfficers@olympic.edu), as well as the Office of the Vice President of Human Resources at [hr@olympic.edu](mailto:hr@olympic.edu), (360) 475-7300, or at 1530 Ohio Ave., Bremerton, WA 98337 (Building 5).

## POLICY NOTIFICATION PROCESS

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### Alcohol and Drug Abuse Prevention Statement

Pursuant to the U.S. Department of Education’s Drug-Free Schools and Communities Act (DFSCA) and the Drug and Alcohol Abuse Prevention Regulations, the College’s Alcohol and Drug Abuse Statement can be found online at <https://www.olympic.edu/document/drug-free-schools-workplaces-communities/view>.

### Employee Notifications

Employees are provided and have access to policy and program information related to alcohol and other drugs, as outlined below.

Employee Notifications				
Notification	Type	Frequency	Medium	Appendix
<a href="#">Annual Security Report</a>	All Employees	Annually – Fall Quarter	Email & Webpage	Located at <a href="#">Annual Security Reports Webpage</a>
<a href="#">Drug Free Workplace Policy</a>	All Employees	Upon Hire	Onboarding & Online Board Policy Manual	Included
Olympic College Employee Code of Conduct	All Employees	Upon Hire	Onboarding	Included
Employee Handbook	All Employees	Upon Hire	Onboarding & Online HR Policies & Procedures	Referenced Below
Onboarding Presentation	All Employees	Upon Hire	Onboarding	Excerpt Included
<a href="#">Smoking on Campus</a>	All Employees	Upon Hire	Onboarding & Online Board Policy Manual	Included
<a href="#">Employee Assistance Program</a>	All Employees	Upon Hire	Onboarding	Referenced Below

## Student Notifications

Students are provided and have access to policy and program information related to alcohol and other drugs, as outlined below.

Student Notifications				
Notification	Students	Frequency	Medium	Appendix
<a href="#">Annual Security Report</a>	All Students	Annually – Fall Quarter	Email and Webpage	Located at <a href="#">Annual Security Reports Webpage</a>
Drug, Alcohol, and Tobacco Violations (Under Student Policies) – <a href="#">Your Right to Know</a>	All Students	Bi-Annually – Fall and Spring Quarters	Email and Webpage	Referenced Below
<a href="#">Smoking on Campus</a>	All Students	Bi-Annually – Fall and Spring Quarters	Email and Webpage	Included
Athletic Department: Student Athlete Handbook - Training and Conditioning Expectations	All Student Athletes	Annually	In person, at orientation meetings	Referenced Below



## POLICIES

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OC values the health and safety of its students and employees, and, therefore, supports local, state, and federal laws concerning alcohol and illegal drugs. The College acknowledges that substance abuse is a serious, yet treatable, condition that affects the productive lives of students and employees. Furthermore, the College pledges to work collaboratively with departments, agencies, and programs designed to reduce and eradicate the abuse of alcohol and drugs.

### Student Policies

OC is an alcohol- and drug-free institution. Under certain circumstances, alcohol may be authorized at specific events. Students (and student organizations/clubs) who unlawfully possess, use, manufacture, distribute, and/or illegally dispense alcohol or a controlled substance on college premises or during any college activity are subject to behavioral intervention or disciplinary action as outlined in the Student Conduct Code, other college policy, and applicable local, state, and federal laws.

The Student Conduct Code and OC Report It! are found on the College website and are available to all new and returning students electronically via the following websites:

- Student Conduct Code (includes prohibited conduct and violation descriptions): <https://www.olympic.edu/about/policies-procedures/community-standards>
- OC Report It! (includes reporting function to report Student Conduct Code violations and student welfare concerns): <https://www.olympic.edu/about/reporting-concerns-olympic-college>

### Student Athletes and Athletic Administration/Coaches - NWAC Policy

In addition to the Student Conduct Code, student athletes and the Athletic Department must comply with the Northwest Athletic Conference (NWAC) regulations. NWAC is the parent organization for intercollegiate athletics at community colleges located in Idaho, Oregon, Washington, and British Columbia. Student athletes are subject to the [NWAC Codebook](#) rules and regulations related to alcohol and other drug use.

The NWAC Coaches Code of Conduct, Ethics, & Standards includes Standard Three, Safety: "Luck runs out, but safety lasts a lifetime,": Create a culture of excellence that emphasizes a lifestyle free of drugs, tobacco, and alcohol.

The codebook further articulates the following policies:

- Alcoholic Beverages. The use or possession of alcoholic beverages by any participant (student, coach, faculty, staff or official) during any NWAC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that activity.
- Tobacco Use. The use or possession of any form of tobacco by any participant

(student, coach, faculty, staff or official) during any NWAC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that activity.

- Drugs. Any student-athlete convicted for the use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any member college sponsored athletic event or activity.

## Employee Policies

It is the intent of the OC Board of Trustees to provide a drug-free, healthful, safe, and secure work environment in accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. Thus, each employee is expected to report to work physically and mentally prepared to perform their assigned duties as outlined in the following policy:

- [Drug Free Workplace Policy](#) (Prohibition of Drugs POLICY NUMBER: OCP 400-01)

## Smoking on Campus Policy

Olympic College has adopted a smoking policy, the [Smoking on Campus POLICY NUMBER: OCP 200-07](#). This policy and its implementation procedures intend to promote a safe, healthy, and productive environment for the Olympic College Community and campus visitors.

Smoking is prohibited in all campus buildings and state vehicles. In addition, Olympic College campuses prohibit smoking in all areas, except those assigned as designated smoking areas. There is clearly posted signage to indicate smoking policy and designated smoking areas. All smoking materials are to be lit, smoked, and extinguished in designated area only. Tables and/or seating are provided within the covered areas. Smoking cessation information is available at each campus.

## REPORTING VENUES

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### OC Report It!

[OC Report It!](#) is Olympic College's primary reporting platform, which covers the following areas:

- Student Welfare Concerns (includes sections on Recognizing Distressed Students and Suggestions on How to Deal with the Distressed Student);
- Student Conduct Code Violations, including academic misconduct (includes a link to the [Student Conduct Code](#) website); and
- Issues of bias, discrimination, harassment, and retaliation, sexual misconduct (includes links to OC's [Title IX and Nondiscrimination](#) and [Grievance Procedures](#)).

### Counseling Services

Confidential counseling, offered through [Counseling Services](#), is free to enrolled students and provides short-term counseling and short-term crisis intervention for students suffering from acute emotional distress. Students are supported, assessed as needed, and appropriate referrals arranged. Counseling services do not include providing diagnosis for the purposes of treatment, insurance reimbursement, Americans with Disabilities Act (ADA) documentation, or the courts.

Counselors practice under professional standards that prohibit the disclosure of any information that students tell them during a counseling session, except by a release from the student or under specific circumstances. Exception may include risk of harm to self or others, abuse of a minor, elder or vulnerable adult, or other circumstances, as required by law. Students needing assistance may contact the counseling center. Students or employees may refer a student to the counseling center by emailing [CounselingServices@olympic.edu](mailto:CounselingServices@olympic.edu), visiting the [virtual office](#), or visiting Building 4, Room 205.

### Campus Security

Members of the college community, visitors, and guests are encouraged to report any possible activity of drug and alcohol use or possession to [Campus Security](#) at (360) 475-7800 or [SecurityOfficers@olympic.edu](mailto:SecurityOfficers@olympic.edu). Reporting can also be completed through [OC Report It!](#)

### Community Standards Office

Members of the college community, visitors, guests, and anonymous reporters are also encouraged to report any alcohol or drug activity by students on campus or at college activities to the [Community Standards Office](#). Reporting can be done by submitting a report online through [OC Report It!](#)

## Criminal Conviction for Alcohol or Drug-Related Violations of Law

Employees convicted of a violation of federal or state drug laws must report such convictions to:

Human Resources

Joshua Masters, Vice President for Human Resources

(360) 475-7305

[jmasters2@olympic.edu](mailto:jmasters2@olympic.edu)

[hr@olympic.edu](mailto:hr@olympic.edu)

Students convicted of a violation of federal or state drug laws must report such convictions to:

Office of Community Standards

Igor Lukashin, Community Standards Officer

(360) 475-7528

[ilukashin@olympic.edu](mailto:ilukashin@olympic.edu)

[CommunityStandards@olympic.edu](mailto:CommunityStandards@olympic.edu)

## PREVENTION AND EDUCATIONAL EFFORTS

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In support of the Drug-Free School and Communities Act of 1989 as well as other laws, policies, and regulations related to alcohol and drug use and abuse prevention and education, OC is committed to fostering a college environment where employees, students, and visitors can be free from the negative impacts of alcohol and drugs, while also benefiting from a safe, positive, and productive work, educational, and social environment in the college community. In support of this goal, the following provides information about the various College departments directly involved in working with students and employees, and the programs and measures implemented throughout the College to prevent the use of alcohol and other drugs.

### Behavioral Intervention Team (BIT)

The Behavioral Intervention Team (BIT) is a multidisciplinary committee that meets as needed to identify and assess student behavioral challenges and issues on campus before they escalate, including those related to drug and alcohol use or abuse. Reports about concerning behavior and/or mental health issues can come from students, employees, and third parties. The BIT team upholds all OC policies in its efforts to provide support, resources, and accountability for students and employees. The primary purpose, as it relates to drugs and alcohol, is to provide various multi-faceted support measures for students addressing possible substance abuse issues.

### Counseling Services

[Counseling Services](#) team provides referrals, faculty consultation, and support services related to helping students with alcohol- or drug-related challenges.

### Community Standards Office

Students in violation of alcohol and drug policies are referred to the Dean of Student Development in the Community Standards Office. The focus of the work is developmental, working with students to provide a learning process complemented by educational interventions, which positively change student's decision, behaviors, and actions. This includes incorporating social justice foundations, educational theories, and human development models, such as restorative justice practices, moral development theories, and student development models, while also employing practical experiences of reflection-based activities, collaborative interventions, counseling, and other support resources. Other educational interventions may include alcohol/drug prevention, support, and rehabilitation workshops, as well as reflection papers (essays) related to alcohol/drug effects, prevention, and recovery, meeting/interviews with alcohol and drug-related prevention experts or professionals, or co-facilitating drug and alcohol awareness programs.

## Athletics

Any student athlete participating in any athletic program receives Athletic Department: Student Athlete Handbook, which includes Training and Conditioning Expectations. Such students then sign a general acknowledgment that they understand expectations.

## Financial Aid

In general, a student who has a federal or state drug conviction may be disqualified from receiving federal aid. During the application process, the students certify they are eligible for federal financial aid by indicating they do not have a drug-related conviction. Any conviction which was reversed, set aside or removed from the student's record does not count, nor does one received when the student was a juvenile, unless he/she was tried as an adult. Students who have been convicted of a drug-related offense may complete an acceptable rehabilitation program to reinstate their financial aid eligibility.

## Olympic College Activities Board (OCAB)

The [Olympic College Activities Board \(OCAB\)](#) is a student-run board that plans, coordinates, and hosts events for OC students. The board brings entertainment like musicians, comedians, speakers, movie nights, and awareness weeks to campus. In addition to these programs, students can also join one of the eleven [student clubs](#) committed to substance-free activities, both on and off campus, regardless of age.

## Human Resources

Human Resources is responsible for the administration of policies, procedures, and services to employees of the College. Communications are distributed to all full- and part-time employees, such as policies and services regarding alcohol and other drug use prevention and treatment options. In addition, the College has contracted with the [State of Washington Employee Assistant Program \(EAP\)](#). Through the EAP, regular full-time and part-time employees, including adjunct faculty, and their eligible dependents, have access to various educational modules, prevention tools, and referral services related to alcohol, drug and substance abuse, and tobacco use. EAP services for employees and their household adult family members help address work and personal concerns, including [counseling](#) and [work/life \(legal and financial\) resources](#).

## COUNSELING, TREATMENT AND REHABILITATION SUPPORT

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OC is committed to maintaining an alcohol- and drug-free institution to create a safe and healthy learning and work environment and to assist students and employees who may have problems with alcohol or drugs. OC constantly strives to provide the best activities, programs, services, and environment for its students and employees.

### Counseling Services

[Counseling Services](#) are confidential in accordance with federal and state laws as well as professional codes of ethics and free to all enrolled students. In addressing alcohol and substance use, prevention, and abuse issues, counselors provide a variety of services to students, staff, and faculty including personal counseling and therapeutic check-ins, crisis support and intervention, skill-building, outreach and consultation services, education, and liaising with community services. If it is determined that a student needs or requires resources or competencies beyond which the counseling center can provide, staff will assist students with locating appropriate on or off campus resources.

### Employee Assistance Program

In addition to educational and prevention tools for employees, EAP also provides college employees with various treatment and rehabilitation options, tools, and referrals, including Health Risk Assessments for alcohol, drugs, and tobacco. Employees can contact EAP at (877) 313-4455. See the prior section for more information on the EAP.

### Community Standards Office

At times, student may be voluntarily or involuntarily withdrawn or suspended from the College for violations of college policy involving alcohol and drugs. Under these circumstances, the Dean of Student Development, in cooperation with the BIT Team, college departments, and/or external agencies, will explore various behavioral intervention plans for the student's reentry into the College. Behavioral intervention plans may set conditions for a student's eligibility to reenroll at the College, including completion of an approved drug and alcohol rehabilitation program or course, alcohol/drug or counseling assessment from a licensed mental or medical health agency, regular attendance at a substance abuse support session or group, or participation in stress management training.

### External Treatment and Rehabilitation Resources

Counseling Services, the Community Standards Office, Campus Security, Financial Aid, and Human Resources may partner and use several community groups and external agencies as referrals for students and employees related to alcohol and drug abuse prevention and treatment services and approved rehabilitation programs such as the following resources:

## National Resources

- National Suicide Prevention Lifeline: 24/7 free & confidential: (800) 273-8255 (TALK) or **988**  
Website: <https://suicidepreventionlifeline.org/>
- Veterans Crisis Line (National)  
24/7 free confidential phone, text, and chat line. Phone: (800) 273-8255 (press 1); text: (838255); or go to the website to access the chat line.  
Website: <https://www.veteranscrisisline.net/>
- National Council on Alcoholism and Drug Dependence website: <https://ncadd.us/>
- SAMHSA Treatment Referral Routing Service (800) 662-HELP (4357)
- Spanish Quit Line (877) 2NO-FUME | (877) 266-3863
- Tobacco Quit Line (800) QUIT-NOW | (800)784-8669
- CDC Office on Smoking and Health (OSH) website: <https://www.cdc.gov/tobacco/about/osh/>
- CDC Smoking Cessation Fast Facts:  
[https://www.cdc.gov/tobacco/data\\_statistics/fact\\_sheets/cessation/smoking-cessation-fast-facts/index.html#references](https://www.cdc.gov/tobacco/data_statistics/fact_sheets/cessation/smoking-cessation-fast-facts/index.html#references)
- U.S. Department of Health and Human Services' quit-smoking-assistance website:  
<https://smokefree.gov/>

## Washington State Resources

- Washington Drug and Alcohol Addiction Helpline: (800) 407-7195.  
[Find Help With Narcotics & Opioid Addiction | NA Meetings](#)
- Washington State Recovery Helpline (866) 789-1511; <https://warecoveryhelpline.org>

## Shelton Campus (Mason County)

- South Sound Service Center: Mason County AA: <https://aadistrict8.org/>
- The Crisis Clinic of Thurston and Mason Counties

24/7 phone, confidential phone line: (360) 586-2800

Youth Help Line: (360) 586-2777

Website: [www.crisis-clinic.org](http://www.crisis-clinic.org)

- Southwest Washington Crisis Line: (800) 626-8137; 24/7 emotional & mental support

Bremerton & Poulsbo Campuses (Kitsap County)

- Kitsap AA: <https://addictionhelp.guide/alcoholics-anonymous-meetings-Kitsap-WA>

- West Puget Sound Narcotics Anonymous: <https://wpsna.org/meetings/>

- Salish 24/7 Regional Toll-Free Crisis Line

Serving Clallam, Jefferson, and Kitsap Counties (888) 910-0416

Online chat available at: <https://imhurting.org/>

Website: <https://www.kitsapmentalhealth.org/news/>

- The Coffee Oasis Teen Crisis Text Line | 24/7 text line for youth ages 13-25 experiencing a crisis or needing to talk: Text "Help" to (360) 377-5560

Website: <https://thecoffeeoasis.com/youth-programs/crisis-intervention/>



## ENFORCEMENT, DISCIPLINARY SANCTIONS AND CONSISTENCY

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### Campus Security Drug and Alcohol Reporting and Referrals

The tables below indicate the number of alcohol and other drug arrests and referrals for disciplinary action, as reported in the Annual Security Reports, provided by Campus Security.

Alcohol and Drug Arrests and Referrals by Academic Year - Bremerton							
Arrests & Referrals	On Campus		Non-Campus		Public Areas		Total
	2020-2021	2021-2022	2020-2021	2021-2022	2020-2021	2021-2022	
Liquor Law Arrests	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0
Drug Abuse Referrals	0	0	0	0	0	0	0

Alcohol and Drug Arrests and Referrals by Academic Year - Pouslbo							
Arrests & Referrals	On Campus		Non-Campus		Public Areas		Total
	2020-2021	2021-2022	2020-2021	2021-2022	2020-2021	2021-2022	
Liquor Law Arrests	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0
Drug Abuse Referrals	0	0	0	0	0	0	0

Alcohol and Drug Arrests and Referrals  
by Academic Year - Shelton

	On Campus		Non-Campus		Public Areas		Total
Arrests & Referrals	2020-2021	2021-2022	2020-2021	2021-2022	2020-2021	2021-2022	
Liquor Law Arrests	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0
Drug Abuse Referrals	0	0	0	0	0	0	0

### College Sanctions

The College responds to alcohol abuse and other drug activity by employees or students on a case- by-case basis and in accordance with its Drug Free Workplace Policy. Details of each case are taken into consideration along with the outcome of any legal action against the individual. In addition to any penalties under federal, state, or local laws, employees and students found to be in violation of this administrative procedure may be subject to disciplinary sanctions consistent with employment contracts or the OC Student Conduct Code. Sanctions imposed by the College can range from a warning or disciplinary action up to, and including, termination of employment or expulsion from school. Other potential sanctions may include referral for prosecution and may require participation in approved drug and/or alcohol abuse assistance or rehabilitation programs.

Additionally, as required by law, the College will report to a federal agency any employee convicted of violating a criminal drug statute if the employee is involved in work supported by that federal agency.

### Assessing Enforcement Consistency

Olympic College seeks to ensure consistent enforcement of sanctions by providing evidence that similar infractions of the College’s policies are treated similarly. Due Process for alleged conduct violations for both employees and students is consistently upheld in accordance with Washington State laws, college policy, and applicable federal laws and regulations by Human Resources and the Community Standards Office, respectively. The Vice President of Human Resources facilitates investigation of all employee-related allegations and the Dean of Student Development – for all student-related allegations. Findings and disciplinary sanctions are determined according to Due Process using the preponderance of evidence standard. For this biennial report's purposes, the tables below document the number of infractions for students and employees, respectively.

## Behavioral intervention: Student Disciplinary Sanctions and Consistency

The following disciplinary sanctions may be imposed upon students found to have violated [the Student Conduct Code](#).

- Disciplinary warning: A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.
- Written reprimand: Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
- Disciplinary probation: Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation. Probation may be for a limited time or may be for the duration of the student's attendance at the college.
- Disciplinary suspension: Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.
- Dismissal: The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

Disciplinary terms and conditions that may be imposed alone or in conjunction with a disciplinary sanction include, but are not limited to, the following:

- Restitution: Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or a disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.
- Professional evaluation: Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student can reenter the college and comply with the rules of conduct.
- Not in good standing: A student may be deemed "not in good standing" with the college. If so, the student shall be subject to the following restrictions:
  - (1) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
  - (2) Ineligible to represent the college to anyone outside the college

community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

Other terms and conditions: The vice president for the student services area may impose other terms and conditions, such as a no-contact order, as necessary to protect the health, safety and welfare of the campus community.

The following table shows the number of drug and/or alcohol offenses committed by students that were reported to the Community Standards Office:

Student violations, by academic year			
	2020 - 2021	2021 - 2022	Possible Formal Intervention / Disciplinary Sanctions
Public Intoxication	0	0	(Staff Intervention to Prevent DUI)
Drug Use	0	0	Professional Evaluation / Dismissed (Police Intervention / Trespassed / Removal from Residence Hall)
Drug Possession	0	0	Disciplinary Probation (Police Intervention / Destruction of Paraphernalia)

### Employee Disciplinary Sanctions and Consistency

In addition to student sanctions, the College is committed to ensuring there is consistent enforcement of policies and state and federal laws related to alcohol and other drug misuse or abuse by employees, including Reasonable Suspicion Testing Procedures. Furthermore, program effectiveness is also measured by consistently addressing policy violations by college employees through the appropriate administrative processes for employee conduct.

Employee violations, by academic year			
	2020 – 2021	2021 – 2022	Possible Disposition
Public Intoxication	0	0	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Leave of absence for treatment and rehabilitation</li> <li>3. Termination</li> </ol>
Drug Use	0	0	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Leave of absence for treatment and rehabilitation</li> <li>3. Termination</li> </ol>
Drug Possession	0	0	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Leave of absence for treatment and rehabilitation</li> <li>3. Termination</li> </ol>

## PROGRAM EFFECTIVENESS

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### Recommendations

As a result of the biennial review of the Drug and Alcohol Abuse Prevention Program, the Vice President of Student Services, in consultation with campus constituents, recommends to continue progress on the recommendations below by July 1, 2024, in order to improve the effectiveness of the College's Drug and Alcohol Abuse Prevention Program:

1. Identify DAAPP stakeholders across the Olympic College campus and meet at least once quarterly.
2. Establish meaningful annual goals and objectives for the DAAPP with identified outcomes and assessment methods.
3. In conjunction with the Student Government of Olympic College (SGOC) and Human Resources, administer a needs assessment and satisfaction survey to students and employees every two (2) years, including an audit of relevant programs, activities, and resources, and an equity assessment that reviews access and cost for students and employees.
4. Ensure all publications, websites, and e-mail communications contain consistent data and policy information and that all published handbooks, policy manuals, and web-based policies are consistent and up-to-date, including:
  - Employee Handbook
  - Faculty Handbook
  - Student Resources
  - Residence Hall Handbook
  - Student Employee Handbook
  - Athletics Handbook/NWAC Regulations
5. Provide annual training and education to leadership in student government, student clubs, and student athletes related to alcohol and drug use, misuse, reporting, support, intervention, and prevention.
6. Provide alcohol and drug prevention training to employees to identify, refer, or assist students and other employees in obtaining the appropriate support from the College or external resources (e.g., SafeColleges Alcohol & Drug Abuse Prevention Training Course).

# APPENDIX

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# Drug Free Workplace Policy (Prohibition of Drugs)

## OLYMPIC COLLEGE POLICY

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**TITLE: Prohibition of Drugs**

**POLICY NUMBER: OCP 400-01**

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Olympic College intends to provide a drug free, healthful, safe and secure work environment. Thus, no employee will report to work while under the influence of alcohol or any controlled substance.

Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in and on Olympic College owned and controlled property, or while conducting College business, is prohibited. Violation of this policy will result in disciplinary action being taken in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, tenure laws, or other policies of the institution. Violation will be reason for discipline, up to and including termination of employment, or for participation in evaluation/treatment for a substance use disorder.

Olympic College recognizes drug dependency to be an illness and major health problem. The institution also distinguishes drug abuse as a potential health, safety and security problem. Employees needing assistance in dealing with such problems are encouraged to utilize the Washington State Employee Advisory Service and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize employment. Employees must, as a condition of continued employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring in or on properties controlled or owned by Olympic College or while conducting College business. A report of such conviction must be made within five (5) days after said conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant or contract has any drug statute conviction or violation occurring in the workplace. The College will impose a sanction on, or require the satisfactory participation in, a drug/alcohol abuse assistance or rehabilitation program by an employee who is so convicted.

<i>Recommended by</i>	<i>Donna M. Allen</i>
<i>Submitted to President's Cabinet for Review</i>	
<i>Approved by President</i>	
<i>Submitted to Board of Trustees</i>	<i>September 26, 1989</i>
<i>Approved by Board of Trustees</i>	<i>September 26, 1989</i>
<i>Reapproved by Board of Trustees</i>	<i>October 25, 2005</i>
<i>Published in Washington Administrative Code</i>	<i>n/a</i>

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# Drug & Alcohol Testing Procedures



## DRUG FREE WORKPLACE – DRUG & ALCOHOL TESTING REASONABLE SUSPICION TESTING PROCEDURES

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### **Purpose**

The purpose of this procedure is to aid in the maintenance of a drug free workplace in accordance with college Prohibition of Drugs Policy, [OCP 400-01](#). The following procedures have been developed for use by appropriately trained managers, supervisors, and staff to determine whether there is “reasonable suspicion” that:

- a. an employee may be impaired,
- b. an employee may present a safety risk to themselves,
- c. an employee may represent a safety risk to employees, students, the general public and/or
- d. it may affect the employees ability to satisfactorily and safely perform the duties of his/her position.

### **Procedures**

#### ***Reporting Requirements***

1. It is the responsibility of all College employees to immediately report any suspicious behavior or signs of drug/alcohol use by anyone on campus to their supervisor, Human Resource Services (extension 7300), another member of management, and/or Campus Safety and Security.
2. If the suspected individual is a student, visitor or member of the public, the Campus Safety and Security department must be contacted immediately (extension 7800) to handle the situation.
3. Employees are expected to keep the identities of the suspected individual and the employee who reported the suspicious behavior confidential.

#### ***Suspicious Behavior Documentation***

1. Suspicious behavior must be verified by two trained observers who are currently listed on the Human Resources Office list of trained observers. The trained observers will:
  - a. Document the incident using their standard incident report
  - b. Complete the Drug and Alcohol Testing Observation Form for Reasonable Suspicion/Post-Accident
2. The trained observer(s) must have a conversation with the employee explaining their reason for suspicion. The supervisor or trained observer(s) must ask the person if they are under the influence of alcohol or drugs, and explain the College’s position on a drug and alcohol free workplace. In addition, they must reference the College’s Prohibition of Drugs policy, [OCP 400-01](#), the reasonable suspicion procedure, and collective bargaining agreement (if applicable).
3. The trained observer(s) may remind the person that, if they are represented by a union, they have the right to a union representative to provide assistance and counsel. Other employees may request a member of the Human Resources Team to act in that capacity during the investigation.
4. If reasonable suspicion exists, the trained observers will contact Human Resources to complete the Olympic College Drug/Alcohol Testing Authorization Form and arrange transportation to take the employee directly to the testing facility.
  - a. If the employee refuses to submit to and be transported for testing, refusal will be considered insubordination, an admission to being under the influence of alcohol or drugs, and a positive test result. He/she will be subject to the disciplinary process, up to and including termination. If the



## DRUG FREE WORKPLACE – DRUG & ALCOHOL TESTING REASONABLE SUSPICION TESTING PROCEDURES

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employee refuses to submit to testing, the employee will be provided with transportation home which may include taxi with supervisor or campus public safety escort.

- b. The employee will sign a consent form prior to being transported for testing. If the employee refuses, it is considered insubordination, an admission to being under the influence of alcohol or drugs, and a positive test result. He/she will be subject to the disciplinary process, up to and including termination.
- c. If an employee verbally resigns, the supervisor or trained observer will accept their resignation and document the conversation. The document will be sent to HRS for processing. A verbal resignation will be considered as valid as a written resignation.

### **Employment Status**

If two trained observers have determined there is “reasonable suspicion” that: a) an employee may be impaired, b) an employee may present a safety risk to themselves, c) an employee may represent a safety risk to employees, students, the general public and/or d) it may affect the employees ability to satisfactorily and safely perform the duties of his/her position, the employee is on paid administrative leave until the College receives all test results.

### **Testing**

Once HRS completes the required forms, they will make arrangements to transport the employee to the testing site.

1. The employee will sign a consent form at the Testing Facility prior to being tested. If the employee refuses, it is considered insubordination, an admission to being under the influence of alcohol or drugs, and a positive test result. He/she will be subject to the disciplinary process, up to and including termination.
2. If the alcohol breath test is positive or the employee is not in a condition to return to work or operate a vehicle due to suspected drug/alcohol impairment, Human Resources will arrange for transportation of the employee to his/her residence. The alcohol breath test is considered positive when the employee’s breath alcohol level is equal to or higher than the State of Washington law for operating a motor vehicle.
3. If an employee is transported home for suspected drug or alcohol impairment, he/she is considered on paid administrative leave until the College receives the test results.
4. If an employee refuses to have transportation arranged by the College, the employee must arrange for alternative transportation. Under no condition will an employee be allowed to drive when intoxication or drug use is suspected. If the employee attempts to drive or leave campus on his/her own, Human Resources will contact Law Enforcement immediately.

If an employee tests positive for alcohol or drugs, he/she will be counseled and/or disciplined in accordance with College policy and any applicable collective bargaining agreement up to and including termination. All test results are to be treated with the highest confidentiality. Test results are immediate for the breath alcohol test and take 24-48 hours to process for urine drug screen. Test results will be delivered to Human Resource Services, who will return the test results along with the completed documentation to the appropriate College Administrators.

Forms noted in Procedure are available through Human Resources Services  
Specific Authority: OCP 400-01; Federal Drug Free Workplace Act of 1988  
History of Procedure

*Adopted by HRS, April 2, 2018*

*Contact: Human Resource Services, Joan Hanten*

## OLYMPIC COLLEGE POLICY

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**TITLE: Smoking on Campus**

**POLICY NUMBER: OCP 200-07**

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This policy and its implementation procedures intend to promote a safe, healthy, and productive environment for the Olympic College Community and campus visitors. Smoking is prohibited in all campus buildings and state vehicles. In addition, effective Summer 2005, Olympic College campuses will prohibit smoking in all areas except those assigned as designated smoking areas. There will be clearly posted signage to indicate smoking policy and designated smoking areas.

All smoking materials are to be lit, smoked and extinguished in designated areas ONLY. Tables and/or seating will be provided within the covered areas. Smoking cessation pamphlets and information will be available at each campus. This policy is effective with the beginning of Fall Quarter 2005.

<i>Recommended</i>	<i>October 1988</i>
<i>Submitted to President's Cabinet for Review</i>	<i>October 1988</i>
<i>Revision Submitted to President's Cabinet for Review by David Mitchell, Ph.D.</i>	<i>11/10/2004 and 5/25/2004</i>
<i>Reviewed by College Council</i>	<i>6/1/2004</i>
<i>Approved by President</i>	<i>October 1988, amendment-November 10, 2004</i>
<i>Submitted to Board of Trustees</i>	<i>November, 1988, amendment-November 23, 2004</i>
<i>Approved by Board of Trustees</i>	<i>January 25, 1989</i>
<i>Revision Adopted by Board of Trustees</i>	<i>November 23, 2004</i>
<i>Reaffirmed by Board of Trustees</i>	<i>October 25<sup>th</sup>, 2005</i>
<i>Published in Washington Administrative Code</i>	<i>n/a</i>

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## **Olympic College Employee Code of Conduct**

REV. 02/2020

### **1.0 Objective and Responsibilities:**

The Revised Olympic College Code of Conduct links the College's Mission, Vision & Values Statement directly to the standards of professional conduct already woven throughout college policy. The code provides a central guide and reference for employees to support day-to-day decision-making, in accordance with existing college policy. To ensure that the College's core values are met, all college employees are expected to uphold these standards in the performance of work duties and responsibilities.

### **2.0 Expectations of Conduct:**

The following is a list of conduct standards to which every college employee is required to adhere. Because it is impossible to list every situation which may occur in the workplace, this list is not considered all-inclusive, but provides guidance for ethical performance of duties and responsibilities:

#### **Every college employee shall:**

- 2.1 Maintain satisfactory attendance and punctuality. Absences require proper advance notification to immediate supervisor, or sufficient reason for absenteeism.
- 2.2 Promptly account at the end of each pay period for time worked and/or sick, vacation, or personal leave taken, using Employee Self Service (ESS) within the ctcLink system.
- 2.3 Properly maintain records, paperwork, electronic resources required in the transaction of OC business; and ensure such documents are not altered or destroyed unless authorized.
- 2.4 Carry out assigned duties, follow reasonable instructions or requests from supervisors and/or upper administration and otherwise comply with written College policy.
- 2.5 Take reasonable precautions to protect College property from damage or theft.
- 2.6 Adhere to acceptable use of College telephones, computers and/or internet.
- 2.7 Use College facilities/property only for authorized, work-related purposes.
- 2.8 Perform duties and operate equipment with care to protect the safety of employees, students, co-workers, and the public.
- 2.9 Make no malicious or false statement that is intended or could reasonably be expected to damage the integrity or reputations of the college or our employees, on or off campus.
- 2.10 Refrain at all times from fighting, encouraging a fight, acts or threats of physical violence, disorderly conduct, intimidation or coercion.
- 2.11 Refrain at all times from the use of abusive, offensive or obscene language, gesture or conduct, or lack of courtesy toward students, the public or fellow employees.
- 2.12 Promptly report any unsafe condition observed or experienced in any college facility or on college grounds.
- 2.13 Report to work fit for duty and free from the influence of alcohol, and/or drugs.
- 2.14 Adhere to all Olympic College Administrative Policies and Procedures.
- 2.15 Abide by WA Ethics in Public Service law (RCW 42.52) governing conflicts of interest, misuse of confidential information, granting special privileges, receipt of gifts & honoraria, outside compensation & outside employment, misuse of College & state property, and political campaigning during work time or with public resources.
- 2.16 Communicate with fellow co-workers, employees, students and the public in a manner that is respectful, helpful, truthful, necessary, and constructive.

### **3.0 Imposition of Disciplinary Action for violations of College Policies:**

- 1.10 Represented (Bargaining Unit) Employees – discipline will be administered in accordance with OC's Collective Bargaining Agreement with the Washington Public Employees Association (WPEA) and the Association for Higher Education (AHE).
- 3.20 Non-Represented Employees – the choice of which discipline to apply in any particular case is solely the Colleges'. Disciplinary action may include oral warning, written reprimand, suspension, demotion, or termination. Any step or steps of the disciplinary process may be skipped at the discretion of the College after investigation and analysis of the total situation, seriousness of the violation and circumstances involved. The use of any form of disciplinary action shall not affect or change an employee's "at-will" employment status.

### **4.0 Links to College Policies & Resources:**

Olympic College Mission, Vision & Values:

<https://www.olympic.edu/about-olympic-college/mission-vision-values>

Olympic College Commitment to Civility and Academic Freedom:

<https://www.olympic.edu/about-olympic-college/board-trustees/olympic-policy-manual-table-contents>

Olympic College Anti-harassment & Anti-Discrimination Resources:

<https://www.olympic.edu/reporting-concerns-olympic-college>



# New Employee Orientation

Welcome to Olympic College!

## Orientation Goal

### Our Goal Today

to cover the most important information you'll need to know as a new employee .



# General Campus Information



## Confidentiality

- Employees will treat all College information as confidential and will not discuss or disclose this information except in the line of duty

## Public Statements

- No employee will presume to speak for or on behalf of Olympic College without prior approval of the Communications Director

## Personal Appearance

- Employees are expected to present a clean and neat appearance and dress according to the requirements of their positions

## Smoking

- Allowed only in designated areas on campus

## Emergency Closings and Campus Alerts

- [www.olympic.edu/alerts](http://www.olympic.edu/alerts)

## OC Report It!



# Employee Conduct and Work Rules

The following are examples of infractions that may result in disciplinary action, up to and including termination of employment:

- ❖ Theft: inappropriate removal or possession of property
- ❖ Falsification of records and reports (i.e., timekeeping)
- ❖ Disruptive behavior including threats or violence in the workplace
- ❖ Sexual or other unlawful or unwelcome harassment
- ❖ Possession of dangerous or unauthorized materials, such as explosives or firearms or other weapons in the workplace
- ❖ Reporting to work under the influence of alcohol or drugs.



## Responsibilities – Employee (cnt'd)

- ❖ Observe all hazard warnings and no smoking signs
- ❖ Keep work area clean and organized to eliminate unnecessary hazards
- ❖ Know the nearest locations of life -saving equipment
- ❖ Keep all immediate means of egress, and emergency equipment clear of all obstructions and accessible
- ❖ Refrain from being under the influence of drugs and alcohol
- ❖ Refrain from workplace violence and bullying
- ❖ Only operate equipment that you are trained and authorized to use
- ❖ Follow proper lifting techniques



OLYMPIC COLLEGE

## Drug and Alcohol Use

Olympic College intends to provide a drug free, healthful, and safe and secure work environment. Thus, no employee will report to work while under the influence of alcohol or any controlled substance.



OLYMPIC COLLEGE