



ANOKA-RAMSEY
COMMUNITY COLLEGE

Drug and Alcohol Abuse Prevention Program

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Prevention Plan Purpose

Anoka-Ramsey Community College is committed to the well-being of our campus community including students, employees and visitors. The College has taken numerous steps to maintain a safe learning environment for all. The College encourages students, employees, and visitors to take appropriate steps to insure their own personal health and safety. We encourage all to report suspicious individuals, activities, suspected substance abuse or hazardous conditions immediately (Report Concerns: <http://www.anokaramsey.edu/resources/report-a-concern/>).

The purpose of this policy is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Anoka-Ramsey's Drug and Alcohol Abuse Prevention Plan (DAAPP) is available in printed format by request. The Dean of Student Affairs, Educational Services, Information Desk, or Financial Aid Office will fulfill requests of this nature. It is disseminated electronically at least annually to students and employees of the College. This information is also disseminated electronically on a monthly schedule to any student or staff member that has not received the DAAPP within the last 180 days. This is how Anoka Ramsey ensures that any student who enrolls after the start of the academic year receives notification as well as any new employees. Additional information about this policy, education programs provided on campus, drug and alcohol awareness or dependency resources can be found in:

- Public Safety's Annual Security Report <https://www.anokaramsey.edu/about-us/safety-security/> or as "Annual Security Report (2017) & Campus Safety & Security Report (2016)" at <https://arccpublicsafety.wordpress.com/>
- Counseling Services <http://www.anokaramsey.edu/resources/counseling-services/personal-counseling/> and setting up an in-person appointment/evaluation (phone: 763-433-1240 or email: infodesk@anokaramsey.edu)
- Anoka-Ramsey Policy 1A. 9/01 Drug-Free Policy <https://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a901-environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/>
- MinnState Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus <http://www.minnstate.edu/board/policy/518.html>

Drug and Alcohol Abuse Prevention Programming

The College recognizes the reality of chemical dependency and is aware of its occasional presence in the college community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the ARCC community. These numerous departments work together to provide education and resources to the College and community by organizing events at least once per year that address drug and alcohol abuse. College officials understand the responsibilities required of the DFSCA and have implemented strategies to ensure distribution and review consistent with the requirements.

The College encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various departments, including Public Safety, Advising, Counseling, & Career Center, and Human Resources provide information and referral to prevention programs for those seeking help with substance abuse. This information is also included within our policy, which is posted on our website and links are included within the student and employee e-mail that is disseminated twice per year at a minimum.

The College also conducts a biennial review, that we choose to conduct annually, which measures the effectiveness of the DAAPP, the consistency of its enforcement strategy, as well as identify necessary improvements/modifications. At this time, we also assess the consistency of sanctions for violations of our disciplinary standards including our code of conduct. The school may survey students as a means to evaluate the effectiveness of programming, which will aid the College in determining the effectiveness of our programming and making recommendations to College leadership for changes.

College's Response to Reports of Substance Abuse

- All allegations will be investigated. These investigations may be made in conjunction with the appropriate law enforcement agencies who have jurisdiction
- Reports will be classified by the Director of Public Safety in conjunction with the appropriate law enforcement agency according to the FBI Uniform Crime Reporting Definitions
- When alleged perpetrators are identified as students, the case will be forwarded to the Dean of Student Affairs for investigation and appropriate action. Employee allegations will be referred to Human Resources for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the student or employee disciplinary process.
- Drug law violations - Arrests or referrals for the violation of state and local laws relating to the unlawful possession, sales, use, growing, manufacturing, and making of narcotic drugs.
- Liquor law violations - Arrests or referrals for the violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor.

History

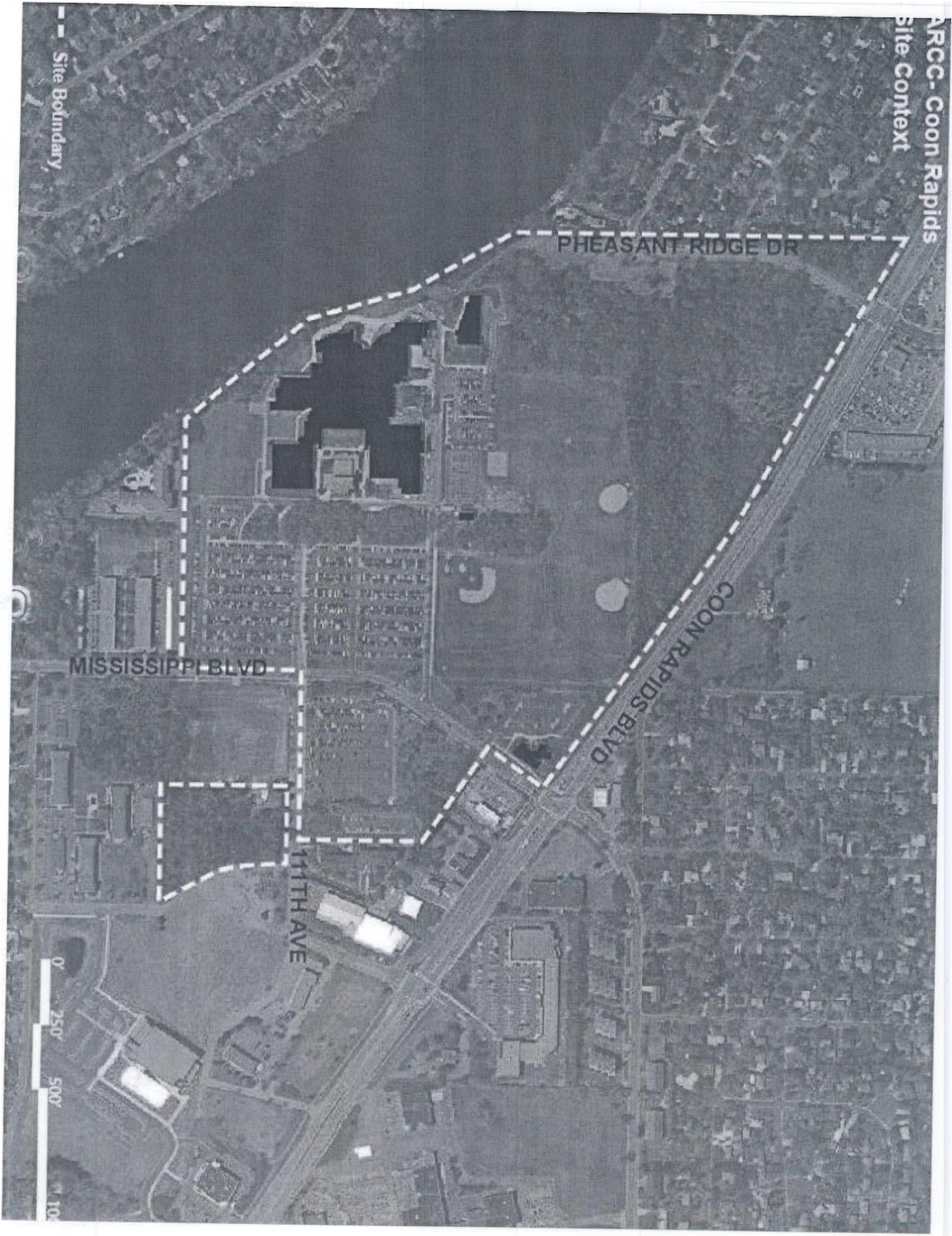
College policy has been developed set forth the College's stance on alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

The College recognizes the reality of chemical dependency and is aware of its presence in the college community. Drug and/or alcohol use is prohibited on all campuses. As a safeguard against this dependency, numerous community/campus resources and student organizations provide substance abuse awareness/prevention programming to the College community.

The College encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various departments, including Public Safety, Advising, Counseling, & Career Center, and Human Resources, provide information and referral to prevention programs for those seeking help with substance abuse. This document serves as a comprehensive resource for students and employees for drug and alcohol prevention.

Anoka Ramsey Community College is a member of the Minnesota State system. We are an affirmative action, equal opportunity employer and educator. This document can be made available in alternative formats to individuals with disabilities by contacting the Dean of Student Affairs, Lisa Harris, at lisa.harris@anokaramsey or by phone at 763-433-1100.





Monitoring and recording activity at off-campus locations

- All ARCC recognized organizations that are off-campus will be monitored by local law enforcement agencies. Just because a facility or organization is located off-campus (i.e. conference or class) does not mean activity at that location is not monitored. Such activity is monitored by local law enforcement agencies, which shares information with ARCC.
- ARCC includes off-campus student organizations' crime statistics in its annual report as part of the crime at ARCC.

Policy regarding alcoholic beverages on campus and enforcement of underage drinking laws

- Minnesota State Board Policy 5.18 (<http://www.minnstate.edu/board/policy/518.html>) establishes standards for alcoholic beverages on campus. ARCC forbids the use (consumption), possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special functions or events which have been pre-approved by the ARCC President.
- ARCC enforces the Minnesota drinking laws, including the prohibition of use by persons under 21 years of age, and College policy.
- If the suspect is underage, local law enforcement will be called for assistance.

Policy regarding drugs on campus and the enforcement of federal and state drug laws

- ARCC forbids the possession, use, or sale of illegal drugs on campus. This includes but is not limited to possession, sale, and use, growing, manufacturing and making of narcotic drugs.
- ARCC enforces both Minnesota and Federal drug laws regarding the use, possession, and sale of illegal drugs.

Information on federal drug laws can be found here: (https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=30)

Drug and alcohol free campus policy

The standards of conduct at the College clearly prohibit the unlawful possession, use or distribution of drugs and alcohol by students and staff on the campus premises or in conjunction with any college-sponsored activity or event whether on- or off-campus. The College will take steps to educate its community regarding the health risks associated with alcohol and drug abuse. Appropriate referrals to counseling and health agencies will be made to individuals as needed.

The College will impose sanctions on students and employees who violate this policy. The severity of the sanctions will be appropriate to the violation. Sanctions, consistent with existing contracts, up to and including termination of employment, will be imposed on employees who violate the preceding standards of conduct.

Disciplinary sanctions

Students or employees who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions including, but not limited to: official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion and/or reporting to local law enforcement will be imposed on students who violate the preceding standards of conduct. Sanctions, consistent with existing contracts, up to and including termination of employment, will be imposed on employees who violate the preceding standards of conduct.

Legal sanctions

Where appropriate, drug and alcohol violations are referred to law enforcement officials for investigation, charges and prosecution.

Federal and state sanctions for illegal possession of controlled substances range from up to one-year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one-year imprisonment.

Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law. This includes the Drug-Free Schools and Communities Act, the Controlled Substances Act, the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus (<http://www.minnstate.edu/board/policy/518.html>). Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

Financial aid ineligibility

A student convicted of any federal or state law for the possession or sale of drugs is ineligible for financial aid if the conviction was for an offense that occurred during a period of enrollment for which the student was receiving federal student aid.

For drug possession, the ineligibility period is one year from the first offense, two years for the second

offense and indefinitely for the third offense. For drug sales, the ineligibility period is two years for the first offense and indefinitely for the second offense.

The student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

- Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program);
- Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
- Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

Drug and alcohol-free campus areas

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in certain buildings or grounds, ARCC will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students and employees.

Students or employees shall not use, manufacture, sell, giveaway, barter, deliver, exchange or distribute, or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange or distribute a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152, while on campus or while involved in a college activity, service, project, program or work situation.

Except as allowed by Minnesota Statute 624.71, or by Minnesota State Policy 5.18, students or employees shall not introduce upon or have possession upon any college campus, or while involved in a college activity, service, project, program or work situation, any alcoholic beverage as defined in Minnesota Statute 340A.

Employees shall not operate, use or drive any equipment, machinery, or vehicle of the College while under the influence of alcohol or controlled substances.

Such employee is under the affirmative duty to immediately notify his/hersupervisor that he/she is not in appropriate mental or physical condition to operate, use or drive college equipment.

Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the College. Any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

When an employee is taking medically authorized drugs or other substances which may alter job performance, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position. Supervisors shall notify the Director of Human Resources before notifying appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession at work or on college premises. When appropriate, the College shall also notify licensing boards.

Disclosure of offenses

Institutions of higher education are permitted under certain provisions of the Family Educational Rights and Privacy Act (FERPA) to disclose to parents or legal guardians of a student under the age of 21 years information regarding the violation of any federal, state, local law or institutional disciplinary rule or policies related to the use or possession of alcohol or a controlled substance.

Health risks associated with the abuse of alcohol and illicit drugs

Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

- Alcohol is the most abused drug in the United States today
- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse is irresponsible drinking which harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment and loss of coordination
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol
- About 1 in 10 drinkers becomes an alcoholic
- Alcohol consumed in heavy amounts over a period of years can result in damage to your health. It can cause malnutrition, brain damage, cancer of the mouth, stomach, and esophagus, heart disease, liver damage, ulcers, gastritis as well as damage to other body organs.
- Prolonged excessive drinking can shorten life spans by 10 to 12 years

Drugs are chemicals that affect the body and brain. Different drugs can have different effects. Some effects of drugs include health consequences that are long-lasting and even permanent. They can even continue after a person has stopped taking the substance.

- Drug abuse is a major problem that results when drugs are used improperly
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind and behavior
- Abusing drugs can be dangerous especially when they are taken for a longtime, in the wrong combinations or in excess.
- If you take drugs, you risk overdose and dependence, both physical and psychological
- Long-term drug abuse can lead to mental illness, malnutrition and organ damage
- The risk of AIDS, hepatitis and other diseases increases if drugs are injected
- When drugs make you lose control, you may do things beyond your ability and take foolish risks. Accidents and injuries can result to you and to others
- Abusing drugs can also cause legal, economic and personal problems
- People who abuse drugs often need help
- Breaking a drug habit without outside help can be dangerous because of withdrawal symptoms and difficult because of the psychological need

Different types of drugs:

Amphetamines—Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Cocaine/Crack—Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate,

respiratory rate, and body temperature, paranoia and depression. Cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

Hallucinogens—Lysergic Acid Diethylamide (LSD) causes illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Hallucinogens can cause liver damage, convulsion, coma and even death.

Marijuana—Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and temporary loss of fertility. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Methamphetamine—Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Over time, methamphetamine users may experience symptoms similar to Parkinson’s disease, a severe movement disorder.

Narcotics—Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Steroids—Steroid users experience a sudden increase in muscle and weight and an increase in aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer.

Additional information can be found at: www.nida.nih.gov.

Alcohol and Drug Resources

Campus Resources: If you need assistance with a drug or alcohol problem, the following services are confidential and available to ARCC students:

- Alcoholics Anonymous: aainnesota.org
- Additional resources can be found in the college’s ASR and Safety & Security:
<http://www.anokaramsey.edu/about-us/safety-security/>
- **Anoka Ramsey Counseling Services: 763-433-1240 or infodesk@anokaramsey.edu**
 - Substance awareness programs and services are offered through the ARCC Counseling Department. Contact the department for further information.
 - Counseling Website: <http://www.anokaramsey.edu/resources/counseling-services/personal-counseling/>
- **Annual programming** offered on campus to raise awareness and prevent the use of drugs/alcohol. Programming is offered in partnership with Student Senate and various departments within Student Services.
- The College provides periodic information and training for employees and information to students that foster a drug and alcohol free environment.
- College employees should contact the State Employee Assistance Program: 651-259-3840
Employee Assistance provides a professional assessment of possible alcohol or drug problem.

Community Resources: The following counseling, treatment and rehabilitation services and programs may be called for help:

<u>Anoka/Metro Regional Treatment Center</u> 3301 7 th Ave N, Cronin Building, Anoka, MN 55303 763-712-4492	<u>New Connection Programs Outpatient Treatment</u> 8000 Hwy 65 NE, Blaine, MN 55434 763-784-2454
<u>Dellwood Recovery Center/Allina Health Center</u> 701 S Dellwood Ave, Cambridge, MN 55008 763-688-7723	<u>Recovery Plus Rum River Outpatient Program</u> 209 6 th Ave S, Princeton, MN 55371 800-964-8524
<u>Grace Counseling Services</u> 16525 NE Hwy 65, Andover, MN 55304 763-413-8838	<u>Transformation House</u> 1410 S Ferry St, Anoka, MN 55303 763-427-7155
<u>Hazelden Foundation</u> 15245 Pleasant Valley Rd, Center City, MN 55012 800-257-7800	<u>Unity Hospital Substance Abuse Services</u> 550 Osborne Rd, 2 E, Minneapolis, MN 55432 763-236-4522

Drug and Alcohol Abuse Prevention Plan Biennial Review Information

The College has established a Health and Safety committee to develop and monitor safety policies, procedures and practices necessary to promote and maintain a safe and healthy environment for student, employees and visitors. The College shall conduct annual reviews, rather than less frequent biennial reviews, of its drug and alcohol prevention program to determine its effectiveness and implement changes to the program if they are needed. Review of incidents reported on campus where alcohol and drugs were present or abuse was noted, will occur annually to ensure that sanctions are consistently enforced.

The College has established a policy and procedure to ensure that all biennial reviews are conducted in a timely manner and are fully documented. The committee will consist of members who generally represent a cross section of college departments with particular emphasis on units with increased risk for safety hazards or individuals with particular expertise in various health and/or safety manners. Appointments will be made in accordance with relevant provisions of collective bargaining agreements. The group reviewing, at a minimum, will include representatives from the following areas:

- Dean of Student Affairs
- Public Safety and Security Director
- Financial Aid Director
- Student Code of Conduct/Title IX Coordinator

Research methods and tools

The Health & Safety Taskforce, on behalf of the College, shall ensure students and/or employees are surveyed to evaluate the effectiveness of drug and alcohol abuse prevention programming offered on campus. The information derived from the surveys shall inform the annual evaluation of programming efforts and subsequent recommendations for changes to programming.

The taskforce shall obtain lists of drug and alcohol related incidents reported on campus from Public Safety & Security, Human Resources (if applicable), and Student Code of Conduct/Title IX Coordinator.

Evaluation of effectiveness

The Health & Safety Taskforce will use the above data to determine if the existing drug and alcohol programs are considered effective. Low survey results and/or an increase in incidents will aid the discussion in recommendations for improvements to the prevention plan.

Identify necessary improvements and modifications

Based off of the evaluation of effectiveness the Health & Safety Taskforce will recommend any modifications or improvements to the current prevention plan.

Assess consistency of sanctions

Disciplinary action and the code of conduct will be reviewed to assess the consistency of sanctions imposed for violations of disciplinary standards.

Biennial Review

NOTE: The comprehensive biennial review document is available:

<https://arccwebstorage.blob.core.windows.net/media/4272/daapp-biennial-review.pdf>

Anoka-Ramsey Community College
Drug Abuse and Alcohol Prevention Program
Biennial Review 2014 and 2016

Biennial Review Purpose & Objectives

Anoka-Ramsey Community College recognizes that a formal biennial review of the Drug and Alcohol Abuse Prevention Program (DAAPP) did not occur for the 2014 (Sept 1, 2013-Aug 31, 2014) and 2016 (Sept 1, 2014-Aug 31, 2016) years. While we are not able to go back in time to conduct in real time, we have reviewed these years and compared to where we are currently at in preparation for a 2018 review. As was evident in the Department review, documentation to support the events that did occur is not always available given the time lapse that has occurred from the years under review and the time in which is now being conducted.

The initial review of the College's Drug and Alcohol Abuse Prevention Program occurred between two separate dates on August 14th and 28th, 2017 at the regularly scheduled meeting of Directors of Student Affairs at Anoka-Ramsey Community College. The group reviewing included the Deans of Student Affairs (Cambridge and/or Coon Rapids campuses), Director of Enrollment Management, Registrar, Director of

Student Development & Engagement (also Conduct/Title IX Coordinator), Director of Financial Aid, TRIO SSS Directors, Director of Academic Services & Testing, Director of Advising, and Administrative Assistant to the Deans of Student Affairs. In the future Anoka Ramsey will meet annually with the Health and safety Task Force which will consist of, at a minimum, the Dean of Student Affairs, Public Safety & Security Director, Financial Aid Director, and Student Code of Conduct/Title IX Coordinator.

The objective of the review are:

- a. To determine the effectiveness of, and to implement any needed improvements and modifications to the drug and alcohol prevention program
- b. Review research methods and data analysis tools
- c. To ensure that the college enforces the disciplinary sanctions for violating standards of conduct consistently.

To assist in conducting the review, the College has utilized the *Guide for University and College Administrators* available from the Higher Education Center for Alcohol and other Drug Abuse and Violence Prevention. Included in the guide are checklists to ensure that colleges are meeting compliance requirements associated with the two objectives of the biennial review. The completed checklists are available within the appendix for review.

Six areas have been included which meet the objectives of this review. These include: Descriptions of the program elements; Statement of program goals and goal achievement; Summary of program strengths and weaknesses; Procedures for distributing annual notification to students and employees; Copies of policies distributed to students and employees; recommendations for revising DAAPP programs.

For the 2014 and 2016 review years, these areas will be included. There will also be an area for current state to inform the department of the changes that the college is currently making or has made to be in compliance. Anoka-Ramsey does understand and take seriously its obligation for meeting the requirements.

Objective A: To determine the effectiveness of, and to implement any needed improvements and modifications to the drug and alcohol prevention program

The group discussed current efforts and what can be done to increase efforts on campus. We recognize that Anoka Ramsey's incidents have been low but that should not limit programs offered to students and staff. With that being said, we feel that the efforts thus far have been effective in keeping incidents at a minimum, but will continue to provide valuable resources and update resources as needed annually to disseminate to students and staff.

After review of the aforementioned information, the directors stated we should provide programming to employees and students at least annually in addition to current alcohol and drug prevention program efforts. We have identified a speaker to add to programming and will include additional programming for our Health Fairs. We have updated our policy and procedures to include information about this biennial review along with creating a policy specifically to ensure that biennial reviews are conducted in a timely manner and are fully documented.

1. Description of the program elements		
2014	2016	Current
<ul style="list-style-type: none"> • Provide students with information on how to receive help for Drug and Alcohol related issues • Provide assistance through Counseling and Employee Assistance Program • Alcohol Free events on campus • Conducted Boynton Health Survey Spring 2013 • On campus events must be pre-approved 	<ul style="list-style-type: none"> • Provide students with information on how to receive help for Drug and Alcohol related issues • Provide assistance through Counseling and Employee Assistance Program • Alcohol Free events on campus • Green Dot training for employees and students for intervention strategies • On campus events must be pre-approved 	<ul style="list-style-type: none"> • Implementation of college taskforce to examine data and to make recommendations for strategies • Review of policies to ensure compliance • Update policy to include procedure for distribution of DAAPP • Information campaign on use of marijuana and alcohol by counseling department • Nursing Health Fair included information by an outside presenter on impacts of Drugs and Alcohol

2. Program Goals and Discussion of Goal Achievement		
2014	2016	Current
<ul style="list-style-type: none"> • Inform students of information required by the DAAPP. Students received information through the student planner and through the online report. • Assist students who are experiencing Drug and/or Alcohol dependency. No data available to support number of students who received assistance as the program for tracking was replaced. • Evaluate student needs by conducting the Boynton Health Survey Spring 2013. 	<ul style="list-style-type: none"> • Inform students of information required by the DAAPP. Students received information through the student planner and through the online report. • Assist students who are experiencing Drug and/or Alcohol dependency. 4 students received assistance and referrals for chemical related appointments during this review period. 	<ul style="list-style-type: none"> • Implementation of Americorps volunteer responsible for assisting in determining health needs of students in which to ensure success. Focus is on Drugs, Alcohol, stress and nutrition. Focus groups are being conducted spring semester with recommendations provided by end of spring. • Identified needs to focus based on 2017 Boynton Health Survey results. Areas identified include marijuana use and alcohol use that prevents students from attending class and academic ramifications. • Update policies and procedures through review process. Updates are

		completed and will be distributed in March 2018.
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3. Summaries of Program strengths and Weaknesses

2014	2016	Current
<p>Strengths:</p> <ul style="list-style-type: none"> • Information on DAAPP is available to students in multiple places: Student handbook, website, Security Report • Conducted survey to evaluate needs of students • Institution has a drug prevention policy (1A.9) • Institution provides services to students for drug and alcohol assistance • Institution provides activities to students that are drug and alcohol free <p>Weaknesses:</p> <ul style="list-style-type: none"> • College plan for distribution of DAAPP does not ensure that every student and employee has received it, but only makes it available • Procedure does not ensure that students and employees after annual distribution date receive information. • Procedure on distribution is not included with policy • Inclusion of DAAPP with the Security report is not sufficient to ensure compliance. • Biennial review not completed. 	<p>Strengths:</p> <ul style="list-style-type: none"> • Information on DAAPP is available to students in multiple places: Student handbook, website, Security Report • Conducted survey to evaluate needs of students • Institution has a drug prevention policy (1A.9) • Institution provides services to students for drug and alcohol assistance • Institution provides activities to students that are drug and alcohol free <p>Weaknesses:</p> <ul style="list-style-type: none"> • College plan for distribution of DAAPP does not ensure that every student and employee has received it, but only makes it available • Procedure does not ensure that students and employees after annual distribution date receive information. • Procedure on distribution is not included with policy • Inclusion of DAAPP with the Security report is not sufficient to ensure compliance. • Did not conduct 2015 Boynton Health survey which does not assist in determining effectiveness of programming. • Biennial review not completed. 	<p>Strengths:</p> <ul style="list-style-type: none"> • New policy and procedure institutes an annual review which will ensure the college is meeting compliance. • Electronic distribution ensures that students and employees will receive at all times throughout the year, not just on the annual distribution. • Institution has a tracking method for drug and alcohol related offenses. • Creation of committee to conduct review by Dec. 31, 2018 <p>Weaknesses:</p> <ul style="list-style-type: none"> • Is electronic distribution sufficient to meet requirements? • Information supplied in catalogue and student handbook difficult to follow. • Review distribution of DAAPP to employees. • Method for tracking program elements not sufficiently outlined.

Cases reported to Public Safety & Security (in annual security report) and cases reported to the Student Conduct/Title IX coordinator.

- Cases reported to Student Conduct/Title IX coordinator:
 - Academic Year 2015-2016: Three cases of misconduct reported that involved drugs/alcohol.
- Cases reported to Public Safety & Security:

<i>Crime Statistics for Anoka Ramsey Community College Reportable Year 2016 (Data derived from 2013 – 2015 calendar years)</i>				
Alleged Criminal Activity (does not necessarily constitute arrest or conviction)				
Category	Venue	2013	2014	2015
Murder	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Non-Negligent Manslaughter	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Sexual Assault (Rape, Fondling, Incest, Statutory Rape)	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Theft: Non-bias/Hate	On Campus	0	12	9
	Non Campus	0	0	0
	Public Property	0	0	0
Damage to Property – non bias	On Campus	0	0	1

	Non Campus	0	0	0
	Public Property	0	0	0
Bias/Hate Crimes				
Category	Venue	2013	2014	2015
Larceny-Theft	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	1
	Non Campus	0	0	0
	Public Property	0	0	0
Intimidation	On Campus	0	0	1
	Non Campus	0	0	0
	Public Property	0	0	0
Vandalism/Destruction/Damage	On Campus	0	1	0
	Non Campus	0	0	0
	Public Property	0	0	0
Violence Against Women Act				
Category	Venue	2013	2014	2015
Domestic Violence	On Campus	0	0	1
	Non Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	3	4
	Non Campus	0	0	0
	Public Property	0	0	0
Disciplinary Referrals				
Category Disciplinary referrals for:	Venue	2013	2014	2015
Liquor Law Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Drug law Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Weapons Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0

*Crime Statistics for Anoka-Ramsey Community College Coon Rapids Campus, Reportable Year 2017
(2014 – 2016 calendar years Jan-Dec) Revision on 26 March 2018*

Alleged Criminal Activity (does not necessarily constitute arrest or conviction)

Category	Venue	2014	2015	2016
Murder	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Non-Negligent Manslaughter	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Sexual Assault (Rape, Fondling, Incest, Statutory Rape)	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Theft: Non-bias/Hate	On Campus	12	9	8
	Non Campus	0	0	0
	Public Property	0	0	0
Damage to Property – non bias	On Campus	0	1	3
	Non Campus	0	0	0
	Public Property	0	0	0
Bias/Hate Crimes				
Category	Venue	2014	2015	2016
Larceny-Theft	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	1	0
	Non Campus	0	0	0
	Public Property	0	0	0
Intimidation	On Campus	1	0	0
	Non Campus	0	0	0

	Public Property	0	0	0
Vandalism/Destruction/Damage	On Campus	1	0	3
	Non Campus	0	0	0
	Public Property	0	0	0
Violence Against Women Act				
Category	Venue	2014	2015	2016
Domestic Violence	On Campus	1	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	3	4	1
	Non Campus	0	0	0
	Public Property	0	0	0
Disciplinary Action				
Category Disciplinary referrals for:	Venue	2014	2015	2016
Liquor Law Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Drug law Violation	On Campus	0	0	1
	Non Campus	0	0	0
	Public Property	0	0	0
Weapons Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Arrests on Campus				
Weapons: carrying, possessing, etc.	On Campus	0	0	0
Drug Abuse violations	On Campus	0	0	0
Liquor Law violations	On Campus	0	0	0

4. Procedures for distributing annual notification to students and employees 2014 and 2016 Procedure for distribution

For program years 2014 and 2016, the college had the DAAPP information distributed through multiple sources. These sources included: student handbook, college website and in the Annual Security report. Anoka-Ramey recognizes that while the information was available to students and employees, there was not a formal annual distribution that occurred for these program years. As indicated in the FPRD, we cannot go back and make an annual distribution for these program years. The information that was available for students and employees did have required information for the DAAPP, but we understand did not meet conditions for compliance.

Current procedure for distribution:

Our policy has been undated to include a detailed procedure for distribution that we believe meets the compliance requirements. The new policy states:

Dissemination Policy Statement & Procedure

Anoka-Ramsey Community College is committed to providing comprehensive alcohol and drug prevention materials to students and employees. Materials will be distributed to each employee and to each student who is taking one or more classes for any type of academic credit (except for continuing education units) regardless of the length of the student's program of study. The College's drug and alcohol abuse prevention materials shall be compiled into a resource document and disseminated to students and employees on at least an annual basis.

Procedure:

The College will disseminate drug and alcohol abuse prevention materials to students electronically via email at least annually. Re-occurring monthly emails will be set to automatically send the communications to students as they are admitted and an email address is generated. Human Resources shall, upon hire, make employees aware of the drug and alcohol abuse prevention plan and resources. Additionally, an email communication will be sent to all employees twice per year.

The College's plan shall be available year round, posted on Anoka-Ramsey's student consumer information web page and in hard copy in the President's Office on campus. Additionally, the direct electronic address shall be printed in the Annual Security Report (annually distributed), Student Handbook (for student access) and College Catalog (employee access). For prospective students and employees, links to the information is available in the "notes" of the College's Net Price Calculator and in job postings.

The college is also determining other manners in which to disseminate information, which may include orientation packets to students, links to information on classroom D2L pages, and inclusion with First Year Experience classes.

Standards of Conduct:

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off- campus.
- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law while involved in a college-sponsored activity or event, on- or off-campus.
- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
- Except as allowed by Minnesota State Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at the college and at college-sponsored events is prohibited.

5. Copies of the Policies distributed to students and employees 2014 and 2016 Policy Distributed to Students and Employees

Policy 1A.9/01 Environmental Health and Safety: Anoka-Ramsey Community College Drug-Free Policy

State of Compliance:

Anoka-Ramsey Community College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the college premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus. In accordance with federal regulations, this policy is printed in the Student Handbook, which is made available to every student and employee and included with the annual Campus Crime and Security Report, which is distributed to every student and employee. The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

Legal Sanctions:

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and [Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus](#). Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

Health Risks:

Alcohol—Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Amphetamines—Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Cocaine/Crack—Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, paranoia and depression. Cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

Hallucinogens—Lysergic Acid Diethylamide (LSD) causes illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Hallucinogens can cause liver damage, convulsion, coma and even death.

Marijuana—Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and temporary loss of fertility. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Methamphetamine—Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Over time, methamphetamine users may experience symptoms similar to Parkinson's disease, a severe movement disorder.

Narcotics—Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Steroids—Steroid users experience a sudden increase in muscle and weight and an increase in aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer.

Additional information can be found at: www.nida.nih.gov.

Educational and Treatment Programs:

- The college provides periodic information and training for employees and information to students that foster a drug- and alcohol-free environment.
- Counselors are available to assist students deal with personal concerns the might interfere with their academic work while at the college. Services are free and confidential and can be arranged by contacting the Counseling and Advising Department.
- The Employee Assistance Program (EAP) is available to all Minnesota State employees. EAP can assist employees by providing a professional assessment of a possible alcohol or drug problem. The mission of EAP is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. For additional information, contact the Human Resources Department.
- Community area substance abuse treatment center referrals include:

Anoka/Metro Regional Treatment Center
3301 7th Ave N, Cronin Building, Anoka, MN 55303
763-712-4492

Dellwood Recovery Center
701 S Dellwood Ave, Cambridge, MN 55008

763-689-7723

www.cambridgemedicalcenter.com

Grace Counseling Services

16525 NE Hwy 65, Andover, MN 55304

763.413.8838 Transformation House

1410 S Ferry St, Anoka, MN 55303

763-427-7155

www.transformationhouse.com

Hazelden Foundation

15245 Pleasant Valley Rd, Center City, MN 55012

800-257-7800

www.hazelden.org

New Connection Programs Outpatient Treatment

8000 Hwy 65 NE, Minneapolis, MN 55431

763-784-2454

www.regionshospital.com

Recovery Plus Rum River Outpatient Program

209 6th Ave S, Princeton, MN 55371

800-964-8524

Unity Hospital Substance Abuse Services

550 Osborne Rd, 2 E, Minneapolis, MN 55432

763-236-4522

www.mercy-unity.com

Disciplinary Sanctions:

Students or employees who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions including, but not limited to: official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion and/or reporting to local law enforcement will be imposed on students who violate the preceding standards of conduct. Sanctions, consistent with existing contracts, up to and including termination of employment, will be imposed on employees who violate the preceding standards of conduct.

History:

11.2003 Added referral list, outlined health risks, and updated description of legal sanctions and disciplinary sanctions.

10.2015 Revised to include language regarding Minnesota's Medical Cannabis Law

07.2017 Technical Changes, MnSCU to Minnesota State

2018 Policy to be distributed to students and employees (underline indicates changes made to policy)

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State of Compliance:

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Standards of Conduct:

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off- campus.
- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law while involved in a college-sponsored activity or event, on- or off-campus.
- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
- Except as allowed by Minnesota State Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at the college and at college-sponsored events is prohibited.

Legal Sanctions:

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more.

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medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and [Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus](#). Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

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sterility and prostate cancer.

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www.cambridgemedicalcenter.com

Grace Counseling Services
16525 NE Hwy 65, Andover, MN 55304
763.413.8838 Transformation House
1410 S Ferry St, Anoka, MN 55303
763-427-7155
www.transformationhouse.com

Hazelden Foundation
15245 Pleasant Valley Rd, Center City, MN 55012
800-257-7800
www.hazelden.org

New Connection Programs Outpatient Treatment
8000 Hwy 65 NE, Minneapolis, MN 55431
763-784-2454
www.regionshospital.com

Recovery Plus Rum River Outpatient Program
209 6th Ave S, Princeton, MN 55371
800-964-8524

Unity Hospital Substance Abuse Services
550 Osborne Rd, 2 E, Minneapolis, MN 55432

Dissemination Policy Statement & Procedure

Anoka-Ramsey Community College is committed to providing comprehensive alcohol and drug prevention materials to students and employees. Materials will be distributed to each employee and to each student who is taking one or more classes for any type of academic credit (except for continuing education units) regardless of the length of the student's program of study. The College's drug and alcohol abuse prevention materials shall be compiled into a resource document and disseminated to students and employees on at least an annual basis.

Procedure:

The College shall distribute materials electronically to students and employees at least annually. As new students enroll, an email communication disseminating the College's drug and alcohol prevention program materials will occur using the Minnesota State Communications Module.

The College will disseminate drug and alcohol abuse prevention materials to students electronically via email at least annually. Re-occurring emails will be set to automatically send the communications to students as they are admitted and an email address is generated. Human Resources shall, upon hire, make employees aware of the drug and alcohol abuse prevention plan and resources. Additionally, an email communication will be sent to all employees twice per year.

The College's plan shall be available year round, posted on Anoka-Ramsey's student consumer information web page and in hard copy in the President's Office on campus. Additionally, the direct electronic address shall be printed in the Annual Security Report (annually distributed), Student Handbook (for student access) and College Catalog (employee access). For prospective students and employees, links to the information is available in the "notes" of the College's Net Price Calculator and in job postings.

Biennial Review Policy Statement & Procedure

The College shall conduct annual reviews, rather than less frequent biennial reviews, of its drug and alcohol prevention program to determine its effectiveness and implement changes to the program if they are needed. Review of incidents reported on campus where alcohol and drugs were present or abuse was noted, will occur annually to ensure that sanctions are consistently enforced. Additionally, the College's drug and alcohol abuse prevention resource document shall be reviewed to ensure the following components, at a minimum, are incorporated:

- Information on preventing drug and alcohol abuse;
- Standards of conduct that clearly prohibit, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation or re-entry programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol; and
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these

sanctions, up to and including expulsion, termination of employment, and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Procedure:

The Health & Safety Taskforce, on behalf of the College, shall ensure students and/or employees are surveyed to evaluate the effectiveness of drug and alcohol abuse prevention programming offered on campus. The information derived from the surveys shall inform the annual evaluation of programming efforts and subsequent recommendations for changes to programming.

The Health & Safety Taskforce, on behalf of the College, shall obtain lists of drug and alcohol related incidents reported on campus from Public Safety & Security, Human Resources (if applicable), and Student Code of Conduct/Title IX Coordinator. Incidents shall be reviewed to ensure sanctions are consistently enforced. Representatives on the taskforce include but are not limited to: Dean of Student Affairs, Public Safety & Security Director, Financial Aid Director, and Student Code of Conduct/Title IX Coordinator.

The completed review shall be presented to Cabinet for approval by Cabinet and the President.

History:

11.2003 Added referral list, outlined health risks, and updated description of legal sanctions and disciplinary sanctions.

10.2015 Revised to include language regarding Minnesota's Medical Cannabis Law

07.2017 Technical Changes, MnSCU to Minnesota State

03.2018 Dissemination and Biennial Review Policy and Procedure added

<p>6. Recommendations for Revising programs</p> <p>After careful review of the 2014, 2016 and current strengths and weaknesses of the DAAPP program, it is recommended that the following items be addressed prior to the 2018 review:</p> <ul style="list-style-type: none">• Implementation of the new distribution procedure be documented for new employees to ensure compliance• Determine Goals for the DAAPP for the upcoming review period• Establish a process for tracking and documenting events that occur across campus that support the goals of the DAAPP• As the Boynton health survey is every other year, determine how to survey students and employees to assist with the yearly review• Solidify the taskforce tasked with the annual review and create a timeline for process• Better promote and communicate the DAAPP plan with the college community• Create materials that are more easily read by students and employees
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Objective B: Review research methods and data analysis tools

The group reviewed drug and alcohol related incidents to discuss a plan for research methods and analysis going forward. Recommendations: The Health & Safety Taskforce, on behalf of the College, shall ensure students and/or employees are surveyed to evaluate the effectiveness of drug and alcohol abuse prevention programming offered on campus. We will also take steps to conduct focus groups to determining health needs of students in which to ensure success. Focus is on Drugs, Alcohol, stress and nutrition. The information derived from the surveys and focus groups shall inform the annual evaluation of programming efforts and subsequent recommendations for changes to programming.

Objective C. To ensure that the college enforces the disciplinary sanctions for violating standards of conduct consistently.

A review of conduct cases related to drug and alcohol was conducted to ensure consistency of sanctions. The review evaluated the following: number of cases, sanctions issued, and any special circumstances for each case.

Number of drug and alcohol related conduct cases			
2014 Cases	Violation	Sanction	Special Circumstances
Case #1	Alcoholic Beverages	Written warning	At off-campus event at a conference (reportable on another college's ctery geography) student received citation for underage drinking.
Case # 2	Utilizing illegal substances	Written reprimand Game suspension Referral to counseling	Occurred off-campus at an athletic event. Game suspension issued by athletics. Referral, counseling based on student recognition that help was sought.
2016 Cases	Violation	Sanction	Special Circumstances
Case #1	Misuse of drugs	Written reprimand	No special circumstances. Occurred on campus
Case #2	Alleged Misuse of drugs	Not applicable	Investigation determined that no violation of law or college policy was conducted as no drug use by student was evident.
Case #3	Alleged Misuse of Drugs	Not applicable	Investigation determined that no violation of law or college policy was conducted as no drug use by student was evident.
Current Cases	Violation	Sanction	Special Circumstances
Case #1	Alcoholic Beverages	Probation	At student event. Incident involved several other conduct violations which resulted in a more serious sanction.

After review of the conduct cases from program years 2014, 2016 and current it was determined that there is consistency in the sanctions issued and that where more serious sanctions were given, the special circumstances warranted it.

Anoka-Ramsey utilizes a conduct software that easily allows us to track throughout the year the number of alcohol and drug related cases and the sanctions issued to ensure consistency.

General conclusion

Anoka-Ramsey Community College takes its responsibility in ensuring compliance with the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Regulations very seriously. College officials understand the responsibilities required of the DFSCA and have implemented strategies to ensure policies, procedures, and timely distribution and review consistent with the requirements in 34 CFR Part 86 and 34 CFR 668.14. While not able to document what was done in program years 2014 and 2016, Anoka-Ramsey has reviewed what is known at this time in regards to efforts and evaluated current efforts to determine a plan of action for the 2018 review and subsequent reviews. Every attempt has been made in this review to demonstrate our efforts and continued dedication to ensuring compliance moving forward.

Anoka-Ramsey Community College now appears to be in full compliance with federal legislation. The College has developed and maintains a drug prevention policy. The College distributes the drug-free policy to all staff, faculty and students bi-annually and has developed a plan to ensure that all new students and staff receive this information. The College provides services and activities to promote a strong drug-free campus environment. The College tracks the number of drug and alcohol related offenses, sanctions and referrals.

Compliance - College Policies & Resources:

College Policy – Policy 1A.9/01 Environmental Health and Safety: Anoka Ramsey Community College Drug-Free Policy

<http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a901-environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/>

College Safety & Security Policy and Procedure: <http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a902-environmental-health-and-safety-arcc-safety-and-security/>

Safety & Security's Annual Security Report (inclusive of required policy statements in ASR):

<http://www.anokaramsey.edu/about-us/safety-security/>

Student Code of Conduct – Policy 3F.1 Student Conduct Code

<https://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-3f1-student-conduct-code/>