

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 1070

TITLE: ALCOHOL AND DRUG-FREE CAMPUS AND WORKPLACE

BASED ON POLICY: 1.07 ALCOHOL AND DRUG-FREE CAMPUS AND WORKPLACE

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

I. Purpose:

In compliance with the provisions of the Federal Drug-Free Workplace Act of 1988, and Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College will take such steps as are necessary in order to promote a drug-free campus and workplace in accordance with the Act and Public Law.

II. Procedure:

A. Employees

The director, human resources will take the following steps to promote a drug-free workplace as required by the Act by:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol by College employees is prohibited and that an employee convicted of such activities will be subject to disciplinary action, up to and including termination of employment.
2. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug and alcohol abuse in the workplace
 - b. The College's policy of maintaining a drug-free workplace
 - c. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs
 - d. The penalties which may be imposed upon employees for drug/alcohol-abuse violations
3. Notify College employees in the statement required by Section A above that, as a condition of employment, employees will:

- a. Abide by the terms of the statement
 - b. Notify the director, human resources of any criminal drug statute conviction for a violation occurring not later than five (5) days after such conviction
4. Make it a requirement for each employee to be engaged in the performance of any federal grant to be given a copy of the statement required by Section A
 5. Notify the federal agency through which the grant was awarded within 10 days after receiving notice under Section C.2. from an employee or otherwise, receiving actual notice of such conviction
 6. Recommend appropriate personnel action against such an employee, up to and including termination
 7. Make a good-faith effort to continue to maintain a drug-free workplace through the implementation of Sections A. 1., 2., 3., 4., 5., and 6
- B. Students, Other Campus Participants, and the General Public

Divisional deans make every attempt to ensure that scheduled events and activities in their area are drug free.

1. Notify students, other campus participants, and the general public in appropriate publications, forms, etc. that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited and that violation of this policy has consequences.
2. Establish an alcohol and drug-free awareness program to inform the constituency about:
 - a. The dangers of drug and alcohol abuse
 - b. The College's policy of maintaining an alcohol and drug-free campus
 - c. Any drug and alcohol counseling, rehabilitation, and assistance programs
 - d. The penalties which may be imposed upon those constituents for violations of this campus policy
3. Notify all who utilize campus facilities and provide activities and events on College-owned properties to abide by the College policy.
4. Make a good-faith effort to continue to maintain an alcohol and drug-free campus through the implementation of Sections B. 1., 2., and 3.

C. Policy Exception Procedures

1. In accordance with Policy 1.07, organizations desiring to hold an event on College-owned property where beer and wine are to be used, sold, or consumed must submit a *Request to Allow Alcoholic Beverages on College Property* form to the president.
2. If approved all possession, consumption, and distribution of alcohol shall be in accordance with all local, state, and federal laws and follow this procedure.
3. The sponsoring organization shall contract with a licensed and insured vendor who will procure and serve all alcoholic beverages. Servers shall attempt to limit servings of wine and/or beer to a maximum of three per person and, furthermore, shall not serve wine and/or beer to anyone appearing to be intoxicated.
4. Persons must be 21 years of age to serve, buy, possess, or consume alcoholic beverages while on College-owned property at approved events.
5. The use of alcoholic beverages at events sponsored by student groups is prohibited.
6. State funds shall not be used to purchase alcoholic beverages.
7. Advertisements for events at which alcoholic beverages will be served, shall not refer to the quantity that will be available, nor shall the reference to alcoholic beverages be prominently displayed.
8. Non-alcoholic beverages and food must also be provided in sufficient quantities for the crowd size.
9. Alcoholic beverages used as prizes or awards at any event shall not be consumed onsite. Any competitions or contests at any event which involves alcohol consumption are prohibited.
10. Happy hour and drink specials are not permitted.
11. The use of common usage containers, such as trash cans, party balls, and pitchers, for example, is prohibited.
12. No one under the age of 18 may be involved in checking identification for service of alcoholic beverages.

13. Campus Security shall be notified of any event at which alcohol will be available and a determination shall be made by Campus Security as to any security requirement. The sponsoring organization shall be responsible for any associated costs.

14. Violation of this procedure or of any federal, state or local law may result in loss of the privilege to use College-owned property in the future. Further, violation of this procedure by any College-related person, group, or organization shall be subject to disciplinary action.

HISTORY: Last Revised: 12/5/18

Adopted: 11/22/89

Reviewed: 10/29/04, 10/29/07, 6/27/12

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