

## College Operating Procedures (COP)



**Procedure Title:** Drug-Free Campus and Workplace  
**Procedure Number:** 05-0803  
**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy 6Hx6:2.04  
Florida Statute n/a  
Florida Administrative Code

**Procedure Actions:** Adopted: 4/23/1992; 7/1/2000; 11/3/2004; 12/2/2008; 11/01/2010; 02/05/14; 02/17/2020

**Purpose Statement:** To establish guidelines to promote and maintain a drug-free working environment for College employees and students.

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### **Guidelines:**

It is the policy of Florida SouthWestern State College to promote and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on and off College premises. The possession or use of alcohol under the circumstances described herein is also prohibited. All students and employees are required to abide by the terms of this policy as a condition of initial and continued enrollment and/or employment.

This policy is based on the Drug Free Workplace Act, 41 U.S.C. 701 et seq., as amended and is supplemented by College administrative policies and procedures.

- A. The illegal use, possession, manufacture, dispensation, and distribution of any controlled substance, at any time, whether on or off duty or on or off College premises is strictly prohibited as a matter of College policy.
- B. Except as hereinafter provided, use or possession by an employee or student of alcohol in the workplace, or use of alcohol on College property is prohibited. The possession or consumption of alcohol by employees or students of legal age at a College-sponsored or approved function where alcoholic beverages are served by the College or sponsor is not a violation of this Section.
- C. Any employee or student who reports to work or class or performs his/her duties while under the influence of drugs or alcohol will be in violation of this policy.
- D. Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion, or termination, and/or a requirement of satisfactory participation in a College-approved drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.

## **Procedures:**

### **Disciplinary Sanctions**

The College will impose sanctions (consistent with local, state, and Federal law) upon all employees and students who violate these standards of conduct. Such sanctions may include but are not limited to 1) referral for prosecution; 2) probation, suspension, or expulsion of students; or 3) suspension or termination of employees.

The College requires that any employee who is arrested or convicted of any offense relating to the sale, purchase, delivery, use, manufacturing or distribution of illegal drugs or controlled substances to report such arrest or conviction to the Office of Human Resources , 239-489-9294, no later than 24 hours after the arrest or conviction.

### **Employee Assistance Program**

Florida SouthWestern State College recognizes illegal drug use and/or dependency to be a health, safety, and security problem. Employees who need assistance with problems related to drug abuse are encouraged to contact the Employee Assistance Program:

### **New Directions**

Phone: 800-624-5544

Website: [www.ndbh.com](http://www.ndbh.com)