



GRAMBLING STATE UNIVERSITY

**DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS [EDGAR PART 86]
BIENNIAL REVIEW**

GRAMBLING STATE UNIVERSITY

Drug-Free Schools and Campuses Regulations [EDGAR Part 86]

Alcohol and Other Drug Prevention Certification

The undersigned certifies that it has adopted and implemented an alcohol and other drugs prevention program for its students and employees that, at a minimum, includes –

1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education units, regardless of the length of the student’s program of study, 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 its property as a part of any of its 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
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with 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. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the institution of its alcohol and other drug prevention comprehensive program to:

- Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies, if they are needed
- Ensure that its disciplinary sanctions are consistently enforced.

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Introduction

Grambling State University acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted in determining if the university fulfills the requirements of the previously mentioned Federal regulations. The purpose of this report is to comply as best as possible, using data collected over the past two years. The following campus units provided information for the biennial report

- Student Affairs Unit
- Housing & Residence Life
- Office of Student Conduct
- Athletics
- Human Resources
- University Police Department

Summary of DFSCA Biennial Review Report

Part 86, the Drug-Free Schools and Campuses Regulations, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an Institution of Higher Education (IHE) 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. To certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

1. Annual Distribution of a document to all students and employees that includes:
 - A) Standards of conduct prohibiting unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
 - B) A description of local, state, and federal laws which provide sanctions against unlawful possession of distribution of illicit drugs and alcohol.
 - C) A description of health risks associated with the use of illicit drugs and the abuse of alcohol.
 - D) A description of the treatment resources available to students and employees.
 - E) A clear statement that the college or university will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law).

F) A description of those sanctions, up to and including expulsion, or termination of employment and referral for prosecution. A sanction may include the requirement that the offender completes an appropriate treatment program.

2. Completion of a Biennial review by the University of its Alcohol and other Drug program that includes the following objectives:

- A) Evaluation of the effectiveness of AOD policies and programs.
- B) Verification that the disciplinary sanctions described in the document are consistently enforced.
- C) Recommendation for program and policy changes as needed.

A copy of the Biennial Review must remain on file and be available for inspection by the U.S. Department of Education. A copy of this document is maintained on file in the Office of Student Affairs located on the 2nd floor of Grambling Hall. Additionally, the report may be found at <https://www.grambling.edu/office-of-student-affairs/>

Purpose

Grambling State University is committed to protecting the safety, health and well-being of all employees and individuals in our workplace. As a residential community with a significant number of individuals under the age of 21 residing on our campus, we have an even stronger commitment to ensuring that our community is free of illegal drugs and alcohol. We recognize that alcohol abuse and illegal use of drugs poses a significant threat to our mission. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

Grambling State University acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted in determine if the university fulfils the requirements of the previously mentioned Federal regulations. The purpose of this report is to comply as best as possible, wing data collected over the past two years. The following campus units provided information for the biennial report:

- Student Affairs Unit
- Housing & Residence Life
- Office of Student Conduct
- Athletics
- Human Resources
- University Police Department

The purpose of this document is to meet the legal requirements of conducting a biennial review and summarize the programs and activities related to alcohol and drug prevention on Grambling State University's campus during the period time of 2022-2023 and 2023 –2024.

Biennial Review Process

This report was compiled by Dr. Rudolph Ellis, Vice President of Student Affairs and Bridgette Williams, Executive Coordinator of Student Affairs and Mr. Emmanuel Oladele, Student Resource Coordinator in Student Affairs.

Departments and their staff that contributed data also include:

- Office of Human Resource: Mr. Wayne Bryant
- GSU Athletics Unit: Dr. Trayvean Scott
- Student Conduct and Conflict Resolution: Ms. Tundra Turner
- Office of University Compliance: Ms. Penya Moses
- GSU Police Department: Chief Rodney Demery
- Campus Living and Housing: Ms. Carnelia Barfield
- Service, sanction, and appointment data is provided by the appropriate departments

As a compliance program that impacts the university enterprise-wide, the Drug Free Schools and Communities Act (DFSCA) falls under the purview of Office of Student Conduct. The primary compliance partner who administers the program is Dr. Rudolph Ellis in the Student Affairs Office, with contributions from the University's Office of Student Conduct Ms. Tundra Turner and Compliance Office Ms. Penya Moses. Efforts for the program are shared by interdisciplinary partners from Human Resources, University Athletic Association, the Division of Student Life, Student Conduct & Conflict Resolution, University Police Department, and GSU Office of Compliance and Ethics.

The Drug and Alcohol Abuse Prevention Program (DAAPP) and current Biennial Review can be found on the GSU Student Affairs website:

[Grambling State University - Welcome to the Office of Student Affairs!](#)

Federal law requires that the university keep these biennial reports for up to three (3) fiscal years.

Descriptions of Alcohol & Other Drug (AOD) Program Elements

Grambling State University utilizes a framework for prevention based on effort both within specific areas and collaboratively between departments. Prevention efforts included but were not limited to; annual notification to all students and employees of the alcohol and drug policies including sanctions for illegal

use and possession according to campus policy and state laws, education for first-year students, specialized prevention programming for athletes based on NCAA guidelines, prevention programming provided by KNOW MORE, prevention programming provided by Housing & Residence Life staff, prevention, and wellness programming through our Counseling and Psychological Services Office. The intention behind this level of comprehensive and collaborative programming and education is to help the Grambling State University community make well-educated and healthy choices regarding alcohol, drug use and its potential for negative short- and long-term consequences, and to educate regarding the legal risks of illegal drug use. The overall goal of the AOD program is to promote health, safety, and quality of life for the entire Grambling State University.

Below is a summary of AOD prevention-related activities and events. Targeted groups included first-year students, student-athletes, members of fraternities and sororities, and residential students.

Student Notification:

Students receive annual notification about the University's Drug-Free policies and services in the following ways: Twice per year (once in the Fall semester and Spring Semester) students receive a link to the University's Student Affairs Information Disclosure page through Student email listserv (a listserv to which all students are subscribed). The Consumer Information Disclosure page contains a number of health and safety related links including a link to the Drug-Free Workplace Policy which, itself, lists resources available to students (as well as staff) and a list of related University Regulations and policies including the Tiger Bulletin and other information.

Grambling State University's Annual Policy Notification/Distribution

As a requirement of these regulations, **GRAMBLING STATE UNIVERSITY** is to disseminate and ensure receipt of the below policy/information to all students, staff, and faculty on an annual basis. This process is formally conducted by the Office of the Vice President of Student Affairs via email. Questions concerning this policy and/or alcohol and other drugs programs, interventions and policies may be directed to Ms. Tundra Turner, Director of the Office of Student Conduct at turnert@gram.edu or at 318-274-6149.

A Snapshot of Annual High-Risk College Drinking Consequences

- *Death:* Over 1,825 students' ages, 18-24 die from alcohol related unintentional injuries including motor vehicle accidents.
- *Injury:* 599,000 students ages 18-24 are unintentionally injured under the influence of alcohol.

- *Assault*: More than 696,000 students ages 18-24 are assaulted by another student who has been drinking.
- *Sexual Abuse*: More than 97,000 students ages 18-24 are victims of a sexual assault or date rape in which alcohol is involved.
- *Unsafe Sex*: 400,000 students ages 18-24 have unprotected sex and more than 100,000 reports having been too intoxicated to know if they consented to sex.
- *Academic Problems*: About 25% of college students report academic consequences of their drinking including missing class, doing poorly on exams, and receiving lower grades overall.
- *Health Problems and Suicide Attempts*: More than 150,000 students develop an alcohol related health problem and 1.2 to 1.5 percent of students indicates that they tried to commit suicide within the past year due to drinking.
- *Drunk Driving*: 2.1 million students between the ages 18 and 24 drove under the influence of alcohol last year.
- *Vandalism*: About 11 percent of students report that they have damaged property while under the influence.
- *Police Involvement*: About 5% of 4-year college students are involved with the local or campus police as a result of their drinking and an estimated 110,000 students between the ages of 18 and 24 are arrested for an alcohol-related violation such as public drunkenness or driving under the influence.

High-Risk Drinking Patterns

High-risk college student drinking includes the following:

- Underage drinking
- Drinking and driving or other activities where the use of alcohol is dangerous.
- Drinking when health conditions or medications make use dangerous.
- Binge Drinking; that is, 5 drinks in a row per occasion for males and 4 for females*
- Moderate drinking by persons of legal drinking age is defined as no more than 2 standard drinks per day for men and 1 drink per day for women.

What Is a Standard Drink?

A standard drink contains approximately 14 grams (0.6 fluid ounces) of pure alcohol.

Policies – Alcohol, Other Drugs, and Weapons

As an academic community, Grambling State University is committed to providing an environment in which learning, and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the University environment, as well as the

individual potential of our students and staff. The University enforces state laws and related University policies, including those prohibiting the following activities on campus.

- A) Providing alcoholic beverages to individuals under 21 or possession or consumption of alcoholic beverages by individuals under 21.
- B) Distribution, possession, or use of illegal drugs or controlled substances.
- C) Possession of firearms or other dangerous weapons.

The abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off-campus), is prohibited by the Student Code of Conduct. The University can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances and state and federal laws. A separate policy addresses violations by university staff.

The University strongly encourages students and staff members to voluntarily obtain assistance for dependency or abuse problems before such behavior's result in an arrest and/or disciplinary referral which might result in their separation from the institution.

The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Student Code of Conduct or staff expectations and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Help is available both on campus and within the community for students and staff members who are dependent on, or who abuse the use of alcohol or other drugs. The Student Counseling and Wellness Resource Center (318-274-3277), Office of Human Resources (318-274-2377), our University Employee Assistance Program, and other professional agencies will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities. Tundra Turner in the Office of Student Conduct oversees the alcohol and other drug prevention program. This office provides educational and awareness programming, information and assistance.

Student Sanctions, Alcohol, Other Drugs and Weapons

Underage students confronted by the institution for the consumption of alcohol will face disciplinary sanctions ranging from fines to disciplinary probation.

Students whose use of alcohol or drugs results in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary actions by the University up to and including expulsion.

Testing for the presence of illegal substances may be a condition of any probationary status imposed by the University for violations of drug-related provisions of this policy. The appropriate authority may require drug- or alcohol testing for employees and applicants of the safety-sensitive and security positions for the following situations: on a random basis, when there is reasonable suspicion that an employee uses drugs, as a follow-up to drug counseling or rehabilitation, after an on-the-job accident/incident of serious or potentially serious results and when employees are selected for transfer or promotion to positions identified in Policy #53015-Drug Screening, Appendix I. Testing for substance abuse may be by Breathalyzer, blood, urine or any other appropriate and scientifically accepted tests. All drug testing will include review by a qualified Medical Review Officer (MRO) and a “MRO Positive” result will be considered a positive result. Any student with a positive result, as described above, may face disciplinary action by the University up to and including expulsion.

Student Code of Conduct

The Dean of Students along with the Director of Student Conduct are the persons designated by the Vice President to be responsible for the administration of the Code of Student Conduct, including the interpretation of all policies and statements within the Code. The Dean of Students shall determine whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis in his/her sole discretion.

Offense (Crimes Reported by Hierarchy)	Calendar year	On Campus (including Residential)	On Campus (Residential Only)	Non- Campus	Public Property	Totals
Liquor Law Arrests	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Arrests	2023	8	7	0	0	8
	2022	10	10	0	0	10
	2021	6	6	0	0	6
	2020	8	8	0	0	8
	2023	1	1	0	0	0
	2022	0	0	0	0	0

Liquor Law Violations
Referred for Disciplinary
Actions

2021	0	0	0	0	0
2020	1	1	0	0	0
2023	8	8	0	0	8
2022	10	8	0	0	10
2021	20	14	0	0	20
2020	4	1	0	0	4

Drug Law Violations
Referred for Disciplinary
Action

Commonly Imposed Disciplinary Sanctions for On-Campus Policy Violations:

<p>4.1 8</p>	<p>Alcoholic Beverages</p>	<p>Violation of the University Alcohol and Controlled Substance Policy, including but not limited to the use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on university property, or at any of its activities (whether on or off-campus) are prohibited, except as expressly permitted by university regulations and local, state and federal law. Alcoholic beverages may not be used by, possessed by or distributed to anyone under twenty-one (21) years of age. (Refer to Alcohol and Illegal Controlled Substances Policy.)</p>	<p><u>1st offense:</u> Online educational program One (1) semester disciplinary probation Campus service (25-50 hours) Parental notification if meets guidelines Fine \$150.00</p> <p><u>2nd offense:</u> One (1) year up to tenure disciplinary probation Educational assignment/counselling and/or campus service (25-50 hours) Parental notification if meets guidelines Fine \$300.00</p> <p><u>3rd offense:</u> Disciplinary probation throughout tenure at university Removal from university housing Parental notification if meets guidelines</p>
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			<p>Loss of privileges to all residence halls Fine \$500.00</p>
4.1 9	Dangerous Drugs	<p>Violation of the University Alcohol and Controlled Substance Policy, including but not limited to the use, consumption, possession, manufacturing, purchase, sale and/or distribution of illicit drugs, narcotics or other controlled dangerous substances are strictly prohibited; all local, state, and federal laws apply. (Refer to Alcohol and Illegal Controlled Substances Policy.)</p>	<p>Possession/personal use of controlled dangerous substance 1st offense: One (1) year up to tenure disciplinary probation Campus service (50-100 hours) Mandatory substance abuse treatment program Parental notification if meets guidelines Fine \$500.00 2nd offense: Final disciplinary probation up to suspension Removal from University housing Educational assignment/counseling and /or campus service (50-100 hours) Fine \$700.00 3rd offense: Suspension up to expulsion Parental notification if meets guidelines Selling/possessing large quantities of controlled dangerous substances Suspension up to expulsion Parental notification if meets guidelines</p>

As members of the University community, students are also subject to city ordinances and to state and federal law. Arrest and prosecution for alleged violations of criminal law or city ordinances may result from the same incident for which the University imposes disciplinary sanctions.

Employee Sanctions

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by employees on university premises, or while conducting University business off University premises, is absolutely prohibited.

Violations of this prohibition by employees may result in the application of sanction, including possible required participation in an approved drug abuse assistance or rehabilitation program, and disciplinary action up to and including termination of employment under applicable University of Louisiana System, Board of Supervisors regulations, University policies, statutes, employment contracts, or collective bargaining agreements.

Louisiana Sanctions for Violation of Alcohol Control Statues

Synopsis of state (Louisiana) and Federal Drug Penalties

(RS 40:966-790 AND CODE 21:841)

Imprisonment

DRUG OFFENSE	MAXIMUM STATE FINE	MAXIMUM FEDERAL FINE	STATE PRISON TIME	FEDERAL PRISON TIME
<i>Schedule 1</i>				
Hallucinogens, (phencyclidine- “PCP”), Angel dust, acid, STP	Distributions/manufacturing \$50,000	\$4 Million	5-50 years	10 years to life
“Ecstasy”, “Designer Drugs”, (opiates; Heroin, Junk, Smack, “H”, “scag”)	Possession \$5000	\$1 Million	4-10 years	0-20 years
Depressants Cannabis (Marijuana- “grass”), “pot” “Weed”	Distribution \$100,000	\$4 Million	5-30 years	10 years -life
Stimulants	Possession \$2000	\$1 Million	6months-20 years	Federal Code

Schedule II				
Narcotics (raw opium, morphine), “M”, “dreamer”	Distribution \$50,000	\$4 Million	2-30 years	10 years-life
Stimulants (amphetamines- “Speed”	Manufacturing \$500,000	\$4 Million	10-30 years	10 years-life
“Uppers,” “bennies”, “pep pills”, “crank”, “crystal”, “ice”	Possession \$50000	\$1 Million	0-5 years	0-20 years
Schedule III				
Stimulants Depressants (barbiturates- “barbs”	Distribution \$15,000	\$250,000	0-10 years	0-5 years
“Goof balls”, “downers”, “blues” Narcotics (nalorphine)	Possession \$5000	Refer to Federal Code	0-5 years	Federal Code
Schedule IV				
Depressants (barbiturates and 32 other drugs)	Distribution \$50,000	\$250,000	0-30 years	0-3 years
	Possession \$5000	Refer to Federal Code	0-10 years	Federal Code
Schedule V				
Narcotic drugs containing non-narcotic active medicinal ingredients (buprenorphine)	Distribution \$5000	\$100,000	0-5 years	0-1 year
	Possession \$5000	Refer to Federal Code	0-5 years	Federal Code

Federal Drug Laws

The possession, use or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

Denial of Federal Aid (20 USC 1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work-study programs, and more. Students convicted of drug possession will be ineligible for

one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can retain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC 853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued, and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 USC 841)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1000 feet of a university (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of a least one (1) year.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than
II	Cocaine Base 28-279 grams (about 9.84 oz) mixture		Cocaine Base 280 grams or more mixture	

IV	Fentanyl 40-399 grams (about 14.07 oz) mixture	<p>\$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Fentanyl 400 grams or more mixture	\$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	<p>imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
I	Heroin 100-999 grams (about 2.2 lb.) mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams (about 1.1 lb.) mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams (about 2.2 lb) mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any Amount of Other Schedule I & II Substances	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount of Other Schedule III Drugs	<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>

Any Amount of All Schedule V Drugs	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>
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Chart Two-

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

*Source-United States Department of Drug Enforcement Administration website

Federal Drug Possession (21 USC 844)

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750. Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to \$250,000 or both if:

- A. It is a first conviction and the amount of crack possessed exceeds 5 grams;
- B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
- C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to \$10,000 may also be imposed for possession of small number of controlled substances, whether criminal prosecution is pursued.

Counseling and Treatment

Short term alcohol and other drug counseling are available on campus to students through the Student Counseling and Wellness Resource Center @318-274-3277. Students may be referred through the Counseling Center to other treatment programs for more intensive treatment. Through the Office of Human Resources, the Employee Assistance Program offers employees additional education and counseling, as well as appropriate referrals. Within Ruston/Grambling, the following substance abuse counseling agencies exist. Pine Hills Advocacy Center, Sexual Assault Center, P. O. Box 777, Ruston, LA 71273; Crisis Hotline: 1-800-869-1033; Telephone (318) 255-7273 and Domestic Abuse Resistance Team (D.A.R.T) Domestic Abuse Response, Team of Lincoln, P.O. Box 1223, Ruston, LA 71273; Crisis Phone: (318) 251-2255, Telephone: (318) 251-2255 or (318)513-9373; Fax: (318) 254-8230 provide a variety of services.

Pine Hill Advocacy Center

Pine Hill Advocacy Center provides help and healing for survivors of sexual trauma and violent crime, challenging the social dynamics that foster sexual assault, and promoting community awareness of sexual assault issues.

- Provide emotional support to all victims of sexual assault in Lincoln, Union, Jackson, Claiborne, and Bienville
- Parishes, regardless of whether they choose to report the crime to law enforcement

- Supply a medical escort who will accompany the sexual assault survivor to the hospital and remain with them during the examination, evidence collection, and statement to law enforcement
- Provide short-term crisis intervention counseling on an individual basis to the survivor of sexual assault/abuse and their families
- Provide a 24-Hour Crisis Hotline to all individuals in the five-parish area
- Offer legal advocacy to assist in criminal prosecution
- Enhance community awareness by providing information about sexual assault and its effects on the victim and their significant others.

Domestic Violence

The Domestic Abuse Resistance Team (DART) is a non-profit organization whose mission is twofold:

To protect, empower and advocate for all victims, survivors and their children in North Central Louisiana who are affected by domestic and dating violence.

To offer and implement public education programs regarding the far-reaching consequences of domestic and dating violence.

Safety Planning

DART staff will assist survivors and their children in establishing individually tailored, survivor-directed safety plans and in updating those plans as the circumstances and the safety needs of the families change. Safety planning includes assessment of risk, education about high-risk times and actions, and emergency response protocols.

Case Management

Domestic violence victims need a variety of community services. DART works with individuals to establish goals and to provide direction and support to obtain their goals. DART also networks with other community agencies to supplement survivor's needs.

Crisis Line

DART provides a 24-hour crisis line to help callers get to a safe location, to provide information, and to answer questions. If you need safety or help, call the DART crisis line at (318) 251.2255 or 1.888.411.1333

Shelter

DART provides safe housing to assist a woman in escaping from a threatening or dangerous situation. Women and their children may stay confidentially for a limited time at no charge. The shelter does not

house men, but DART will assist battered men in finding safe places to stay. If you need assistance with emergency safe housing, please contact our shelter at [318] 251.2255.

Supportive Counseling

Trained domestic abuse advocates are available to provide crisis intervention, group, and individual counseling. The program is designed to offer emotional support and information to battered persons. After-work support groups meet weekly. Children's groups meet at the same time as the adult programs. Please call for times and dates of our group meetings and/or to set up an appointment for individual counseling.

Legal Advocacy

DART assists individuals in obtaining legal representation, providing clerical assistance filing protective orders, pressing charges, and working with law enforcement to bring justice to their abusers. The program helps victims understand their legal rights and supports them in their effort to protect their rights. Please call the DART office in your parish for more information on legal advocacy. DART's advocates are not attorneys and cannot give legal advice.

Child Advocacy

DART provides a safe, violence-free environment for residential and non-residential children who have experienced or witnessed abuse. Children's services include individual and group activities. Our Child Advocate works with children on crisis intervention, coping skills, safety, and self-esteem.

The children's program also offers the following activities: school supplies and uniforms, summer camp, and the Christmas Angel Tree.

Community Education

DART is committed to ending domestic violence through education and public awareness. DART's Community Advocate and other staff members are present in the community on a regular basis speaking about domestic violence, dating violence, sexual assault, and children's issues related to domestic violence. DART offers seminars to law enforcement, clergy, and other concerned groups in the community. DART offers speakers to civic, church, and school groups on all facets of domestic violence. Call for more detailed information about scheduling a speaker.

Interested individuals are encouraged to contact each agency for additional information regarding specific services and costs.

Prevention and Education

Through the Office of Student Conduct, Student Counseling and Wellness Resource Center and University Police Departments they provide the primary leadership of alcohol and other drug prevention and education to individual, group and community programs and interventions administered on our campus.

Agencies Licensed through Louisiana Department of Alcoholism and Substance Abuse

Ruston Addictive Disorders Clinic

206 E. Reynolds Drive

Ruston, LA 71270

(318) 251-4125

Primary Leadership of AOD Prevention/Education

GSU Student Counseling & Wellness Resource Center

GSU Box 4603

Grambling, LA 71245

(318) 274-3163

GSU Office of Campus Living/Housing

GSU Box 4249

Grambling, LA 71245

(318) 274-2504

GSU Office of Student Conduct

GSU Box 4309

Grambling, LA 71245

(318) 274-3169

GSU Police Department

GSU Box 8642

Grambling, LA 71245

(318) 274-2222

These agencies provide a variety of services. Summary of Prevention/Education Individuals, Groups and Community Programs and interventions commonly administered on campus includes:

Programs led by trained staff. Programs are primarily focused on an identified prevention issue and keeping young adults healthy. By focusing on prevention before a student has been exposed to illicit substances, the more likely that he or she will avoid problems with drugs, alcohol and smoking in the future.

As mandated by the Drug-Free Schools and Campuses Act, this policy is distributed to all students, faculty and staff annually, and every year a biennial review of the comprehensive alcohol and other drug program is conducted. For more information concerning current programs, interventions, and policies, contact Ms. Tundra Turner in the Office of Student Conduct at turnert@gram.edu or at 318-274-7782.

Health Risks of Commonly Abused Substances

SUBSTANCE	NICKNAMES/SLANG TERMS	SHORT TERM EFFECTS	LONG TERM EFFECTS
Alcohol		Slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts	Toxic psychosis, physical dependence, neurological and liver damage, fatal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
Amphetamines	Uppers, speed, meth, crack, crystal, ice, pep pills	Increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	Delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence
Barbiturates and Tranquilizers	Barbs, bluebirds, blues, yellow jackets, red devils, roofies, Rohypnol, ruffies, tranqs, mickey, flying v's	Slurred speech, muscle relaxation, dizziness, decreased motor control	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	Coke, cracks, snow, powder, blow, rock	Loss of appetite, increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility increased rate of breathing, muscle spasms and convulsions,	Depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage

		dilated pupils, disturbed sleep	
Gamma Hydroxy Butyrate	GHB, liquid B, liquid X, liquid ecstasy, G, Georgia homeboy, grievous bodily harm	Euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	Memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence
Heroin	H, junk, smack, horse, skag	Euphoria, flushing of the skin, dry mouth, “heavy” arms and legs, slowed breathing, muscular weakness	Constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence
Ketamine	K, super K, special K	Dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary track and bladder problems, abdominal pain, major convulsions, muscle rigidity, increased confusion, increased depression, physical dependence, psychological dependence
LSD	Acid, stamps, dots, blotter, A-bombs	Dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence
MDMA	Ecstasy, XTC, Adam, X, rolls, pills	Impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss, kidney failure, cardiovascular problems, convulsions, death, physical dependence, psychological dependence
Marijuana/Cannabis	Pot, grass, dope, weed, joint, bud, reefer, doobie, roach	Sensory distortion, poor coordination of movement, slowed	Bronchitis, conjunctivas, lethargy, shortened attention span, suppressed immune

		reaction time, panic, anxiety	system, personality changes, cancer, psychological dependence, physical dependence possible for some
Morphine/ Opiates	M, morf, duramorph, Miss Emma, monkey, rozanol, white stuff	Euphoria, increased body temperature, dry mouth, “heavy” feeling in arms and legs	Constipation, loss of appetite, collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence
PCP	Crystal, tea, angel dust, embalming fluid, killer weed, rocket fuel, supergrass, Wack, ozone	Shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	Memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence
Psilocybin	Mushrooms, magic mushrooms, shrooms, caps, psilocybin & psilocyn	Nausea, distorted perceptions, nervousness, paranoia	Confusion, memory loss, shortened attentions pan, flashbacks may intensify existing psychosis
Steroids	Roids, juice	Increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, psychological dependence

PROGRAMS & EVENTS

Grambling State University Student Life Alcohol & Other Drug Programming 2022/2023

NAME: You are in Control

TYPE: Drug Awareness

- **Offered:** To provide an update about Drug Use violations during the 2022 – 2023 Academic Year.
- **Program Description:** This program was a passive program to alert students of the importance of saying no to drugs. It is also important that they stay in control of their lives and make positive decisions. They are in control of their lives as adults and have the power not to succumb to peer pressure and say no.
- **Program Goals:**
 - Teach students the negative impacts drugs can have on an individual
 - Help students make the correct choices when it comes to drug use
 - To not fall to peer pressure and know it is okay to say no
 - Teach students how to find help if you need help with drug abuse
- **Program Outcomes/ Data**
 - The program was a passive program, and bulletins were placed strategically in the residence halls. To ensure maximum views.

Baseline	Actual Attendance	Percent =/+
800	1200	50% +

Student Life Alcohol & Other Drug Programming 2022/2023

Choices (Alcohol Education)

Offered: as needed for alcohol & drug policy violations during the 2022-2023 academic year.

- **Program Description:** The drugs of focus were marijuana and tobacco due to frequent violations and smoking fines placed on residents' account. There were also frequent instances of alcohol bottles found in resident rooms. As a result, data related to college students' abuse of alcohol and drugs and consequences of alcohol and drug abuse were included in a bulletin board. The Alcohol & Drugs bulletin boards were placed in Robinson and Jewett Halls.
- **Program Goals**

- Educate residents on the negative consequences of drug & alcohol use
- Prevent alcohol & drug use in residential halls
- **Program Outcomes/ Data**
 - Due to the COVID -19 pandemic, the workshop was reformatted, and previous assessment tools were not available to assess the workshop in the content of self-paced, easy-based mode.

Baseline	Actual Attendance	Percent =/+
500	200	60% -

Student Life Alcohol & Other Drug Programming 2022-2023 Choices (Alcohol Education)

- **Offered:** On a needed basis for the Alcohol violations during the 2022-2023 academic year
- **Program Description:** This program consists of detailing to students that it is important to stop drinking alcohol and learn the different facts behind drinking alcohol. This program is to show the importance of why you should not drink and how it is not healthy for your body.
- **Program Goals**
 - Help students know the importance of why it is not good to drink Alcohol
 - Help students make better decisions
 - Let students know how much percentage of alcohol is not important
- **Program Outcomes/ Data**
 - Due to the COVID -19 pandemic, the workshop was reformatted, and previous assessment tools were not available to assess the workshop in the content of self-paced, easy-based mode. The information was emailed to students and the number of times the email was opened and confirmed was the determining factor for the number of participants.

Baseline	Actual Attendance	Percent =/+
1000	1800	80% +

Student Life Alcohol & Other Drug Programming Choices (Alcohol Education)

- **Offered:** On the need-to-know basis for first time alcohol and smoking policy and violation during the fall 2023 and Spring 23
- **Program Description:** This program informs students about the effects of drug uses and when is enough. It also informs students about the risk of underage drinking and smoking, effects of drinking, smoking and driving and the toll it is on the human body.
- **Program Goals:**
 - Help students reflect on their drinking behaviors and motivate themselves to engage in self-change.
 - Help students make better choices and decisions around alcohol use Provide students with risk reduction strategies to aid in making informed decisions around alcohol use,
 - Prevent heavy episodic alcohol use. o Prevent drinking and driving
 - Prevent smoking
 - Not taking smoking paraphernalia from anyone
- **Program Outcomes/ Data:**
 - Students take heed to the information that they have read and listened to.

Baseline	Actual Attendance	Percent =/+
50	60	16% +

Student Life Alcohol & Other Drug Programming Choices (Alcohol Education)

- **Offered:** Mocktail Event
- **Program Description:** The purpose of this event was to educate students about the dangers of alcohol and date rape drugs. We provided mocktails and snacks to engage the students.
- **Program Goals**
 - Educate students about the dangers of alcohol
 - Educate students about the dangers of date rape drugs
 - Provide ways to protect themselves if they choose to consume
 - We provided contact information about the counseling center and campus police.
- **Program Outcomes/ Data**
 - Students said they enjoyed the program and were interested in the information provided.

Baseline	Actual Attendance	Percent =/+
20	45	120% +

Choices (Alcohol and Drug Abuse Education)

- **Offered:** Don't Make Life a Wasteland (Bulletin Board)
- **Program Description-** The purpose of this program was to educate students about drug and alcohol abuse. It was in the format of a bulletin board and was based on a popular music album at the time.
- **Program Goals**
 - Educate students about alcohol and drug abuse.
 - Know some of the signs of addiction.
 - Provide information in order to help themselves or others get on the right track if struggling with addiction.
- **Program Outcomes/ Data**
 - Students had interest in the bulletin board since it was related to a recognizable album.

Baseline	Actual Attendance	Percent =/+
25	30	16% +

Choices (Alcohol and Drug Abuse Education)

- **Offered:** This Barbie... (Bulletin Board)
- **Program Description:** This program's purpose was to educate students about drug and alcohol abuse. It was in the format of a bulletin board and was based on the new Barbie movie advertisement strategy but replaced it with a barbie that is struggling with addiction.
- **Program Goals**
 - Educate students about alcohol and drug abuse.
 - Know some of the signs of addiction.
 - Provide information to help themselves or others get on the right track if struggling with addiction.
- **Program Outcomes/ Data**
 - Students said they were shocked by the image of Barbie and stayed to read the information.

Baseline	Actual Attendance	Percent =/+
25	100	175% +

Choices (Drug Abuse Education)

- **Offered-** Don't Fall for Drugs. We choose to Leaf Drugs Out (Bulletin Board)
- **Program Description:** The purpose of this program was to use a pun about the fall season to inform students to leave drugs out of their lives and not to fall for its "glamorous" looks.
- **Program Goals**
 - Have students look at the board.
 - Provide information to help themselves or others get on the right track if struggling with addiction.
- **Program Outcomes/ Data**
 - It was a board that was simple but accomplished the goals. The students were able to get the message and receive contact information for on-campus assistance.

Baseline	Actual Attendance	Percent =/+
25	20	20% -

Choices (Drug Abuse Education)

- **Offered:** How Drugs Affect Your Oral Health (Bulletin Board)
- **Program Description:** The purpose of this program was to educate students about drug abuse. It uses a tactic which describes the effects that drug abuse can have on their outer appearance, something many college students care about.
- **Program Goals**
 - Educate students about drug abuse.
 - Know the effects of drugs on oral health.
 - Provide information to help themselves or others get on the right track if struggling with addiction.
- **Program Outcomes/ Data**
 - The image was of a big mouth and a sad tooth, which made students stop and look. I would recommend something that stands out to students.

Baseline	Actual Attendance	Percent =/+
100	120	20% +

Choices (Alcohol and Drug Abuse Education)

- **Offered:** Know the Signs of Abuse (Hot Cocoa Handouts)

- **Program Description:** The purpose of this event was to educate students about drug and alcohol abuse. We handed out brochures and hot cocoa to encourage students to take the information.
- **Program Goals**
 - Educate students about alcohol and drug abuse.
 - Know some of the signs of addiction.
 - Provide information in order to help themselves or others get on the right track if struggling with addiction.
- **Program Outcomes/ Data**
 - Students enjoyed the information and the hot cocoa; it was a cold day outside. We went door to door; the students enjoyed the surprise gifts.

Baseline	Actual Attendance	Percent =/+
200	200	0% +

Choices (Alcohol Education)

- **Offered:** A “shot” of Information (Bulletin Board)
- **Program Description:** The purpose of this program was to educate students about alcohol consumption and how to keep themselves safe. It was a bulletin board that looked like a beer pong table.
- **Program Goals**
 - Educate students about alcohol use.
 - How to stay safe while consuming alcohol.
- **Program Outcomes/ Data**
 - Students looked at the information, it had a punch line and resembled a pong table which is popular in party culture.

Baseline	Actual Attendance	Percent =/+
100	120	20% +

Choices (Alcohol Education)

- **Offered:** You’ve Got 99 Problems but Alcohol Poisoning Ain’t One (Bulletin Board)
- **Program Description:** The purpose of this program was to use a well-known rap line to inform students to not have alcohol poisoning as a problem. It looked like a beer pong table to again resemble par

- **Program Goals**
 - Draw students in to know that alcohol poisoning is real and is a problem.
- **Program Outcomes/ Data**
 - Students were interested in the board because of the famous line.

Baseline	Actual Attendance	Percent =/+
80	80	0% +

Choices (Drug Abuse)

- **Offered:** Stay on Track. Do No Drugs (Bulletin Board)
- **Program Description-** The purpose of this program was to inform students to not use drugs. We peaked the students interest by formatting the bulletin board like a Spotify (music platform) track. We used the innuendo 4:20 as track time and an image of someone trapped in a pill.
- **Program Goals**
 - Make students interested in our bulletin board and look at the message.
- **Program Outcomes/ Data**
 - Students were interested in the board because of the image of the pill and the format of the bulletin board was similar to an app many use on a daily basis.

Baseline	Actual Attendance	Percent =/+
100	120	120% +

Choices (Drug Education)

- **Offered:** A Minion Reasons to Be Drug Free (Bulletin Board)
- **Program Description:** The purpose of this program was to provide students reasons to why they should stay off drugs. We used the minions because it is a popular culture reference to the movie The Minions.
- **Program Goals**
 - Draw students in to know the many reasons why they should stay off drugs.
- **Program Outcomes/ Data**
 - Students were interested in the board because of the Minion reference and looked over the reasons to stay off drugs.

Baseline	Actual Attendance	Percent =/+
100	120	20% +

Student Life Alcohol & Other Drug Programming

Choices (Alcohol Education)

- **Offered:** as needed for alcohol & drug policy violations during the 2023-2024 academic year.
- **Program Description:** The program took place in Robinson Hall. The bulletin board provided residents with information about the negative effects of alcohol abuse, with a focus on drinking and driving, vehicular accidents and DUIs.
- **Program Goals**
 - Educate residents on the negative consequences of drinking and driving.
 - Help students make better choices and decisions around alcohol use and drinking and driving
- **Program Outcomes/ Data**
 - Due to the COVID -19 pandemic, the workshop was reformatted, and previous assessment tools were not available to assess the workshop in the content of self-paced, easy-based mode.

Baseline	Actual Attendance	Percent =/+
100	120	20% +

Student Life Alcohol & Other Drug Programming 2023-2024

Choices (Alcohol Education)

- **Offered:** On a needed basis for the Alcohol violations during the 2023-2024 academic year
- **Program Description-** This program consists of detailing to students that it is important to stop drinking Alcohol and learn the different facts behind drinking Alcohol. This program is to show the importance of why you should not drink and how it is not healthy for your body.
- **Program Goals:**

- Help students know the importance of why it is not good to drink alcohol. o Help students make better decisions
- Let students know how much percentage of alcohol is not important
- **Program Outcomes/ Data:**
 - Due to the COVID -19 pandemic, the workshop was reformatted, and previous assessment tools were not available to assess the workshop in the content of self-paced, easy-based mode.

Baseline	Actual Attendance	Percent =/+
1000	600	40% -

Environmental/Socio-Ecological Based Programs

- **GSU TAPP Program:** The GSUTAPP meets throughout the semester. It is a program aimed at partnering with Grambling State University Police Department, and other community members to share updates on AOD data and initiatives as well as provide feedback and offer support for initiatives. It also provides assistance to students who have been affected by alcohol and drug abuse and have been suspended from the University and have been given a second chance.
- **Game Day Texting System:** Grambling State University Office of Student Conduct uses a game day texting system for any guest to report problems or request help in the stands. This system allows guests to also report any tobacco, drug, or alcohol use in the stadium, as all three are prohibited.
- **Enforcing Underage Drinking Law Programs:** With combined efforts from Grambling State University Police Department, Lincoln Parish Sheriff’s Department, Louisiana Department of Education and Florida Division of Alcoholic Beverages and Tobacco, the following enforcement programs occur regularly:
 - Compliance Checks
 - Module Crash Cars
 - DUI enforcement
 - ID Checks at on and off- campus bars and establishments
- **Student Activities and Involvement risk management policies:** Student Activities and Involvement requires that all on-campus events sponsored by student organizations have a permit through their office to hold such an event. These events are alcohol and drug free activities.

- **Sorority and Fraternity Affairs (SFA) Risk Management:** SFA requires that all Greek Life recruitment/intake/new member events are required to be alcohol-free.

Alcohol and Other Drug Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed

Alcohol and Other Drug SWOT/C Analysis

Strengths

- GSU has the strength of passionate campus partners that see the importance of substance use prevention in their work. Substance use prevention is not seen as a job that is done by just one office.
- Programming: Because of the amount of campus partners invested in this work, we are able to provide numerous programming options, options that are based in best practices, and with many programs the ability to scale up as well as tailor programming.
- Continued interest/investment from campus partners on substance use programming, policy enforcement etc. on campus that includes efficient collaboration
- There is great support from members of Student Affairs and the Directors in Student Affairs to complete tasks for the betterment of the students.
- To date, very rarely have employees been seen for any substance use workplace policy violations

Weaknesses

- With AOD programs, services, and policies being housed in different departments and different locations, it may make finding accurate information and resources difficult and confusing.
- While programming is abundant, the work group for this report addressed:
 - Wanting more substance use prevention education/programming that is more tailored based on student subpopulations as well as asynchronous to address busy student schedules.
 - Continuing to make decisions on programming/intervention on data, not necessarily as a reactionary act.
- Finally, but most importantly, COVID-19 greatly impacted programming, interventions, and substance use trends among faculty and staff. There are also longer-term implications on resources and budget due to COVID-19 which could negatively impact programming and services. Many of

the funds associated with drug and alcohol programs have been directly aligned to mental health programs.

Opportunities

- Continue to build/cultivate partnerships
- Build on resurgence of Community Alcohol Coalition efforts
- Build on working especially with community partners to enhance community data collection efforts
- Efforts to increase availability of Narcan
- Provide more training efforts for faculty and student staff to have effective programs for drug and alcohol use.

Threats/Challenges

- Increased legalization of cannabis
- Continuous changes of policies within the state.
- Lack of clarity between CBD & THC
- Potential of fraudulent medicinal marijuana cards
- Increase of polysubstance use, especially substances containing fentanyl

Recommendations for Next Biennium

- 1) Increase communication among campus partners on programming, services, and other interventions to reduce duplication and ensure GSU has a strategic and consistent message on substance use prevention.
- 2) Enhance ways community partners can provide data to GSU regarding student substance-related incidents in the community as well as provide these community partners with the ability to refer students back to campus resources.
- 3) Work towards having increased Narcan availability for the community and providing education around it.
- 4) Working towards increasing efforts around Cannabis prevention and distinguishing between medical use and non-medical use.
- 5) Work towards associating mental health and alcohol and drug use within Higher Education. Provide effective program that enhances this co-relation.

Goals and objectives for next Biennium

- 1) Continue to increase awareness, programming, and initiatives around nicotine prevention, cannabis prevention, alcohol misuse and recovery support for students and staff.
- 2) Work towards extending comprehensive programming around substance use
- 3) Enhance off-campus partnership efforts
- 4) Enhance sister school partnership and efforts.

Conclusion

The Biennial Review process at the Grambling State University continues to be a streamlined and collaborative process between multiple campus partners to address the topic of substance use. As we continue with the help of more campus partners, we are excited to see the accomplishments that will be made in the coming biennium review periods.

APPENDIX I

POLICIES

Policy # 53014

DRUG-FREE WORKPLACE ACT OF 1988

Effective Date: June 19, 2009

Revised Date: May 27, 2021

Responsible Office: Office of Human Resources

Division: Operations

I. PURPOSE/OBJECTIVE

To protect the health and safety of university employees.

II. STATEMENT OF POLICY

Employees are the State of Louisiana's most valuable resource and their health and safety is a serious concern. The State of Louisiana will not tolerate any substance abuse or use which imperils the health and well-being of its employees or threatens its services to the public. The use of illegal drugs and abuse of alcohol or other controlled substances, on or off duty, is inconsistent with law abiding behavior expected of all citizens. Employees, who use illegal drugs or abuse alcohol or other controlled substances on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in providing services. Ultimately, they threaten the State's ability to serve the public.

A. Definitions

1. **Drug-free workplace** – a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the federal Drug-Free Workplace Act of 1988.
2. **Controlled substance** – any drug, substance or immediate precursor in Schedules I through V of La. R.S. 40:964 or Section 202 of the Controlled Substances Act (21 U.S.C. 812).

3. **Criminal drug statute** – a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.
4. **Conviction** – a finding of guilt (including a plea of nolo contendere) or imposition of sentences, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

B. **Policy** - It shall be the policy of the State of Louisiana to maintain a drug-free workplace and workforce free of other substance abuse.

1. Reporting to work or performing work for the State while under the influence of and impaired by illegal drugs or alcohol is prohibited.
2. The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substance by employees at the work site, and while the employee is on official state business, on duty or on call for duty is prohibited.
3. Violation of such prohibition by State employees is considered conduct detrimental to State service and may result in discipline and/or a directive to participate in a rehabilitation program.
4. Employees are required by federal law to notify the employing state agency head or designee within (5) days of conviction under any criminal drug statute where such conviction occurred in the workplace, while on official business, during work hours or when on call for duty.
5. An employee who is convicted of violating any criminal drug statute in such workplace situations as stated above may be subject to discipline and/or a directive to participate in a rehabilitation program.
6. Agencies who receive federal grants or contracts must report any such criminal drug statute convictions of their employees to the federal agency from which grants or contracts are received within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
7. Employees will be given a copy of the employee substance abuse and drug free workplace policy. Employees will be informed that they must abide by the terms of the policy as a condition of employment and of the consequences of any violation of such policy. Notification of this policy should be required as part of new employee orientation.

- C. **Assistance Program** – Employers shall encourage and support their employees in seeking rehabilitation services and should assist them in utilizing any available state-supported services. Use of sick, annual, and compensatory leave and leave without pay for purposes of bona fide rehabilitation efforts is encouraged.
- D. **Awareness Program** – The State of Louisiana will establish a Substance Abuse Awareness Program to assist employees to understand and avoid the perils of drug and alcohol abuse. The State will use that program in an ongoing educational effort to prevent and eliminate abuse that may affect the state workforce. The Substance Abuse Awareness Program will contain provisions to inform employees about the:
1. dangers and recognition of alcohol and drug abuse;
 2. employee Substance Abuse and Drug-Free Workplace Policy;
 3. availability of treatment and counseling for employees who voluntarily seek such assistance;
 4. sanctions the State will impose for violations of its Substance Abuse and Drug-Free Workplace Policy.
- E. **Applicability** – This Employee Substance Abuse and Drug-Free Workplace Policy applies to all state agencies. State employees, as used in this Policy, means all classified and unclassified employees.
- F. **Effective Date** – This Employee Substance Abuse and Drug-Free Workplace Act Policy is effective May 23, 1989.

Student Conduct Policy

ALCOHOL AND ILLEGAL CONTROLLED SUBSTANCES POLICY

Grambling State University has a “zero tolerance” policy on the improper use of controlled substances. As a member of the University of Louisiana System, Grambling State University is designated an “alcohol and drug free” campus. The unlawful manufacture, distribution or use of illegal controlled substances or alcohol, or underage consumption of alcohol is prohibited on university properties and/or as part of any university activity. Such behavior may be grounds for disciplinary action. Grambling State University endorses the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and abides by all state and local laws and ordinances relative to

alcoholic beverages and illegal controlled substances. Alcoholic beverages may not be used by, possessed by or distributed to anyone under twenty-one (21) years of age. Students found responsible for violating the Alcohol and Illegal Controlled Substances Policy shall be subject to disciplinary action through the Office of Student Conduct.

Alcohol Policy (from Tiger Bulletin)

Alcohol (of any kind including beer or wine) is not allowed on campus. Empty or unopened beer, wine, or liquor bottles or cans are not allowed in the residence halls even as decorations. A fine of \$250.00 will be assessed to any resident that violates this policy.

Alcoholic Beverages: Possession and consumption of alcoholic beverages in GSU housing is prohibited. Any violation of this provision may result up to immediate termination of this agreement. (from Lease)

HUMAN RESOURCES

Policy # 53011

DRUG-FREE WORKPLACE

Effective Date: June 19, 2009

Responsible Office: Human Resources

Division: Finance

I. PURPOSE/OBJECTIVE

To create an environment that promotes and reinforces healthy, responsible living within the context of its educational mission.

II. STATEMENT OF POLICIES

The University is committed to upholding all local, state, and federal laws concerning the use and abuse of alcohol and other drugs and will support efforts in the campus community to confront violations of these laws.

In conjunction with the Drug-Free Workplace Act of 1988, all employees are notified that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances is prohibited when on official state business, whether on duty or on call for duty, on or off the work site. Failure to comply with this policy may result in disciplinary action up to and including termination. By law, it is the responsibility of all employees to notify Grambling State University within five days if they are convicted of violating any criminal drug statute at the workplace, while on official state business or while on call for duty. Such conduct is also

prohibited during nonworking time to the extent that in the opinion of GSU, it impairs the employee's ability to perform on the job or threatens the reputation or integrity of the University. The University is committed to maintaining a safe and healthy workforce free from the influence of substance abuse. In addition, the State of Louisiana will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988. It is the policy of Grambling State University to require mandatory drug testing prior to employment for any safety-sensitive/security-related position at the University. Whenever a job offer is made to an applicant for employment who is to be tested for the presence of such substances, the selected applicant should be informed of this requirement. Random drug testing is conducted on employees serving in a safety-sensitive/security-related position. Additionally, for such employee categories, when the University has a reasonable suspicion that an employee possesses or is under the influence of illegal drugs or alcohol, the employee may be required to submit to drug testing. The employee may, in exceptional cases, also be suspended with pay pending the receipt of test results and the completion of any investigation conducted by the University. Assistance for alcohol and drug abuse is available by contacting the Department of Human Resources, Long Jones Hall, Room 151.

B. Related Policies

1. State of Louisiana Employee Substance Abuse And Drug-Free Workplace Policy
2. Policy/Procedure on Safety Sensitive and Security Related Employment Substance Abuse Screening (Drug Testing).

III. SANCTIONS

The following may be imposed on employees who violate the policy: suspension from duty and pay; termination of employment; referral to a rehabilitation program; and/or referral for criminal prosecution.

Policy # 53015

EMPLOYEE DRUG SCREENING

(SAFETY SENSITIVE AND SECURITY RELATED EMPLOYMENT SUBSTANCE ABUSE SCREENING)

Effective Date: July 1, 2009.

Reviewed Date: May 27, 2021

Responsible Office: Office of Human Resources

Division: Operations

I. PURPOSE/OBJECTIVE

To ensure that the workplace is free from the risks associated with the use of alcohol and drugs by requiring drug testing of current employees and applicants who are offered safety-sensitive and security-sensitive positions.

The objectives of this policy are:

- a. To maintain safety for University students, employees, and the general public;
- b. To educate employees about the dangers of substance abuse;
- c. To maintain productivity and quality of services; and
- d. To encourage rehabilitation of non-temporary and non-probational employees without jeopardizing their jobs.

II. STATEMENT OF POLICY

The University has a legitimate interest in promoting reasonable working conditions for its employees.

The University supports maintaining a drug and alcohol-free workplace, pursuant to the Drug-Free Schools and Communities Act of 1986, the federal Drug-Free Workplace Act of 1988, the Louisiana Drug Testing Act of 1990, the Omnibus Transportation Employee Testing Act of 1991, and the Federal Highway Administration procedures, Title 49CRF part 40 and part 382 et al., Louisiana Revised Statutes 23:1081 and 1601, 30:2173 (2), 32:1502(5), and Executive Order MJF 98-38.

Additionally, Executive Order No. BJ 08-69 provides for the promulgation by executive agencies of written policies mandating drug testing of employees, appointees, prospective employees and prospective appointees in accordance with La. R.S. 49:1001, et seq.

La. R.S. 39:1535(8)(12) provides that the Office of Risk Management ("ORM") may promulgate rules and regulations to establish procedures governing risks and injuries sustained where a participating or covered entity of the State may be liable for damages.

La. R.S. 23:1081 and Louisiana Administrative Code Title 40, Part I, Chapter 15 allows an employer to test an employee for drugs and alcohol when the employee receives a personal injury from an accident arising out of and in the course of his employment.

In addition to any drug testing policy adopted by an executive agency pursuant to Executive Order No. BJ 08-69, this policy shall also apply to all persons having an employment relationship with an executive agency, whether classified, unclassified, student employees, interns, full-time, part-time, or temporary (hereinafter employee(s)), when the employee's agency is provided workers' compensation coverage through ORM.

Therefore, all employees who are entitled to assert a claim pursuant to the Workers' Compensation laws of Louisiana shall be subject to, and shall cooperate in, post-accident drug testing. With or without prior notification, any employee in an accident that occurs during the course and scope of employment shall be required to submit to drug and/or alcohol testing as soon as practicable under La. R.S. 23:1081, whether or not a compensable injury is immediately claimed by the employee, where an accident occurs under any circumstance, regardless of fault, which necessitates, or should reasonably necessitate, medical attention to the employee as determined by the employee, the employee's supervisor(s), or the department head, regardless of whether the employee actually desires, agrees to, seeks, or receives medical attention.

Testing shall be performed as provided for in the Louisiana Administrative Code Title 40, Part I, Chapter 15.

Testing shall be performed at the most practical hospital or medical facility. ORM reserves the right to require employees to submit to additional testing, if warranted.

A representative of Grambling State University shall transport the employee being tested to and from the testing site. Under no circumstance should any employee who is believed to be impaired or under the influence of any drug or alcohol be permitted to operate a motor vehicle.

Employees found to test positive or failing to promptly submit to testing under this policy may be subject to dismissal or denial of their Workers' Compensation benefits pursuant to La. R.S. 23:1081.

Employees and supervisors may also be subject to discipline, up to and including dismissal, in accordance with their agency's drug-free policy for failing to cooperate with, or to apply, the post-accident drug testing requirements outlined in this policy.

While enforcement of this policy may reveal employees who have violated its prohibitions, it is not the University's intention to actively seek out employees engaged in illegal activity. However, the University fully intends to comply with its obligation to maintain a drug-and-alcohol-free workplace.

This policy applies specifically to all persons employed in safety-sensitive or security related positions, both classified and unclassified. Additionally, this policy applies to all applicants (external and internal) for positions designated as safety-sensitive and security-related. This identified group of employees and applicants will henceforth be referred to as employee(s) and applicant(s).

This policy should in no way be construed as creating a contract of employment and should not be construed as limiting the University's right to administer other disciplinary measures that are not outlined in this policy.

Grambling State University is committed to maintaining a safe, productive, and wholesome work environment for all employees by preventing accidents and other dangerous incidents that may result from the unlawful use of drugs and the abuse of alcohol. The University will comply with all laws and governmental regulations to create and maintain a workplace free from illegal drugs and alcohol abuse. The sale, purchase, transfer, concealment, transportation, storage, possession, distribution, cultivation, manufacture, dispensing of illegal drugs, drug-related paraphernalia and/or alcohol while on duty and/or engaged in Grambling State University business on or off Grambling State University premises is strictly prohibited.

Each employee shall report to work in the appropriate mental and physical condition to perform his other job assignments and responsibilities and shall maintain this condition while on the job. Therefore, no employee shall at any time work while under the influence of illegal drugs or alcohol. Drug paraphernalia or alcohol is strictly prohibited in or on property owned, operated, or controlled by the University.

All employees and applicants of designated positions must abide by the provision of this policy as a condition of continued employment.

The University hereby reaffirms its commitment to its employees to utilize our employee assistance program emphasizing education, counseling, referral for rehabilitation, and coordination with available community resources. The University hereby makes a commitment to supervisory training to assist supervisors and managers in identifying and responding to illegal drug use and alcohol abuse by employees. In Appendix II, Alcohol and Drug Effects, employees are provided with training material discussing the effects of alcohol and controlled substance use on an individual's health, work and personal life.

A. ADMINISTRATIVE GUIDELINES

1. This policy shall be applied uniformly to all applicable employees and applicants.
2. This policy will be enforced by the respective Department Heads, in conjunction with the Office of Human Resources and the EEO Office.
3. Personal dignity and the right to reasonable privacy will be respected in reaching the goal of a drug-free workplace.
4. No employee will be subjected to unreasonable searches or detention.
5. All information, interviews, reports, statements, memoranda, or test results received by the University through its drug- and alcohol-testing program are confidential communications, and may not be used except in a claim or hearing set for unemployment compensation or litigation where drug or alcohol use by the tested employee is relevant.
6. Results of drug and alcohol tests shall not be disclosed unless authorized by law.
7. All illegal drugs and drug paraphernalia found in or on University property will be turned over to the appropriate law enforcement authorities.
8. Substance abuse testing shall conform to scientifically accepted analytical methods and procedures and shall be performed by an independent toxicology laboratory that has SAMSHA and or CAP-FUDT Certification.
9. Should a drug or alcohol test be required, the appointing authority or designee will notify the employee of the time he or she is to report for testing, the location of the collection site, and the requirement for appropriate photo identification.
10. All test results will be reported to a Medical Review Officer (MRO) within 72 hours. The MRO will review the lab results, inform the employee and then communicate to the University Administrator.
11. Any employee who refuses to cooperate with the University's investigation of possible substance abuse and/or any required testing procedures shall be subject

- to disciplinary action. Furthermore, furnishing a false or adulterated specimen when a drug test is required will be grounds for immediate termination.
12. Tested employees will have an opportunity to provide to the MRO any information which they consider relevant to the test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information.
 13. When a supervisor has a reason to suspect that an employee is not able to perform his or her duties as a result of an impairment that may be caused by alcohol abuse or illegal drug use, the supervisor shall consult with the appointment authority or the employee assistance program representative regarding how to proceed with further investigation as well as the advisability of testing the employee.
 14. Administrative review by the Equal Employment Opportunity Officer shall be available to any employee who believes he or she has been wrongly selected for drug-testing.
 15. Any regular employee with a verified first offense confirmed positive test result shall be referred to the employee assistance program for referral to treatment programs for rehabilitation. Confirmed positives in two separate incidents will result in disciplinary action up to and including permanent termination of employment.
 16. Any employee who voluntarily admits to illegal drug use or alcohol abuse, obtains counseling or rehabilitation through the employee assistance program, and thereafter remains free from illegal drug use or alcohol abuse, may receive favorable consideration in any proposed disciplinary actions relative to same.
 17. The University's financial participation in the rehabilitation of employees will be limited to existing sick, annual and compensatory leave and the employee's health care benefits. All other costs, charges and fees, will be the responsibility of the employee and will not be subject to reimbursement by the University.

B. POSITIONS DEFINED UNDER FEDERAL LAW

1. All current W-2 employees whose jobs require them to drive commercial motor vehicles as defined by the Drug-Free Workplace Policy. The policy also applies to all persons who have made written application for positions that will require them to drive commercial motor vehicles. This group of employees and applicants is subject to drug testing pursuant to federal law (Department of

Transportation/Federal Highway Administration Alcohol and Drug Testing Regulations – CFR 49).

2. Conditions when employers must test employees for alcohol and/or controlled substances under federal law:
 - a. Pre-employment: Prior to the first time an employee performs a safety-sensitive function, the individual must undergo testing for controlled substances. The employee shall not be permitted to perform safety-sensitive functions unless the driver has received a controlled substances test result indicating a verified negative test result.
 - b. Post-accident: For an employee with a commercial driver's license covered by the Federal Highway Administration, a post-accident test will be conducted for the employee driver of an accident involving a loss of human life or where the driver receives a moving traffic violation. A collision or occurrence meets the definition of an "accident" when the incident involves a motor vehicle operating on a public road which results in a death or bodily injury to a person who immediately receives medical treatment away from the accident; or one or more vehicles is disable and must be towed from the scene.
 - c. Random: Such testing shall be conducted utilizing a fair and equitable method of selection.
 - d. Reasonable Suspicion: A supervisor's belief must be based on specific observation concerning the appearance, behavior, speech, or body odors of the driver. Such determinations should be confirmed by a second employee when possible.
3. Return-to-duty: An employee who has violated a prohibition on alcohol or controlled substance use must have a negative alcohol or controlled test before returning to duty.
4. Follow-up Substance Testing: A safety-sensitive employee who has been identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use is subject to follow-up testing.
5. Alcohol testing may be required in all of the above conditions except preemployment as specified in 49:CFR part 40. Following a determination that an employee has misused alcohol, the employee will be removed from safety-related functions.

C. POSITIONS DEFINED UNDER STATE LAW (LA R.S. 49:1015)

1. All current employees in safety-sensitive or security-sensitive positions, both classified and unclassified. The policy also applies to all persons who have made written application for positions designated as safety-sensitive and security-sensitive. Safety-sensitive or security-sensitive functions include positions involving the transport of hazardous waste, access to drugs, and use of a firearm.
2. Conditions when employers may test employees for drugs under state law:
 - a. Pre-employment post-hire: The prospective employee hired for a safety sensitive position must undergo controlled substance drug testing prior to being placed in the position.
 - b. Post-accident: An employee shall be tested following an accident during the course and scope of employment if there is reasonable suspicion of an employee's drug use or if the accident results in:
 - i. serious injury or a fatality,
 - ii. damage at or above \$1000.00 and/or
 - iii. the release of hazardous waste as defined in R.S. 30:2173(2) or hazardous materials defined in R.S.32:1502(5).
 - c. Random: Such testing shall be conducted for employees in safety-sensitive and security-sensitive positions or participating in a rehabilitation program utilizing a fair and equitable method of selection.
 - d. Reasonable Suspicion: A supervisor's belief must be based on specific observation concerning the appearance, behavior, speech, or body odors of the driver. Such determinations should be confirmed by a second employee when possible.

All current employees, both classified and unclassified, will be subject to drug testing under the following conditions: reasonable suspicion, post-accident, and testing as part of a monitoring program established to assure compliance with the terms of a rehabilitation agreement.

D. DRUG AND ALCOHOL TESTING

1. Types of Testing

The appropriate authority may require drug-or alcohol-testing for employees and applicants of the safety sensitive and security positions for the following situations: on a random basis, when there is reasonable suspicion that an employee uses drugs, as a follow up to drug counseling or rehabilitation, after an on-the-job accident/incident of serious or potentially serious results and when employees are selected for transfer or promotion to positions identified in Appendix I. Testing for substance abuse may be by Breathalyzer, blood, urine or any other appropriate and scientifically accepted tests.

- a. **Reasonable Suspicion Testing** – a supervisor may have reason to believe or suspect that this policy is being violated by an employee based on observation of drug use; abnormal or erratic behavior that indicates impairment in normal sensory and/or motor body function; investigation, arrest, or conviction of alcohol or drug-related offenses; or evidence that the employee tampered with a previous alcohol or drug test. An employee may be required to submit to a drug or alcohol test when such reasonable suspicions arise and a second (additional) supervisor also observes the behavioral manifestations of the employee.
- b. **Follow-up Testing** – employees who have previously been found to be users of illegal drugs or abusers of alcohol may be monitored for abstinence, with adverse job action following apparent relapse.
- c. **Random Drug Testing** – all University employees whose job titles are listed in Appendix I shall be eligible for random drug testing at all times during each fiscal year. A non-discriminating method shall be used to select employees for testing.
- d. **Post on the Job Accident/Incident** – following an on-the-job injury or potentially serious accident, injury, or incident in which safety precautions were violated or unusually careless acts were performed.
- e. **Final Applicants for Employment** – all applicants for job titles listed in Appendix I shall be drug tested prior to employment.
- f. **Employees Seeking Transfers/Promotions to Safety Sensitive and Security Related Positions** – any employees as applicants for transfer or promotion to one of the positions identified in Appendix I shall be drug tested and found free of drugs as a condition of the transfer or promotion.

2. OTHER TYPES OF TESTING

- a. Initial Test – a test designed to eliminate “negative” specimens from further consideration.
- b. Confirmatory Test – a second analytical procedure to identify the presence of a specific drug or metabolite. This test will involve a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

E. CONSEQUENCES OF POSITIVE DRUG OR ALCOHOL TEST

1. Probationary and Non-Probationary Employees

a. First Confirmed Positive Test

- i. These employees will be prohibited from operating any University motor vehicle or machinery for a period not less than 30 days or until released from a treatment program, whichever shall be deemed appropriate under the circumstances.
- ii. The employee shall be referred to the employee assistance program by the appointing authority for referral.
- iii. The employee shall be required to participate in and successfully complete a rehabilitation program.
- iv. The employee shall be subject to follow-up testing.
- v. The employee assistance program coordinator shall monitor the employee’s progress.

b. Second Confirmed Positive Test

If any employee tests positive a second time for either illegal drugs or alcohol abuse as a result of any required test, the employee shall be terminated for misconduct for violation of this policy as well as any other impairment to state service caused by such conduct, within the regulations and rules of Civil Service.

F. APPEALING A CONFIRMED POSITIVE TEST

- a. Applicant – In the event of a confirmed positive test result in the post-offer drug test, the applicant will not be considered for immediate employment. He/she

will be notified of the test results and informed that he/she will no longer be considered for immediate employment. The applicant may reapply only after twelve (12) months have expired.

- b. All applicants with a confirmed positive drug test will be allowed to challenge the results of the test within seven (7) working days of notification and in the following manner(s):
 - i. If the individual wishes to challenge the test results, it is his/her responsibility to notify the MRO in writing.
 - ii. If the test of the first bottle is confirmed positive, and a split sample is collected, the applicant may request that the MRO direct that the second bottle be tested, at the applicant's own expense, in an NIDA-certified or CAP-FUDT-certified laboratory (or one which meets current state/federal certification requirements as outlined by appropriate laws) for presence of the drug(s) for which a positive result was obtained in the test of the first bottle. The result of this test is transmitted to the MRO without regard to the cutoff values as listed in the NIDA guidelines. The MRO shall honor such a request if made within seventy-two (72) hours of the applicant's having actual notice that he or she tested positive.
 - iii. The second test must be equal to or of greater sensitivity for the drug in question as was the initial test. A copy of the second test result must be submitted to the MRO before the applicant can be reconsidered for employment.
 - iv. If the result of the second test is negative, the MRO shall cancel the positive results of the first test.
- c. Current Employees – If the employee wishes to challenge a confirmed positive test result he/she may do so in writing within seven (7) days of notification and with the understanding that he/she will be placed on administrative leave until the challenge is resolved.

- d. All employees with a confirmed positive drug test may contest the results in the following manner:
- i. A written request for such is submitted to the MRO within seven (7) working days by the employee.
 - ii. If the test of the first sample is confirmed positive, and a split sample is collected, the employee may request that the MRO direct that the second sample be tested, at the employee's own expense, in an NIDA-certified or CAP- FUDT-certified laboratory (or one which meets current state/federal certification requirements as outlined by appropriate laws) for presence of the drug(s) for which a positive result was obtained in the test of the first sample. The result of this test is transmitted to the MRO without regard to the cutoff values as listed in the NIDA guidelines. The MRO shall honor such a request if made within seventy-two (72) hours of the employee's having actual notice that he or she tested positive.
 - iii. The second test must be equal to or of greater sensitivity for the drug in question as was the initial test. A copy of the second test result must be submitted to the MRO before the employee can be reconsidered for employment.
 - iv. Action taken by the employer as the result of a positive drug test such as removal from performing a safety- sensitive function is not stayed pending the result of the second test.
 - v. If the result of the second test is negative, the MRO shall cancel the positive results of the first test.
 - vi. If the result of the second test is negative, the employee will have any leave used restored for the scheduled work loss or will be paid for any work time lost not taken as leave with pay.

G. INDEMNIFICATION PROVISION

This University hereby declares its policy that it shall defend and indemnify all officers and employees of this University from any financial loss, which for purposes of this indemnity shall mean and include court costs, judicial interest and monetary damages, arising out of any claim, demand or judgment from a state or federal court or any decision from any administrative law body by reason of any act by said officer or employee at the time damages were sustained, and presumes the employee/officer was acting reasonably in the discharge of his duties and within the scope of his employment and such damage did not result from the intentional wrongful act of gross negligence of said officer or employee.

H. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program, or EAP, is a University referral assistance program which helps employees and their families resolve problems affecting their personal lives and/or job performance. Besides being confidential, the program is voluntary. The program is designed to allow the employees to seek help on their own. However, referrals to the EAP may be initiated by the supervisor or management personnel when a serious job performance problem occurs.

When an employee makes a decision to enter a substance abuse rehabilitation/treatment program, the employee will be required to sign a "Return to Work Agreement" which will stipulate the responsibilities of the employee under the agreement.

Discussion of the problem is strictly between the employee and the EAP representative, who provides referral literature to the employee for follow-up. If the employee refuses to participate in a rehabilitation program and a job performance or attendance problem continues, appropriate disciplinary action may result.

III. VIOLATION OF POLICY

Violation of this policy, including refusal to submit to drug testing when properly ordered to do so, will result in actions up to and including termination of employment. Each violation and alleged violation of this policy will be handled on an individual basis, taking into account all data, including the risk to self, fellow employees, and the general public.

Policy References:

Louisiana Revised Statute 49:1001-1021

Drug-Free Schools and Communities Act of 1986

Federal Drug-Free Workplace Act of 1988

Louisiana Drug Testing Act of 1990

Omnibus Transportation Employee Testing Act of 1991

Federal Highway Administration Procedures

Title 49CRF part 40 and part 382 et al.

Louisiana Revised Statutes 23:1081 and 1601, 30:2173 (2), 32:1502(5)

Executive Order MJF 98-38

APPENDIX II

DEFINITIONS

1. Alcohol – any beverage, mixture, or preparation containing alcohol, including, but not limited to, whiskey, beer, wine, and other spirituous liquor or malt beverages. For purposes of this policy, alcohol is a drug.
2. Appointing Authority – the individual(s) lawfully delegated by the University to make appointments to positions in the state service.
3. CAP-FUDD Laboratory (College of American Pathologists – Forensic Urine Drug Testing Program) – NIDA Laboratory [SAMSHA] (LA R.S. 49:1001) - a laboratory certified for forensic drug testing by the College of American Pathologists.
4. Collection Site (LA R.S. 49:1001) – a place designated by the employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.
5. Commercial Motor Vehicle (CFR 382.107) – a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property and (1) has a gross vehicle weight rating of more than 10,000 pounds, (2) has a gross vehicle weight rating of 26,001 or more pounds, (3) is designed to transport 16 or more passengers including the driver, or (4) is of any size and is used in the transportation of hazardous materials requiring placards.
6. Confirmation or Confirmatory Test (LA R.S. 49:1001) – a second analytical procedure to identify the presence of a specific drug or metabolite which is dependent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.
7. Controlled Substance – A drug, chemical substance, or immediate precursor in Schedules I through V of R.S. 40:964 or Section 202 of the Controlled Substances Act (21 U.S.C. 812).
8. Conviction – a finding of guilt (for purposes of this policy, including a plea of “no contest”) by any judicial body charged with the responsibility to determine violations of federal or state criminal drug prohibition statutes.

9. Criminal Drug Prohibition Statutes – all federal and state laws concerning the manufacture, distribution, dispensing, use or possession of any controlled substance.
10. Designer (Synthetic Drugs) – those chemicals that are made in clandestine laboratories where the molecular structure of both legal and illegal drugs is altered to create a drug that is not explicitly banned by federal law.
11. Detectible Level - the concentration which indicates the presence or absence of the drug or metabolites in the specimen submitted for testing as set forth in applicable local, state, and/or federal statutes and any revisions thereto.
12. Driver (CFR 382.107) – any person who operates a commercial motor vehicle. This includes but is not limited to: full-time, regularly employed drivers; and casual, intermittent or occasional drivers.
13. Drug Paraphernalia – any item commonly used or known to be used for administering, packaging or transporting illegal drugs.
14. Drug Testing Services (LA R.S. 49:1005 and Executive Order No. MJF 93-38) – procurement of laboratory services by a certified laboratory shall be provided through the Office of State Purchasing, Division of Administration, pursuant to applicable bid laws. Expenses for testing will be encumbered by the University; however, expenses for second testing may be the responsibility of the employee.
15. Employee – as defined by LA R. S. 49:1001, “any person, paid or unpaid, in the service of an employer.” More specifically, the person may be classified, unclassified, probationary (rehabilitation), temporary or non-temporary in a safety-sensitive and/or security position.
16. Employee Assistance Program – a confidential program of counseling and referral to community resources designed to restore the employee to productivity and to encourage the employee to seek assistance before his or her job is in jeopardy.

17. Employee Assistance Program Representative – the University employee(s) who oversees and administers the employee assistance program.
18. Illegal Drugs – drugs prohibited by law and otherwise legal substances which have not been obtained or used for the purpose or in the manner intended by the manufacturer, and prescribed drugs not being used for prescribed purposes or being used by one other than the person for whom prescribed. Includes narcotics, hallucinogens, depressants, stimulants, look- alike drugs, or other substances which can affect or hamper the senses, emotions, reflexes, judgment, or other physical or mental activities. For the purposes of this policy, “look-alike” and “designer” drugs are considered drugs.
19. Legal Drug (LA R.S. 49:1015) – drugs prescribed by a licensed practitioner and over-the- counter drugs which have been legally obtained and are being used solely by the individual and for the purpose for which they were prescribed or manufactured in the appropriate amount.
20. Medical Review Officer – a licensed physician responsible for receiving laboratory results generated by a drug testing program and interpreting and evaluating an individual positive test result together with his/her medical history and other relevant biomedical information.
21. Pre-employment (LA R.S. 49:1015) – post-job offer but prior to starting work an employee in a security- or safety-sensitive position must be tested for controlled substances. The employee shall not be allowed to perform safety-sensitive functions unless the University has received a verified controlled substances negative test result.
22. Prospective Employee (LA R.S. 49:1001) – any person who has made application whether oral or written to become an employee.
23. Post-accident (LA R.S. 49:1015) – as a condition of employment, samples from an employee may be required to test for the presence of drugs following an accident if the accident occurred during the course and scope of the employee’s employment, under other circumstances which result in reasonable suspicion that drugs are being used. Additionally, the employee, under reasonable suspicion of drug impairment, shall be required to submit to a drug test if the accident results in (1) serious injury or a fatality, (2) damage at or above \$1,000.00 or (3) causes the release of hazardous waste as defined in R.S. 30:2173(2) or hazardous materials defined in R.S. 32:1502(5).

24. Reasonable Suspicion (LA R.S. 49105) – belief based upon reliable, objective, and articulable observation regarding the appearance, behavior, speech, or body odors of an individual and being of sufficient import and quantity to lead a prudent person to suspect that an employee is in violation of this policy. Such determination should be confirmed by a second employee when possible. Recommendation to test will be in writing and will describe the behavior and circumstances observed.
25. Refusal to Submit (CFR 382.107) – a driver (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process.
26. Safety-Sensitive Position – a position in which one of the following situations exists:
 - i. a hazardous condition or practice in the workplace could result in a potential danger which could reasonably be expected to cause death or physical harm to the employee, his co-workers, or the general public; or
 - ii. operation of machinery and equipment could cause serious injury to employees or others in the work area; or
 - iii. public safety demands that employees carry deadly weapons in the course and scope of their duties and must be prepared to make clear-headed instant decisions that could cause injury or death to our clientele and the general public; or
 - iv. access to drugs or other hazardous substances.
27. Sample (LA R.S. 49:1001) – urine, blood, saliva, or hair.
28. Sample Collection (R.S. 49:1006) – procedures as dictated by law.
29. Screened Drugs - the drugs for which urine-screening is conducted include the following:
 - i. Amphetamines
 - ii. Cannabinoids (marijuana metabolites)

- iii. Cocaine Metabolites
 - iv. Opiates
 - v. Phencyclidine
 - vi. Alcohol (special circumstances, such as accidents, may require testing for blood-alcohol levels)
30. Security-Related Position – a position wherein the individual is authorized to carry a firearm.
 31. Split Sample (LA R.S. 49:1001) – one urine specimen from one individual that is separated into two specimen containers.
 32. Substance Abuse – the self-administration of controlled substances outside the course of medical practice for their mood-altering affects; an abnormal pattern of drug or alcohol use that continues in spite of social, occupational, psychological, or physical impairment caused or aggravated by such use.
 33. Under the Influence – a drug, chemical substance, or the combination of a drug/chemical that affects an employee in any detectable manner. The symptoms or influence are not confined to that consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. Such a determination of influence will be established by a professional opinion or a scientifically valid test.
 34. Workplace – any location including all property, offices and facilities (including all vehicles and equipment) whether owned, leased or otherwise used by the agency or by an employee on behalf of the agency in the conduct of its business in addition to any location from which an individual conduct agency business while such business is being conducted.

APPENDIX III

Drug screening is required of employees or applicants for the following positions:

Chief of University Police

Assistant Chief of University Police

Police Sergeant

Police Corporal

Police Lieutenant

Police Officer 3

Police Officer 2

Police Officer 1

Guard

Registered Nurse 2

Registered Nurse 1

Practical Nurse, Licensed 2

Practical Nurse, Licensed 1

Nursing Assistant 1

Director of Infirmary

Travel Aid/Bus Driver*

Mobile Equipment Operator 1*

Mobile Equipment Operator 2*

Heavy Mobile Equipment Operator 1*

Heavy Mobile Equipment Operator 2*

Mobile Equipment Maintenance Mechanic*

Mobile Equipment Master Mechanic*

Maintenance Repairman 1 and 2 and Master*

Mobile Equipment Shop Foreman*

Mobile Equipment Overhaul Mechanic*

* Applies to individuals who directly transport vehicles with a weight rating of 26,001 or more pounds or designed to transport 15 or more passengers, including the driver or of any size used in the transportation of materials found to be hazardous for purposes of the Hazardous Materials Regulations (49 CFR, part 172, subpart F), whether or not this is the regular job of the individual.

APPENDIX IV

ALCOHOL AND DRUG EFFECTS

This attachment is intended to help individuals understand the personal consequences of substance abuse.

ALCOHOL

Although used routinely as beverage for enjoyment, alcohol can also have negative physical and mood-altering effects when abused. These physical or mental alterations in a driver may have serious personal and public safety risks.

Health Effects

An average of three or more servings per day of beer (12 oz.), whiskey (1 oz.) or wine (6 oz.) over time, may result in the following health hazards:

- Dependency
- Fatal liver diseases
- Kidney disease
- Pancreatitis
- Ulcers
- Decreased sexual functions
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and
- malignant melanoma
- Spontaneous abortion and neonatal mortality
- Birth defects

Social Issues

- 2/3 of all homicides are committed by people who drink prior to the crime.
- 2-3% of the driving population are legally drunk at any one time.
- This rate doubles at night and on weekends.
- 2/3 of all Americans will be involved in an alcohol-related accident during their lifetime.

- The separation and divorce rate in families with alcohol dependency problems is 7 times the average.
- 40% of family court cases are alcohol-related.
- Alcoholics are 15 times more likely to commit suicide.
- More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol-related.
- Over 17,000 fatalities occurred in 1993 in highway accidents, which were alcohol-related. This was 43% of all highway fatalities.
- 30,000 people will die each year due to alcohol caused liver disease.
- 10,000 people will die each year due to alcohol-related brain disease or suicide.
- Up to 125,000 people die each year due to alcohol-related conditions or accidents. Workplace Issues
- It takes one hour for the average person (150 pounds) to process one serving of alcohol from the body.
- Impairment can be measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

DRUGS

Marijuana

Health Effects

- Emphysema-like conditions
- One joint of marijuana contains cancer-causing substances equal to ½ pack of cigarettes.
- One joint causes the heart to race and be overworked. People with heart conditions are at risk.

- Marijuana lowers the body's immune system response, making users more susceptible to infection.
- Chronic smoking causes changes in brain cells and brain waves. The brain does not work as efficiently or effectively. Long-term brain damage may occur.
- Tetrahydrocannabinol (THC) and other chemicals in Marijuana concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males causes a decrease in testosterone and an increase in estrogen, the female hormone. As a result, the sperm count is reduced, leading to temporary sterility.
- Chronic smoking of marijuana in females causes a decrease in fertility.
- A higher than normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life common in pregnant marijuana smokers.
- THC causes birth defects including brain damage, spinal cord, forelimbs, liver, and water on the brain and spine in test animals.
- Prenatal exposure may cause underweight newborn babies.
- Fatal exposure may decrease visual functioning.
- User's mental function can display the following effects:
 - delayed decision making
 - diminished concentration
 - impaired short-term memory
 - impaired signal detection
 - impaired tracking
 - erratic cognitive function
 - distortion of time estimation

Workplace Issues

- THC is stored in body fat and slowly released.

- Marijuana smoking has long-term effects on performance.
- Increased THC potency in modern marijuana dramatically compounds the side effects.
- Combining alcohol or other depressant drugs with marijuana increases the impairing effects of both.

Cocaine

Used medically as a local anesthetic. When abused, it becomes a powerful physical and mental stimulant. The entire nervous system is energized. Muscles tense, heart beats faster and stronger, and the body burn more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Health Effects

- Regular use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing damage to critical nerve cells. Parkinson's Disease could occur.
- Cocaine causes the heart to beat faster, harder and rapidly increased blood pressure. It also causes spasms of blood vessels in the brain and heart. Both lead to ruptured vessels causing strokes and heart attacks.
- Strong dependency can occur with one "hit" of cocaine. Usually mental dependency occurs within days for "crack" or within several months for
- snorting coke. Cocaine causes the strongest mental dependency of all the drugs.
- Treatment success rates are lower than other chemical dependences.
- Extremely dangerous when taken with other depressant drugs. Death due to overdose is rapid. Fatal effects are usually not reversible by medical intervention.

Workplace Issues

- Extreme mood and energy swing create instability. Sudden noise causes a violent reaction.
- Lapses in attention and ignoring warning signals increases probability of accidents.
- High cost frequently leads to theft and/or dealing.
- Paranoia and withdrawal may create unpredictable or violent behavior.

- Performance is characterized by forgetfulness, absenteeism, tardiness, and missing assignments.

Opiates

Narcotic drugs which alleviate pain and depress body functions and reactions.

Health Effects

- IV needle users have a high risk of contracting hepatitis or AIDS when sharing needles.
- Increase pain tolerance. As a result, a person may more severely injure themselves and fail to seek medical attention as needed.
- Narcotic effects are multiplied when combined with other depressants causing an increased risk for an overdose.
- Because of tolerance, there is an ever-increasing need for more.
- Strong mental and physical dependency occurs.
- With increased tolerance and dependency combined, there is serious financial burden for the users.

Workplace Issues

- Side effects such as nausea, vomiting, dizziness, mental clouding and drowsiness place the user at high risk for an accident.
- Causes impairment of physical and mental functions.

Amphetamines

Central nervous system stimulant that speeds up the mind and body.

Health Effects

- Regular use causes strong psychological dependency and increased tolerance.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to increased blood pressure.

- Chronic use may cause heart or brain damage due to severe constriction of capillary blood vessels.
- Euphoric stimulation increases impulsive and risk taking behavior, including bizarre and violent acts.
- Withdrawal may result in severe physical and mental depression.

Workplace Issues

Since the drug alleviates the sensation of fatigue, it may be abused to increase alertness during periods of overtime or failure to get rest.

- With heavy use or increasing fatigue, the short-term mental or physical enhancement reverses and becomes an impairment.

Phencyclidine (PCP)

Often used as a larger animal tranquilizer; abused primarily for its mood altering effects. Low doses produce sedation and euphoric mood changes. Mood can rapidly change from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and blank stare. Sudden noises or physical shocks may cause a “freak out” in which the person has abnormal strength, violent behavior, and an inability to speak or comprehend.

Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP, when combined with other depressants, including alcohol, increases the possibility of an overdose.
- If misdiagnosed as LSD induced, treating with Thorazine can be fatal.
- Irreversible memory loss, personality changes, and thought disorders may result.

Workplace Issues

Not common in workplace primarily because of the severe disorientation that occurs.

- There are four phases to PCP abuse:
 - Acute toxicity causing combativeness, catatonia, convulsions, and coma.

Distortions of size, shape, and distorted perception are common.

- Toxic psychosis with visual and auditory delusions, paranoia and agitation.
- Drug induced schizophrenia.
- Induced depression which may create suicidal tendencies and mental dysfunction.

APPENDIX V

AGREEMENT BETWEEN GRAMBLING STATE UNIVERSITY AND EMPLOYEE FIRST OFFENSE POSITIVE TEST FOR CONTROLLED SUBSTANCE ABUSE VIOLATION

IT IS AGREED THAT:

Grambling State University and its employee, _____, do now agree, for the well-being of the employee and to protect the health and safety of the clientele of the University, and do now enter into this agreement, which, if faithfully observed, will help ensure that the Employee will remain and be a productive and trustworthy public servant. In accordance with same, the University and the employee further agree to the following:

1. The Employee agrees that his/her use of alcohol and/or illegal drugs, revealed by the positive test results, was a violation of the Employee Drug Screening (Safety-Sensitive and Security Related Employment Substance Abuse) Policy.
2. The Employee has decided to immediately begin and faithfully complete a drug rehabilitation/treatment program, and will submit in writing the name of the provider to the Human Resources Employee Assistance Program representative, within two (2) weeks (14 calendar days).
3. The Employee agrees to instruct the rehabilitation/treatment program provider to release information regarding the Employee's progress to the EAP representative.
4. The Employee agrees to follow the directions and recommendations of the treatment provider with which he/she participates.
5. The Employee agrees to adhere to all Grambling State University and State Civil Service policies, rules and regulations, and failure to do so will result in disciplinary action up to and including termination.
6. The Employee understands that any future violation of the Policy shall result in a recommendation for termination in accordance with applicable University and Civil Service policies.

My signature below certifies that this Agreement has been read and provided to me and that I understand that it is ultimately my responsibility to faithfully pursue continued recovery of my substance abuse condition.

Date

Employee Signature

Signature of EAP Representative

Signature of Employee's Department Supervisor

APPENDIX VI

DO's AND DONT's FOR SUPERVISORS

DO:

- Prepare what you are going to say ahead of time. Have a plan and stick to it. Say what you have to say directly and clearly.
- Find a place to meet that is private. What is said during the meeting must be kept confidential.
- Focus on job performance and conduct – not on suspected alcohol or other drug abuse, mental illness, or any other potential reason for performance problems.
- Present written documentation of the job performance and/or conduct problems (late reports, absences, lower productivity, accidents, problems with co-workers).
- Treat all problems the same. Don't let age, seniority, friendship, or sympathy effect your evaluation or allow you to make exceptions for some employees and not the others.
- Use a formal yet considerate attitude. If the interview becomes too casual, it will lessen the impact of your message.
- State your expectations for improved performance and/or conduct and what will happen if the expectations are not met within a specific period of time. Offer instructions for improving performance and/or conduct.
- Offer available resources (EAP, hotlines, etc.) to help employees get back on track if they say they are having personal problems.
- Arrange for a second meeting to evaluate progress or to discuss disciplinary actions, if necessary.

DON'T

- Try to diagnose the cause of employee's job performance or conduct problem.
- Be distracted by tears, anger, or other outburst. (Stay focused on job performance and conduct.)
- Moralize or judge employee.
- Cover up for the employee or accept repeated unlikely excuses.
- Back down. (Get a commitment for improved job performance and conduct.) Threaten discipline unless you are willing and able to carry it out.
- Argue with an employee. If the employee becomes resistant, reschedule the meeting instead.

APPENDIX VII

SUGGESTIONS ON HOW TO BEGIN AND END A CONVERSATION

Supervisor:

Sarah, I want to talk to you about my observations regarding your work. You have been a good employee in the past, but lately, I've noticed changes in your work performance. I want to make you aware of my concerns and hear from you as well, because it is important that you correct the problems as soon as possible.

Employee:

Well, I've just been tired lately...I know I've been late a couple of times.

Supervisor:

(Refer to specific documentation of Sarah's job performance in the past month.)

Actually, you have been late 10 times in the last month, your productivity is down 25 percent, and you have called in sick 3 times in the past three weeks, always on a Monday or Friday. Has anything about your job changed that could explain these problems?

Employee:

What do you mean?

Supervisor:

For instance, are you having trouble with a specific job-related task or routine with a co-worker relationship that would cause you to be late or cause your productivity to be down?

Employee:

I don't think so. I mean, there are certain people I don't really get along with, but that's not what makes me late. I've been having problems at home. I guess it has been affecting my work more than I thought. . I get the message. I'll try to do better.

Supervisor:

Sarah, it is important that your work performance improve. I will give you two weeks to correct the behaviors I mentioned before taking further action. In the meantime, I will remind you that the Employee Assistance Program is available to you if you need help with personal problems that are affecting your job performance.

When we meet again in 2 weeks from Thursday, we will review your job performance again. Between now and our next meeting, I expect you to be present at work and on time every day. If your attendance and tardiness do not improve, we will discuss further actions.

Note for Supervisors:

(Further may include referring the employee to the EAP again, or to some other source of help in the community. Again, **it is important that you follow the guidelines established by the University** as to how you should handle referrals.) It also is essential that you prepare a written summary of this meeting that includes the follow-up plan you made with the employee, then conduct the follow-up scheduled.