POLICIES OF COLORADO STATE UNIVERSITY
IMPACT STATEMENT

<table>
<thead>
<tr>
<th>Policy Title: Alcohol and Drugs</th>
<th>Category: Public Safety/Risk Management</th>
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<td>Policy ID: 6-8001-001</td>
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<tr>
<td>☐ New Policy</td>
<td>Date Submitted: September 15, 2015</td>
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<td>☒ Revision of Existing Policy</td>
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<tr>
<td>Policy Proponent/Owner:</td>
<td>Contact(s):</td>
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<tr>
<td>Vice President for University Operations</td>
<td>Human Resources 970-491-6947</td>
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<tr>
<td>Vice President for Student Affairs</td>
<td>Office of Conflict Resolution and Student Conduct Services 970-491-7165</td>
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POLICY DESCRIPTION AND BASIS

The University’s policy on alcohol and drugs states only that “the manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol on University property or in connection with any University activity, including work, is prohibited except as specifically allowed by law and University policies and procedures.” That policy statement fails to address the important issue of impairment by alcohol and drugs in the workplace and in an academic setting. There is no clear guidance on when service of alcohol is appropriate in meetings and gatherings of students and employees. This lack of clear policies makes it extremely difficult to control the use of alcohol in classrooms, laboratories and other teaching spaces, and in circumstances where there are inadequate safeguards in place to promote responsible behavior while drinking at an approved event. These are important issues in managing risks to the institution.

This policy will better define illicit drugs, including medical and recreational marijuana, and prohibit their possession and use, and the unauthorized use of alcoholic beverages, while on University property. It will assign responsibility for approving alcohol at University events to the Office of Risk Management and Insurance (RMI) and CSU Police Department (CSUPD), reflecting current practices, and give clear guidance to the campus community as to the kinds of events where alcohol is appropriate and may be allowed with permission.

As envisioned, this policy would explicitly address impairment by drugs or alcohol in the workplace and in the classroom or other academic setting. It will authorize the creation of procedures for supervisors to document and respond to instances of employee impairment,
and provide employees with an opportunity to have drug and alcohol testing if they contest the suspicion of impairment. A plan for training supervisors on these procedures will also be required as part of policy development.

The proposed policy would extend to students, as does the current policy. The federal Drug Free Schools and Campuses Regulations (EDGAR Part 86) obligate colleges and universities to implement a “program to prevent the use of illicit drugs and the abuse of alcohol by students.” 20 U.S.C. § 1011i; 34 C.F.R. § 86.1 et seq. At a minimum, this program must include the distribution of information to students about laws regulating alcohol and drug use, including minimum legal drinking-age laws, as well as any policies or other standards of conduct that are applicable to students at the institution and the penalties for violating them. The University has programs and procedures in place to meet these federal requirements, but our policy does not address them. This policy would support the university’s compliance with these regulations. Consideration must also be given to amending the Student Conduct Code in connection with the policy, to state that impairment by drugs and alcohol in the classroom or other academic setting is prohibited by policy and may be grounds for disciplinary referral.

**REQUIRED RESOURCES**

The University already has robust disciplinary procedures, alcohol and drug counseling resources and support services. However, supervisor training would likely be required with respect to responding to and documenting employee impairment, and procedures for drug and alcohol screening. A plan for training will need to be developed, and cost estimates would follow. Cabinet will receive an update as this aspect of development progresses.

**ANTICIPATED IMPACTS**

For most University faculty, staff and students the adoption of this policy would not have a direct impact on their behavior because they are already acting responsibly. However, there must be awareness and acceptance of the restrictions on alcohol service at informal, working meetings where alcohol may have been considered part of the routine in the past. Supervisors and employees will need to become aware of the procedures to be followed when an employee appears to be drug or alcohol impaired while on the job, and will be required to follow these procedures. Students and faculty will need to be aware that impairment in the academic setting is not acceptable and that disciplinary referrals can result from it.

Education of campus about the policy will be a critical aspect of implementation. The administrative areas involved in policy and development will take responsibility and collaborate to assure effective communications to the campus.
POLICY DEVELOPMENT

Policy development will be undertaken by a group that includes representatives from the Office of Support and Safety Assessment, University Ombuds, Office of Conflict Resolution and Student Conduct Services, CSU Health Network, Lory Student Center, Office of General Counsel, Athletics, Human Resources, Facilities Management, Risk Management and Insurance, Faculty Council, and Vice Provost for Faculty Affairs.

STAKEHOLDER INPUT

Stakeholder input would be solicited from the entire campus community, including students (through ASCSU), Faculty Council, AP and CP Councils, and the Commission on Women and Gender Equity. Other stakeholder groups will be identified by the policy working group.

ADMINISTRATIVE MANAGEMENT/ASSESSMENT

This policy would be administered on an ongoing basis by Human Resources and the Office of Conflict Resolution and Student Conduct Services. All those involved in policy development will be requested to review and update the policy every three years.

PROCEDURES, GUIDELINES AND FORMS

It is anticipated that procedures and guidelines will be required for policy implementation. These will be developed by the representatives listed under Policy Development, above. These would include:

- Guidelines and procedures for service of alcohol at campus meetings and events.
- Procedures for supervisors when reasonable suspicion of employee impairment exists and for drug and alcohol screening.

INTERNAL CONTROLS

The Office of Risk Management and Insurance maintains records of events on campus where permission for alcohol service is requested. The CSU Health Network maintains records of prevention, education, and treatment programs offered to the campus. The Office of Conflict Resolution and Student Conduct Services maintains records of student disciplinary matters involving alcohol and drugs, and provides reports on these in compliance with the Clery Act. Records of crimes involving alcohol and drugs are maintained by the CSU Police Department, and also reported in accordance with Clery. The Office of Policy and Compliance maintains records and reminders of policy review dates. These existing procedures will serve as internal controls for this policy.

POLICY IMPACT STATEMENT

ALCOHOL AND DRUGS
REVIEW AND APPROVAL BY THE PRESIDENT’S CABINET:

☑ APPROVED TO PROCEED TO POLICY DEVELOPMENT

☐ NOT APPROVED

☐ MORE INFORMATION NEEDED:

By: _______ original signature on file _______ 9/15/2015

Lynn Johnson date
Vice President for University Operations