

Bucks County Community College

Drug-Free Schools and Campuses Regulations [Edgar Part 86] Biennial Review: Academic
Years 2018-2019 & 2019-2020

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Introduction

The Drug-Free Schools and Communities Act of 1989 and its implementing regulations (known as Part 86) require that a college or university that receives federal funding adopt and implement a drug and alcohol abuse prevention program (typically shorted to DAAPP). The DAAPP works to prevent unlawful possession, use, and distribution of drugs and alcohol by all students and employees on college premises and as part of any of its activities.

Bucks County Community College conducts a Biennial Review of its drug and alcohol prevention program to ensure that it complies with federal law and is an effective means to protect the college community.

Process

This Biennial Review covers the 2018-2019 and 2019-2020 academic years. During the fall semester of 2020, data were collected and the review report was drafted with input from many offices and individuals from across the institution, such as the Office of the Associate Provost, Human Resources, the Office of Student Life, Security and Safety, and Student Services.

Physical copies of Biennial Review reports are kept at Security and Safety (Cottage IV) and in Student Services (Rollins 001). Additionally, the most recent Biennial Review is posted on the Bucks County Community College website (www.bucks.edu). To request a copy of the Biennial Review report, please contact associateprovost@bucks.edu. Biennial Review reports are kept indefinitely as electronic files in the Office of the Associate Provost.

Annual Policy Notification Process

Email is the primary method used to distribute the DAAPP policy to all students.

All enrolled students are emailed by the Director of Student life at the beginning of each semester (fall and spring). A copy of the email can be found in the appendix to this document. Students who enter after the start of the fall or spring semester will receive an email in the next semester following, as the notification is sent to students twice a year via email. The policy is also available to students on the college website: <http://www.bucks.edu/policy/consumer-info/> and linked under Student Life information: <http://www.bucks.edu/studentlife/student/info/>. Additionally, students can request a printed copy from the Student Services Office.

Email is the primary method used to distribute the DAAPP policy to all employees.

All employees were emailed the policy by the Associate Provost during the fall semester and will be emailed again at the beginning of the spring semester. Any employee who is hired after the

beginning of the fall or spring semester will receive notification via email at the beginning of the following semester. The policy is also available to employees on the college website: <http://www.bucks.edu/policy/consumer-info/>. Additionally, employees can request a printed copy from the Human Resources Office or Student Services Office.

Newly hired benefit-eligible employees are required to attend a new hire orientation, and the college policy (found in the appendix to this document) is reviewed during the presentation. It is also printed as a stand-alone copy and provided as part of materials provided to the new hire.

ALCOHOL AND OTHER DRUGS PREVELANCE AND INCIDENT REPORT

	2018	2019	2020 (as of 09/2020) Clery reportable violations)
Liquor Violations (arrests)	0	0	1
Drug Related Violations (arrests)	0	0	0
Liquor Violations (referrals)	0	0	0
Drug Related Violations (referrals)	1	0	0

ALCOHOL AND OTHER DRUGS

Drug and Alcohol Abuse Prevention Program Policy:

<http://www.bucks.edu/policy/consumerinfo/>

Campus Regulations: <http://www.bucks.edu/catalog/info/regulations/>

College Policy:

Governance Policy: 1.13 Drug and Alcohol-Free Workplace

I. Purpose

It is the policy of Bucks County Community College to maintain a working environment that is free of the ill effects of alcohol and other drug use/abuse.

II. Scope

This policy is applicable to all categories of college employees and to all locations where the college offers services or programs.

III. General

- It is a violation of policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs on the job. This includes the dispensing of otherwise legal drugs to a person who is not authorized to receive such drugs, or a person not authorized to deliver such drugs.
- It is a violation of policy for any employee to report to work under the influence of illegal drugs or alcohol, including the abuse of prescription medication. (It is not a violation of policy for an employee to use legally-prescribed medications, but the employee should notify their supervisor if the prescribed medication will affect their ability to execute their job duties and responsibilities.)
- It is a violation of policy for any employee to be in the possession of alcohol with the intent to consume or cause others to consume it on college grounds. It is a violation to be in possession of alcohol in open containers on college grounds. Alcohol may be consumed by employees on college grounds only in conjunction with official Bucks County Community College functions at designated locations or at events where previous approval by the President of the college has been obtained.
- It is the policy of Bucks County Community College that in the event of any conviction for a criminal drug violation occurring on college property, in a college facility, or while in or operating a college owned or leased vehicle, the employee must notify the Director, Security and Safety, within five (5) days of the date of the conviction.
- It is a violation of the policy of Bucks County College to be convicted for any criminal drug violation, including a Summary Offense, regardless of the location where the possession, distribution, sale or usage occurred. If such an event occurs, the employee must notify the Executive Director, Human Resources within five (5) days of the date of the conviction.
- It is the policy of Bucks County Community College to make Employee Assistance Services available to all employees for confidential, professional assistance in addressing any personal concerns about the use or abuse of alcohol or any other drug.

Disciplinary Action

Violation of this policy may result in disciplinary action up to and including discharge from employment.

IV. Procedures

In compliance with Federal Regulations stipulated by the Drug Free Workplace Act of 1988, the college will:

1. Maintain a good faith effort to provide and preserve a drug-free workplace by continuing to observe the following requirements.

2. Annually disseminate this policy to all employees and make it a part of the information packet given to all new employees. Communicate to affected employees the employer's policy of maintaining a drug-free workplace, the dangers of workplace drug abuse, the penalties the employer will impose for drug violations, and information about any drug counseling, rehabilitation, or employee assistance programs.

3. Include in the statement a notice to employees working on covered grants and contracts that as a condition of such work they must obey the prohibition and notify the employer within five days of their conviction for violating any criminal drug law by action in or out of the workplace and that this information will be provided to the granting agency within ten (10) days of the conviction. Provide a copy of this statement to employees working on covered grants and contracts.

4. Include in the statement a notice to all employees that they must obey the prohibition and notify the employer within five (5) days of their conviction (including Summary Offenses) for violating any criminal drug law in or out of the workplace. Provide a copy of this statement to all employees.

5. Notify the granting or contracting agency within ten (5) days after learning of an employee's conviction of a violation of the drug laws.

6. Within 30 days of learning of such a conviction, discipline the employee or require that he/she complete a drug rehabilitation program.

7. Conduct drug and/or alcohol testing at WORKNET Occupational Medicine, 360 N. Oxford Valley Road, Langhorne, Pennsylvania, or other designated facilities, under the following conditions:

Definitions

Reasonable Suspicion: When a supervisor observes and documents signs and symptoms that an employee may be under the influence of drugs or alcohol or observes other actions or behaviors that indicate a potential violation of the drug-free workplace policy, he/she will corroborate the suspicion with another

management-level employee, to include members of the Safety and Security staff. When a co-worker observes and documents signs and symptoms that an employee may be under the influence of drugs or alcohol or observes other actions or behaviors that indicate a potential violation of the drug-free workplace policy, he/she will report the suspicion immediately to his/her supervisor, or in the absence of the supervisor, to the Director of Security and Safety or designee.

Under corroboration, the supervisor or Director, Security and Safety, or designee, will contact the Office of Human Resources to arrange for a drug/alcohol test at the designated third-party facility. The employee will be transported to and from the facility via the Office of Security and Safety or by taxi or other college-approved means, at the expense of the College. The employee who is suspected of drug/alcohol use or a policy violation is immediately placed on administrative leave with pay and may not return to work while awaiting the results of reasonable suspicion testing and consideration of the matter. Arrangements for the employee's safe transport home will be at the discretion of the Executive Director, Human Resources, in conjunction with the employee's supervisor (or designee) and/or Director, Security and Safety. Failure to submit to a drug/alcohol test may result in disciplinary action, up to and including termination of employment.

Post-Accident: When an employee has an accident on or off-site in a work-related capacity that results in one or more of the following: fatalities; injuries that require anyone to be removed from the scene for medical care; damage to college vehicles or college property; and/or citations issued by the police for driving under the influence (DUI), the college will order a drug/alcohol test be performed by its third-party facility (WorkNet Occupational Medicine) as soon as possible following the incident to determine whether drugs and/or alcohol were a factor in the accident. In the event the employee is transported by ambulance to a hospital for treatment, the employee is required to provide drug/alcohol test results from the hospital to the college.

The employee is immediately placed on administrative leave with pay and will not be allowed to return to work following the accident, until the results of the drug/alcohol test are received and reviewed by the College and a reasonable determination can be made about the cause of the accident and any disciplinary action, if warranted.

Return-to-Duty: When an employee, who has tested positive under the auspices of reasonable suspicion or post-accident, as outlined above, has completed the required treatment for substance abuse and is ready to return to the workplace, the College will order a pre-return drug/alcohol test. Results of this test determine if the employee will be allowed to return to work or if the college will proceed to further disciplinary action, up to and including termination, based on the egregiousness of the incident/offense and/or if there have been more than one violation of the policy.

The college reserves the right to pursue further disciplinary action, up to and including termination of employment at Bucks County Community College for any of the following: violation of any section of this policy, refusal to take a drug or alcohol test, refusal to sign an authorization for release of test results to the College, and/or attempts to delay the testing process.

V. **Approval:** Board of Trustees

VI. **Responsibility:** Executive Director, Human Resources

ALCOHOL AND OTHER DRUGS

Comprehensive Program & Intervention Inventory with Related Objectives and Outcomes

The Students Services Office in conjunction with other college offices and departments regularly offers educational drug and alcohol prevention programming. These programs are also open to employees. Faculty are encouraged to bring students to programs when appropriate.

Campus Program Offerings:

2019-2020

Spring 2019

- March 13, 2019- Encountering Students in Crisis (Faculty Training)
 - Learning objective: Help faculty identify students who are experiencing abnormal levels of personal distress or crisis.
 - Learning Outcomes: to provide practical solutions to that help mediate the situation.
- April 2, 2019- Cookies with the Counselor at Upper Campus
 - Table talk conversations with our upper campus counselor. A display table of on campus and community resources are made available to students. This includes materials pertaining to substance use and recovery services
- April 10, 2019- Health & Wellness Fair (hosted by the Wellness Center- Tina Permar)
 - Student Learning Objective: This event presents the opportunity to talk with students, faculty, and staff from Bucks County Community College about how your department can help student's overall health and wellness and act as a way to advertise upcoming events.
 - Student Learning Outcome: Counseling Services provides tips and resources for substance abuse risk factors, symptoms and programs.
- April 17, 2019- Sexual Health Conference
 - Student learning objective: How substance abuse can increase risky sexual behaviors
 - Student Learning Outcome: How substance abuse can increase violence or be used as coping after violence occurs.

Fall 2019

- November 8 & 15, 2019- Mental Health First Aid Training (Faculty and staff trainings that includes a module on substance use)
 - Learning Objectives: Participation in MHFA has shown that Mental Health First Aid: 1) improves participant's mental health, 2) increases understanding of mental health issues and treatments, 3) connects more people with care and, 4) reduces stigma.

- Learning Outcomes: Faculty and staff were able to identify signs and symptoms of mental health disorders and substance use in student, colleagues, etc. They also learned the ALGEE model on how to help and refer a person who is in need.
- November 13, 2019- Coffee with the Counselors Series: Substance Abuse Awareness
 - Student learning objective: How substance abuse can increase risky behaviors
 - Student Learning Outcome: How substance abuse can increase violence or be used as coping after violence occurs.

Spring 2020

- January 8, 2020- Mental Health First Aid Training (Faculty and staff trainings that includes a module on substance use)
 - Learning Objectives: Participation in MHFA has shown that Mental Health First Aid: 1) improves participant's mental health, 2) increases understanding of mental health issues and treatments, 3) connects more people with care and, 4) reduces stigma.
 - Learning Outcomes: Faculty and staff were able to identify signs and symptoms of mental health disorders and substance use in student, colleagues, etc. They also learned the ALGEE model on how to help and refer a person who is in need.
- February 5, 2020- Counselor's Table: Coping with Stress
 - Student learning objective: How substance use while dealing with stress, can increase risky behaviors and decrease academic functioning.
 - Student Learning Outcome: How substance use can adversely affect a student's academic success.
- Quit Vaping: Vaping Cessation Group
 - Learn different ways to deal with the urge to vape that will make quitting easier.

Fall 2020

Virtual Events

- Wednesday, October 21, 2020- Sexual Health Conference
 - Student learning objective: How substance abuse can increase risky sexual behaviors
 - Student Learning Outcome: How substance abuse can increase violence or be used as coping after violence occurs.

CONCLUSION

Our goal is to provide DAAPP information and education to the students and employees of Bucks County Community College. This year the DAAPP was reviewed by the College's legal

counsel on December 18, 2020, so that the document can be updated to reflect current laws. Upon review of our DAAPP programming, we see strengths in the consistent and continuous communication with students, as well as the large number of educational program options which are available at all three physical campuses and virtually. Additionally, we can begin to offer measurable pre- and post-program assessment to better gauge areas for improvement. DAAPP information is provided now provided to all new hires verbally and in-writing during their orientation. We will work to provide more employee-specific educational programs. Below is a set of goals and recommendations that we propose to help us better achieve these goals.

Recommendations and Goals

Our goals over the next two years will be to:

- Continue to offer educational programs virtually after the pandemic to make them more accessible to all
- Update the DAAPP based on review by College legal counsel (Spring 2021)
- Create a digital badge to mark the participation in alcohol and other drug programming (Spring 2021)
- Work with The Center for Personal and Professional Development and Human Resources to increase employee-specific programs and trainings (by Fall 2021)
- Be more consistent in pre- and post-surveying or quizzing of students who attend related programs (by Fall 2021)

Appendix

1. Copy of email to students

**Drug & Alcohol Awareness Information:
Resource for Students**

Dear **(Contact First Name)**,

Each semester, Bucks County Community College is required to send out certain information to all enrolled Bucks students. This email has two purposes. First, we must alert you to the risks of drug and alcohol use. Second, we aim to familiarize you with resources for finding help.

Bucks County Community College works hard to maintain a substance free environment. There are many resources available on campus, as well as in your local community that can assist those struggling with substance abuse.

We have created a comprehensive resource for all Bucks students. To view this helpful document, click on the following link: [Drug & Alcohol Info](#)

Sincerely,



Student Life and Athletic Programs Office

Bucks County Community College

DO NOT UNSUBSCRIBE BELOW! Constant Contact email to your student email account is the only method used by the College to contact you regarding many important matters. Students are responsible for all information sent to them by the College using Constant Contact emails.

Bucks County Community College, 275 Swamp Road, Newtown, PA 18940

[SafeUnsubscribe™ \(recipient's email\)](#)

[Update Profile](#) | [About our service provider](#)

Sent by studentlife@bucks.edu in collaboration with



2. Copy of email to employees



1 attachments (330 KB) Download Save to OneDrive - Bucks County Community College FACSTAFF

This is an annual notification required by the Drug-Free Schools and Communities Act. The following college policy details the manner in which the college complies with federal regulations. Please take a moment to review the guidelines, procedures in place, and the attached information on our drug and alcohol abuse prevention program to ensure that the college maintains an environment free of drugs and alcohol.

If you have any questions regarding the policy, please contact Dr. Patricia Brining, Executive Director, Human Resources at 215-968-8091 or patricia.brining@bucks.edu.

1.13 Drug and Alcohol-Free Workplace

3. Copies of flyers for DAAPP-related programs

Examples: more available upon request

*Cookies with a
Counselor*

Come meet Tara Faigle!

Tuesday, April 2
12 pm to 1:30 pm
Commons



Bucks County Community College

Health Fair

Wednesday, April 10
11 am–2 pm
Linksz Pavilion

Organizations throughout Bucks County will be here to answer questions and assist you on your Healthy Living Journey!

Stop by the Wellness Center booth to be entered into our raffle drawings.

 **Bucks** | SMART.
County Community College

Sexual Health Conference

Wednesday, April 17th

Bucks County Community College Lower Bucks Campus, Commons

9:25 am to 10:40 am: Substance Abuse & High-Risk Behavior
Bucks County Drug & Alcohol Commission, Inc.
Ana Rosado, Clinical Director

Be part of the conversation regarding substance use and high risk behavior related to one's health. Understand and explore how to safeguard oneself from serious health risks associated with Alcohol and Substance use amongst college adults.

10:50 am to 12:05 pm: LGBTQ+ 101
Planned Parenthood's Rainbow Room
Marlene Pray, MEd, Director & Founder

Fun, interactive workshop about sexual orientation, gender identity, what it means to be LGBTQ+ and how you can help make your campus more inclusive and equitable.

12:15 pm to 1:30 pm: Persons Living with HIV Panel
Family Service Association of Bucks County

Persons living with HIV will engage in a candid live discussion about HIV, and its personal impact on various aspects of their lives. Session will include introductions with personal histories and discussion of engagement in clinical/medical care, advocacy, support and community engagement.

Social Service Info tables

Take the opportunity to speak to various subject matter experts from the Bucks County Department of Health, Bucks County Drug & Alcohol Commission, Inc., Planned Parenthood, and Family Service Association of Bucks County. Ask questions, and receive info that supports your sexual health. Giveaways and a variety of condoms will be offered!



Sexual Health Should
Not Be Left Up to
Chance...

Quit Vaping



An App For Teens
And Young Adults

Private · Personalized · Effective

Are you looking for help to quit vaping? Learn different ways to deal with the urge to vape that will make quitting easier.

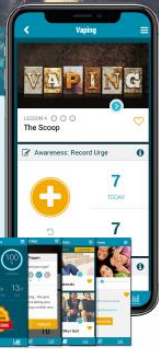
Sign up for free at
www.2MorrowHealth.net/BCHIP

About the Program

- Core lessons and exercises
- Bonus lessons
- Practice awareness and take action
- Receive text-based messages
- Earn a certificate of completion



Sponsored by



Bucks County Health
Improvement Partnership



4. Links to student feedback surveys on drug and alcohol programs Examples:

a. Presenter: Bucks County Community College Mental Health First Aid Trainers
Mental Health First Aid Adult Training (8hrs) - [ADULT MENTAL HEALTH FIRST AID PARTICIPANT EVALUATION](#)

b. Presenter: Bucks County Partners United for Sexual Health
Sexual Health Conference Presentation Topics:

- Sex Jeopardy by Planned Parenthood
- Sexuality & Personal Health- presented by Planned Parenthood
- Sexual Consent by NOVA Bucks
- LGBTQ Community and Tobacco by Bradbury-Sullivan LGBT Community Center
- Substance Use & Sexual Health, Bucks County Drug & Alcohol Commission by Drug and Alcohol Commission

Dates: April 17, 2019 and October 21, 2020

https://www.surveymonkey.com/r/Sexual_Health_Conference_April_2019

https://www.surveymonkey.com/r/Sexual_Health_Survey_2020

5. Links to Clery Reports

2018 Annual Security Report:

<http://www.bucks.edu/media/SecurityReport2018.pdf>

2019 Annual Security Report

<https://www.bucks.edu/media/bccmedialibrary/securityandsafety/documents/SecurityReport2019.pdf>