

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

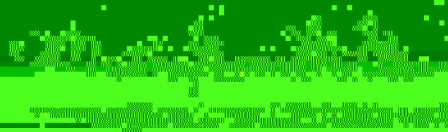
A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol

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.

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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)

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

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

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

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

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 Statutes

Synopsis of state (Louisiana) and Federal Drug Penalties

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

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				

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

IV	Fentanyl 40-399 grams (about 14.07 oz) mixture	\$5 million if an individual, \$25 million if not an individual. Second Offense: Not	Fentanyl 400 grams or more mixture	\$10 million if an individual, \$50 million if not an individual. Second Offense: Not
I	Fentanyl Analogue 10-99 grams mixture	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.	Fentanyl Analogue 100 grams or more mixture	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	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	2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II				

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

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

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

		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

		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

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-

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

Offered: On the need-to-

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

Choices (Alcohol and Drug Abuse Education)

Choices (Drug Abuse Education)

Offered- Don't Fall for Drugs. We choose to Leaf Drugs Out (Bulletin Board)

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 200	Actual Attendance 200	Percent =/+ 0% +
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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

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., policy

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

- 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

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

C. Assistance Program –

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 fo-m11e9(y)2 g0 G[(Gr)5(a)4(m:1 [001aTm.00Tf2O)-luence of substance abuse. In addit

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

The University hereby reaffirms its commitment to its employees to utilize our empl

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

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.

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

- 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

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

9.

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

iii. Cocaine Metabolites

iv. Opiates

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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

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 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

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

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

Date

Employee Signature

Signature of EAP Representative

Signature of Employee's Department Supervisor

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,

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.