

I. Purpose

Lansing Community College complies with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act. The purpose of this policy is to more fully set forth the College's commitment to protect students and applicants for admission, as well as employees and applicants for employment, from prohibited drug and alcohol use and intoxication, consistent with federal, state, and local law, other policies adopted by the Board of Trustees, and rules and standards adopted by the College.

Consistent with state and federal law, Lansing Community College will maintain a campus free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined in the comprehensive Drug Abuse Prevention and Control Act of 1970, 21. U.S.C. 812.

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, and alcohol are prohibited on any property under the control of and governed by the Board of Trustees of Lansing Community College.

II. Scope

This policy applies to all College employees, students, volunteers, guests, contractors, and visitors (1) on College property, (2) at College sponsored events, or (3) in the conduct of College business or conducting or engaging in an academic program.

III. Definitions

1. "Alcohol" is a substance that is a beverage containing alcohol.
2. An "illegal drug" is any substance that is unlawful to use, possess, sell, or transfer under state or federal law. In cases where federal and state laws conflict, federal law applies.
3. "Drug paraphernalia", means any equipment, product, material of any kind, or combination of equipment, products, or materials, which is specifically designed for use or primarily intended for use in planting; propagating; cultivating; growing; harvesting; manufacturing; compounding; converting; producing; processing; preparing; testing; analyzing; packaging; repackaging; storing; containing; concealing; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under either federal law *21 U.S. Code § 863 (d) or state law (MCL 333.7451)*. It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.
4. A "prescription drug" is any substance prescribed for an individual by a licensed health care provider and used in accordance with the prescription.
5. An "inhalant" is any substance that produces mind-altering effects when inhaled.

6. An “over-the-counter medication” is a substance used in treating a disease or condition or relieving pain that may be obtained without a prescription.
7. ”College Property” includes buildings, grounds, structures and real estate, and vehicles that are owned, rented, leased or otherwise utilized by or under the control of LCC.

IV. General

All College employees, students, volunteers, guests, contractors, and visitors are expected to be free of illegal drugs or alcohol while on or using the College property.

A. Employees

All employees of the College are expected to report for work fit for duty; that is, being able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of any substance covered by this policy.

Off-the-job and on-the-job involvement with any covered substance, as previously defined, can have adverse effects upon the workplace, the integrity of the College’s ability to serve our students, the safety of other employees, the well-being of our employees’ families, and the ability of the College to implement this policy. The College therefore emphasizes that it has zero tolerance for employees who arrive at work impaired. You are “under the influence” if any substance:

- impairs your behavior or your ability to work safely and productively; or
- results in an impaired physical or mental condition that creates a risk to your own safety, the safety of others, or College property.

Accordingly, the following conduct and behaviors are strictly prohibited (1) on College property, (2) at College sponsored events, or (3) in the conduct of College business or conducting or engaging in an academic program:

1. Use, possession, purchase, sale, dispensation, distribution or manufacture of any substance, as previously defined with the following exceptions.

Employees who take over-the-counter medications or legally prescribed drugs while at work:

- a) May use prescription drugs or over-the-counter medications only if they do not impair the employee’s ability to work safely.
- b) Must follow applicable directions regarding use, including dosage limits and usage cautions.

2. Being under the influence by any substance as previously defined.
3. Use, possession, purchase, sale, transfer, or distribution of drug paraphernalia.
4. Use, possession, purchase, sale, dispensation, or distribution of alcohol is prohibited on campus except when a written request has been submitted for consideration and approved in writing by the President or the President's designee.

Compliance with this policy, including compliance with mandated drug and alcohol testing, is a condition of employment.

Furthermore, as a condition of continued employment, any employee who is charged with or convicted of a violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol shall notify the Executive Director of Human Resources, in writing, of the charges or conviction no later than five (5) days after such charges or conviction(s). The Executive Director of Human Resources shall report the conviction(s) as required by the Drug-Free Workplace Act.

In accordance with the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act, or applicable College policies, employees shall be subject to mandatory participation in a substance abuse assistance or rehabilitation program; and/or disciplinary action, up to and including discharge or dismissal, as determined by the College for the following reasons:

1. Failure to comply with mandated drug or alcohol testing.
2. Failure to timely report being charged with or convicted of a violation of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol.
3. Failure to abide by this policy.

In addition, an employee may be subject to criminal prosecution by federal, state, and local authorities.

B. Students

All students on College property are expected to abide by the Student Code of Conduct. Accordingly, the following conduct and behaviors are strictly prohibited on College property, at College sponsored events, and while pursuing an academic program:

1. Use, possession, purchase, sale, dispensation, distribution, or manufacture of any substance, as previously defined.
2. Being impaired by any substance as previously defined.
3. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia

As required by the Drug-Free Schools and Communities Act, any student found to be in violation of the above prohibitions shall be subject to disciplinary actions as outlined in the Student Code of Conduct up to and including expulsion.

In addition, a student may be subject to criminal prosecution by federal, state, and local authorities.

C. Counseling and Rehabilitation Services

The College offers educational programs, resources, and referral services to employees and students aimed at preventing substance abuse, alcohol abuse, and assisting in rehabilitation. Interested employees should contact the Human Resources Office. Interested students should contact the Center for Student Support. All inquiries are confidential.

D. Drug and Alcohol Prevention Program (DAAPP)

The College has a Drug and Alcohol Prevention Program that is distributed annually to all employees and students and it is provided to new employees and students. The College conducts a Biennial Review of the DAAPP. The DAAPP includes descriptions of drug and alcohol awareness programs; descriptions of health risks associated with the abuse of drugs or alcohol; provides information about available counseling or rehabilitation assistance; and specifies disciplinary sanctions imposed for violations of College policy, the Student Code of Conduct, and federal, state and local laws. The [DAAPP](https://www.lcc.edu/campuslife/documents/daapp.pdf) may be accessed here at the College website.
<https://www.lcc.edu/campuslife/documents/daapp.pdf>

E. Alumni, Volunteers, Guests, Vendors, Contractors, Visitors to campus or similarly situated individuals.

Individuals listed in this category shall abide by the prohibitions listed in this policy.

V. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Vice President or his/her designee, the Dean of Student Affairs or his/her designee, and the Executive Director of Human Resources or his/her designee as applicable.

Adopted: January 21, 2003
Revised: 12/15/2014, 10/28/2019
Reviewed: 03/19/18