

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.26.1 (AP 3550, 3560)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 2.26.1 Drug Free Environment and Drug Prevention Program
Revision Date: 9/12
References: Drug Free Schools and Communities Act Amendment of 1989; 20 U.S. Code Section 1011i; 34 Code of Federal Regulations Sections 86.1 et seq.; Federal Drug free Workplace Act of 1988; 41 U.S. Code Section 8103

1. The District is committed to providing its employees and students with a drug free workplace and campus environment. It emphasizes prevention and intervention through education.
2. The unlawful manufacture, distribution, sale, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.
3. District property has been declared “drug free” and only under certain circumstances defined in law is the consumption of alcohol permitted.
4. It is unlawful to sell, provide or furnish alcohol to a person under the age of 21 and possession of alcohol by a person under age 21 in a public place is illegal.
5. Violation of the Drug Free Environment and Drug Prevention Program policy will result in appropriate disciplinary action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.
6. As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug free policy within ten days after receiving notice of a workplace drug conviction.
7. Enforcement of alcohol and drug laws on campus is the primary responsibility of the District Public Safety Department.
8. Information on drug and alcohol treatment programs and providers can be found at <http://smchealth.org/bhrs/aod>.
9. The Chancellor shall ensure that the District distribute information regarding federal and state drug free environment and prevention programs to all employees and students annually.