

Rule 34.02.01.T1 Drug and Alcohol Abuse Prevention



Effective: June 5, 2002
Revised: September 18, 2012
Revised: October 15, 2018
Reviewed: April 3, 2019
Next Scheduled Review: April 3, 2024

Rule Statement

Tarleton State University (Tarleton or university) desires to provide an educational and work environment free from drug and alcohol abuse. Drug and alcohol abuse affects all aspects of American life; it threatens the student's educational development, the safety and security of the workplace and the confidence of the community.

Reason for Rule

As per System Regulation 34.02.01, *Drug and Alcohol Abuse and Rehabilitation Programs*, section 2, each member is required to establish a rule for the implementation of System Policy 34.02, *Drug and Alcohol Abuse*, and the supporting regulation.

Procedures and Responsibilities

1. STANDARD OF CONDUCT
 - 1.1. Unlawful manufacture, distribution, dispensation, possession or use of illicit drugs or alcohol by students or employees is prohibited at any time on any university property or at any university activity. No employee who is impaired by an illegal drug or by alcohol may work, report for work, or be present in the workplace. No student who is impaired by illegal drugs or alcohol may attend classes or any university activity. Employees or students who are so impaired or who unlawfully possess, use, manufacture, dispense, or distribute illicit drugs or alcohol in the workplace, on any university property, or at any university activity are subject to the disciplinary procedures of the university, which may include dismissal, expulsion, and/or referral for prosecution.
 - 1.2. All members of the university community shall abide by state and federal laws pertaining to controlled substances and illicit drugs.

2. RESPONSIBILITY TO REPORT AND INVESTIGATE

- 2.1. Employees are responsible for reporting arrests, charges or criminal convictions in accordance with System Regulation 33.99.14, *Criminal History Record Information – Employees and Applicants*. The employee may be placed on a leave with pay while an investigation is completed. The Department of Employee Services (Employee Services) will initiate an investigation in accordance with System Regulation 33.99.14. Sanctions may include, but are not limited to, discipline, referral to a treatment program, or dismissal.
- 2.2. Employees shall report to their supervisors, or to Employee Services, any use of a prescribed or over-the-counter medication that could adversely affect job performance. Any such medical information will be kept confidential and shared with appropriate personnel only on a need-to-know basis. For those employees adversely affected by the medication during the normal course of duty, the university will take appropriate action, such as placing the employee on leave, in accordance with leave regulations and, when applicable, accommodating work in accordance with the Americans with Disabilities Act.
- 2.3. Employees and students are responsible for reporting a reasonable suspicion of drug or alcohol abuse by employees or students to their immediate supervisor, Employee Services, Office of Student Affairs, Student Judicial Affairs, or to the University Police Department. A reasonable suspicion is a fair or usual belief or opinion a person might form based on a certain set of facts or circumstances. Individuals may have days when they exhibit behavior not normally associated with an educational or work environment nor characteristic of themselves. Unusual behavior during times of stress is not uncommon; however, when unusual behavior is displayed on a gradually increasing scale accompanied by general decline in work habits or classroom performance over a period of time, it may indicate that professional help is needed.
 - 2.3.1 Administrators or supervisors seeking advice on appropriate responses to possible violations of alcohol or drug rules by employees should consult with Employee Services.
 - 2.3.2 Students found in violation of drug and alcohol abuse rules and regulations will be subject to the disciplinary measures outlined in the Student Code of Conduct, Student Athlete Handbook, and to all pertinent local, state and federal statutes.
 - 2.3.2.1 Sanctions may include, but not limited to, completion of an appropriate rehabilitation or assistance program, notification to parent/guardian of the violation, probation, suspension, or expulsion from school or referral to authorities for prosecution.

3. NOTIFICATION

- 3.1. Tarleton will provide notification of this rule to employees and students initially upon hire or first-time registration, and annually thereafter, and disseminate the information

required by System Regulation 34.02.01, *Drug and Alcohol Abuse and Rehabilitation Programs*.

4. EDUCATION PROGRAM

- 4.1. Tarleton's Clery Act and Drug-Free Schools and Communities Act Compliance Council will develop and promote the university's drug and alcohol prevention and education program. The council will biennially review the education program in accordance with the Drug-free Schools and Communities Act to determine its effectiveness. The report generated by this review will be provided to the president and posted on the Tarleton website. The council's report will include recommendations for program changes as needed.

5. TREATMENT AND REFERRAL RESOURCES

- 5.1. An employee or student may be required to participate in and satisfactorily complete an approved rehabilitation or assistance program. Tarleton has identified the following sources available to employees and students.

On Campus Resources:

Department of Employee Services 254-968-9128
Student Counseling Services: 254-968-9044
Dean of Students Administrative Office: 254-968-9080

Related Statutes, Policies, or Requirements

[Drug-Free Schools and Campuses Regulations \(EDGAR\) Part 86](#)
[System Policy 34.02 Drug and Alcohol Abuse](#)
[System Regulation 34.02.01 Drug and Alcohol Abuse and Rehabilitation Programs](#)
[System Regulation 33.99.14, Criminal History Record Information – Employees and Applicants](#)
[Tarleton State University Student Code of Conduct](#)
[Tarleton State University Student Athlete Handbook](#)

Contact Office

Department of Employee Services
254.968.9128

Division of Student Affairs
254.968.9081

Department of Risk Management and Compliance
254.968.9415