



ALCOHOL & OTHER DRUG USE

Policy and Information for Employees and Students
of the South Carolina Technical College System

TECHNICAL COLLEGE OF THE LOWCOUNTRY

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances and the use of alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policies, procedures, rules, as well as legal statutes. For purposes of this policy, workplace means either on agency premises or while conducting agency or college business away from the agency or college premises. Educational setting includes both institutional premises or in approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgement, safety violations and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the college mission as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resource officer within five days. Management must report to granting agencies, any employee conviction for conduct in the workplace within ten days of receiving notice.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of continued employment or enrollment.
5. Use of student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

The Crime Awareness and Campus Security Act

The Crime Awareness and Security Act (Public Law 101-542) requires that all institutions of postsecondary education which receive federal student aid prepare and distribute an annual report describing the institution's policy on crime prevention issues and statistics on the number of specific crimes (murder, rape, robbery, aggravated assault, burglary and motor vehicle theft) which have occurred on campus. The annual report also must list the number of arrests for liquor law violations, drug abuse violations and weapons possessions.

This information is published at TCL in the Campus Security Guide, available at various locations throughout the campus.

In addition to publishing crime statistics, the act requires colleges to provide timely warnings to the campus community of certain crimes reported to public safety or local law enforcement which may be considered a threat to students and employees.

TCL complies with this law in the following manner: 1) TCL annually publishes a summary of specific crimes, as described above, committed at its campuses during the previous year. 2) In the case of an immediate threat to person or property, TCL communicates the pending danger to all students and employees. 3) TCL maintains partnerships with all local police organizations to assist in communicating information and protecting persons and property in the case of an immediate danger. 4) On a monthly basis, TCL reports to local and state officials the number and types of crimes committed on its campuses.

Any comments concerning TCL's compliance with this law should be addressed to the office of the Vice President of Administrative Services at 525-8249.

Any concerns or threats to a student's or employee's safety or property should be addressed immediately to the office of the Vice President for Administrative Services at 525-8249. Further, any suspicious situations and crimes occurring on campus must be reported to TCL Security.

President, Technical College of the Lowcountry

July 1, 2009

Date