



# DRUG-FREE SCHOOLS & COMMUNITIES ACT

**Biennial Review**  
2016–2017 | 2017–2018



*Florida Institute of Technology*



# INTRODUCTION

The following report was prepared by the Drug-Free Schools and Campus Communities Task Force (Taskforce) at Florida Institute of Technology (Florida Tech) in order to meet the requirements of the Drug-Free Schools and Campus Communities Act. Section 22 of the Drug-Free Schools and Campus Communities Act Amendments of 1989 added section 1213 to the Higher Education Act, which requires institutions of higher education to adopt and implement a drug prevention program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Florida Institute of Technology is committed to protecting the safety, health and well-being of all students and employees. Alcohol and drug abuse pose a threat to the health and safety of students and employees and the security of our equipment and facilities. For these reasons, the university is committed to the elimination of illegal drug and/or alcohol use and abuse in the workplace.

The following campus units provided data for this report:

- Director of Human Resources
- Director of Counseling & Psychological Services (CAPS)
- Dean of Students/Student Conduct
- Director of Residence Life
- Director of Student Activities & Greek Life
- Director of Orientation
- Director of Security
- Vice President of Student Affairs

# ALCOHOL AND OTHER DRUGS (AOD) POLICY REVIEW

There are several Florida Tech policies that cover substance use and abuse.

Policy name	Method of distribution	Available online at*
<b>Alcohol/Drug-Free Workplace Policy</b>	Emailed to employees and students annually through Human Resources (HR)	<a href="http://floridatech.edu/policies/human-resources-policies/discipline-and-rules/drug-and-alcohol-policy">floridatech.edu/policies/human-resources-policies/discipline-and-rules/drug-and-alcohol-policy</a>
<b>Student Standards and Policies: Alcohol Policy</b>	Reviewed during new student orientation, and information is shared with all students annually	<a href="http://floridatech.edu/policies/student-handbook/standards-and-policies/alcohol-policy">floridatech.edu/policies/student-handbook/standards-and-policies/alcohol-policy</a>
<b>Student Standards and Policies: Drug Policy</b>	Reviewed during new student orientation, and information is shared with all students annually	<a href="http://floridatech.edu/policies/student-handbook/standards-and-policies/drug-policy">floridatech.edu/policies/student-handbook/standards-and-policies/drug-policy</a>
<b>Student Organization Manual: Alcohol Policy</b>	Shared each semester with students at organization procedures meetings	<a href="http://floridatech.edu/student-involvement/links">floridatech.edu/student-involvement/links</a>
<b>Greek Life Regulations: Alcohol Policy</b>	Shared each semester with students at Greek Life 101 and Town Hall	<a href="http://floridatech.edu/greeklife/resources">floridatech.edu/greeklife/resources</a>

\*All documents can be found in appendix.

## Annual Notification

An annual notification is sent to all employees and students that includes the following:

1. Standards of conduct
2. Legal penalties for unlawful possession or distribution of illicit drugs and alcohol
3. Health risks associated with AOD abuse
4. AOD programs available to employees and students
5. Disciplinary sanctions for violations of standards of conduct



# BIENNIAL REVIEW

In order to certify its compliance with the Part 86 Regulations, an IHE (Institution of Higher Education) 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:

- ✓ A. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
  - ✓ 1. 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 or as part of any of its activities;
  - ✓ 2. A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - ✓ 3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  - ✓ 4. A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students; and
  - ✓ 5. A clear statement that the IHE will impose disciplinary sanctions on students and employees (consistent with local, 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 required by paragraph (A)(1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.
- ✓ B. A biennial review by the IHE of its program to:
  - ✓ 1. Determine its effectiveness and implement changes to the program if they are needed; and
  - ✓ 2. Ensure that the disciplinary sanctions described in paragraph (A)(5) of this section are consistently enforced.

# CURRENT ALCOHOL AND OTHER DRUGS (AOD) PROGRAMS AND INTERVENTIONS

## Employees

The university uses a third party, Resources for Living, an AETNA company, to provide Employee Assistance Program (EAP) services to employees.

The EAP program includes the following services:

- Services are confidential and available 24 hours a day, seven days a week.
- Six (6) professional counseling sessions per issue per year.
- Available to employees, household members and legal dependents who reside outside of the home up to age 26.
- Help available for a range of services including relationship support, stress management, work/life balance, family issues, grief and loss, depression, anxiety, substance misuse and self-esteem and personal development.
- Daily life assistance, including child care and home repair and maintenance.
- Management consultations.
- National provider network.
- Online resources such as articles, video resources, webinars, online apps (e.g., myStrength app), discount center, legal services, financial services and identity theft services.

## Students

Several campus units provide a variety of campus events each semester to allow students to improve their attitude, knowledge and behavior intentions about alcohol and drugs.

### **Counseling and Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) provides website screenings, psychoeducation and resources throughout the academic year. Additionally, CAPS participates in tabling events and writes educational articles to the student newspaper to give awareness and psychoeducation.

- Individual Counseling: Individuals are seen free of charge on a short-term basis for assistance with substance-related problems at CAPS. For alcohol and drug dependence, the counseling, health and wellness staff will likely make a referral to comprehensive services.
- Group Counseling: CAPS provides group counseling free of charge to students. Additionally, there are several Alcoholics Anonymous (AA) groups in the Melbourne area.

### **Student Involvement**

Student Involvement provides training and programming to promote AOD awareness and prevention each semester to all student organization, club and club sports leaders during the organization procedures meetings. This information is also provided to the student organization members each semester via email through the Student Organization Manual.

### **Orientation**

Orientation provides educational programming during the new student orientation programs for first-year students, transfer students and graduate students to promote AOD awareness and prevention each year during the Dean of Students session and Residence Life 101.

### **Residence Life**

Residence Life provides educational programming to promote AOD awareness and prevention each year to all of our on-campus residents.

Type of Program	2016–2017	2017–2018
Social	17	17
Health promotions	6	4
Academics and career	6	5
Diversity	6	5
Life skills	7	5
Drugs and alcohol awareness	3	2
<b>TOTAL</b>	<b>45</b>	<b>38</b>

### **Greek Life**

Greek Life provides educational and values programming to promote AOD awareness and prevention each year to all members who are in a fraternity or sorority. Currently, that is 11% of the undergraduate population.

Type of Program	2016–2017	2017–2018
Alcohol awareness	3	4
Drug awareness	2	2
<b>TOTAL</b>	<b>5</b>	<b>6</b>

# CURRENT ALCOHOL AND OTHER DRUGS (AOD) PROGRAMS AND INTERVENTIONS

## Student Conduct

The following is a summary of student AOD violations for 2016–2107 and 2017–2018 academic years.

There are more students found responsible for alcohol violations than drug violations, and most alcohol violations occur because of underage drinking. Our current alcohol and drug prevention programs specifically address this issue. There has been a decrease in the number of students found responsible for drug violations.

## Alcohol and Drug Violations

2016–2017	Not Responsible	Responsible	TOTAL
Alcohol violation	95	74	169
Controlled substance violation	22	24	46
2017–2018	Not Responsible	Responsible	TOTAL
Alcohol violation	138	127	265
Controlled substance violation	22	22	44

## Sanction Enforcement Consistency

Student Conduct reviews and publishes a summary of student conduct violations and a sanction summary each academic year. This annual review ensures the university enforces the disciplinary sanctions for violating standards of conduct consistently from year to year. Additionally, the university includes alcohol and drug violations as part of the university's annual security and fire safety report.

Violation	Issue	Fines	Disciplinary Warning		Alternative Action													
			Verbal	Written	Apology	Parental Notification	Disciplinary Hold	Educational Programming	Counseling Assessment	Restriction/Loss of Privileges	Residential Relocation	Community Service	Grade Change/Course Failure	Disciplinary Probation	Removal from University Housing	Disciplinary Suspension	Expulsion	
1	University policies	2		2			2											
2	Physical abuse																	
3	Endangering conduct																	
4	Harassment																	
5	Hazing																	
6	Hacking																	
7	Weapons (nonassault)	5		2			5											
8	Failure to evacuate	4		4														
9	Disorderly conduct			8			8											
10	Freedom of expression																	
11	Compliance	4		3														
12	Fraudulent behavior																	
13	False information and impersonation	2		1			2											
14	Academic dishonesty	44		3			51	51					8	3		1	1	
15	Controlled substances	20		4		11	20	20						4		13		
16	Theft	8		11			11											
17	Damage	6		8			8											
18	Public indecency																	
19	Facilities usage																	
20	Alcohol	132		114		18	131	131										
21	Responsibility of guests	13		12														
22	Stalking																	
23	Violent behavior																	
24	Sexual misconduct																	
25	Violations of local/state/federal laws																	

# CURRENT ALCOHOL AND OTHER DRUGS (AOD) PROGRAMS AND INTERVENTIONS

## Student Conduct

Student Conduct uses the following education-based programs for students to comply with the Drug-Free Schools and Communities Act (DFSCA):

- The Alcohol eCheckup To Go (e-CHUG) is an evidence-based, personalized online alcohol intervention designed by university counseling centers and psychologists.
- The Cannabis eCheckup To Go is an evidence-based, online prevention and intervention program designed to reduce cannabis use among college students. It is designed to help motivate students to reduce their level of cannabis use using personalized information about their behavior and risk factors.

Students who have been found responsible for violating the alcohol and drug policy are required to complete the online prevention and intervention program.

### 2016–2017 Program Completion

eCheckup To Go — Alcohol	
<b>SEX:</b>	
Male: 94% (65)	Female: 5% (4)
<b>STUDENT AFFILIATION:</b>	
Florida Tech: 95% (66)	Other college student: 4% (3)
<b>YEAR LEVEL:</b>	
Freshman: 59% (41)	Sophomore: 27% (19)
Junior: 10% (7)	Senior: 2% (2)
<b>ARE YOU A MEMBER OF A FRATERNITY/SORORITY?</b>	
Yes: 13% (9)	No: 87% (60)
<b>ARE YOU A STUDENT-ATHLETE?</b>	
Yes: 31% (22)	No: 68% (47)
<b>ARE YOU CURRENTLY TAKING PRESCRIPTION MEDICATIONS?</b>	
Yes: 7% (5)	No: 92% (64)
<b>DO YOU CURRENTLY LIVE ON CAMPUS/IN-RESIDENCE?</b>	
Yes: 97% (67)	No: 2% (2)

eCheckup To Go — Marijuana	
<b>SEX:</b>	
Male: 84% (16)	Female: 15% (3)
<b>STUDENT AFFILIATION:</b>	
Florida Tech: 100% (19)	
<b>YEAR LEVEL:</b>	
Freshman: 52% (10)	Sophomore: 21% (4)
Junior: 21% (4)	Senior: 5% (1)
<b>ARE YOU A MEMBER OF A FRATERNITY/SORORITY?</b>	
Yes: 10% (2)	No: 89% (17)
<b>ARE YOU A STUDENT-ATHLETE?</b>	
Yes: 15% (3)	No: 84% (16)
<b>ARE YOU CURRENTLY TAKING PRESCRIPTION MEDICATIONS?</b>	
Yes: 21% (4)	No: 78% (15)
<b>DO YOU CURRENTLY LIVE ON CAMPUS/IN-RESIDENCE?</b>	
Yes: 100% (19)	

### 2017–2018 Program Completion

eCheckup To Go — Alcohol	
<b>SEX:</b>	
Male: 85% (55)	Female: 14% (9)
<b>STUDENT AFFILIATION:</b>	
Florida Tech: 100% (64)	
<b>YEAR LEVEL:</b>	
Freshman: 75% (48)	Not Applicable: 1% (1)
Junior: 3% (2)	Sophomore: 17% (11)
	Senior: 3% (2)
<b>ARE YOU A MEMBER OF A FRATERNITY/SORORITY?</b>	
Yes: 18% (12)	No: 81% (52)
<b>ARE YOU A STUDENT-ATHLETE?</b>	
Yes: 29% (25)	No: 60% (39)
<b>ARE YOU CURRENTLY TAKING PRESCRIPTION MEDICATIONS?</b>	
Yes: 20% (13)	No: 79% (51)
<b>DO YOU CURRENTLY LIVE ON CAMPUS/IN-RESIDENCE?</b>	
Yes: 100% (64)	

eCheckup To Go — Marijuana	
<b>SEX:</b>	
Male: 88% (15)	Female: 11% (2)
<b>STUDENT AFFILIATION:</b>	
Florida Tech: 100% (17)	
<b>YEAR LEVEL:</b>	
Freshman: 52% (9)	Not Applicable: 5% (1)
Junior: 23% (4)	Sophomore: 11% (2)
	Senior: 5% (1)
<b>ARE YOU A MEMBER OF A FRATERNITY/SORORITY?</b>	
No: 100% (17)	
<b>ARE YOU A STUDENT-ATHLETE?</b>	
Yes: 23% (4)	No: 76% (13)
<b>ARE YOU CURRENTLY TAKING PRESCRIPTION MEDICATIONS?</b>	
Yes: 23% (4)	No: 76% (13)
<b>DO YOU CURRENTLY LIVE ON CAMPUS/IN-RESIDENCE?</b>	
Yes: 88% (15)	No: 11% (2)

# EVALUATION AND RECOMMENDATIONS OF ALCOHOL AND OTHER DRUGS (AOD) PROGRAMS

## Program Strengths

The AOD Prevention Program strengths include:

- The university provides clear and comprehensive policies for students, faculty and staff regarding its alcohol and other drug policies and communicates the information annually to all.
- All university policies for students, faculty and staff are consistently reviewed annually.
- The university maintains accurate records of student violations and sanctioning processes. Policy enforcement and sanctioning is consistently implemented.
- Numerous events are hosted throughout the year by many different departments and areas.

## Program Weaknesses

- Lack of enforcement to ensure that all Greek Life affiliates attend prevention workshops and events.
- Programming is currently being completed individually in departments on campus, making it difficult to capture data for all programs and events that are available to our campus community.
- Currently, there is no data from AETNA for the Employee Assistance Program (EAP).

## Program Recommendations

The AOD Prevention Program recommendations include:

- Enhancing the working relationships between Campus Security, Greek Life, Residence Life, Student Activities and Counseling & Psychological Services to ensure prevention awareness.
- Further incorporating alcohol and drug policies and resources information into new student orientation program.
- Exploring use of social media toward alcohol and drug prevention efforts as this platform may be leveraged to reach both traditional and online students.
- Expanding Biennial Review Committee to other campus units and the student population to address high-risk consumption in all student populations.
- Utilizing our efficient collaboration with Campus Security, improve partnership with Brevard County, Palm Bay Police and Melbourne Police to further increase awareness and educational opportunities for students.
- Utilizing the relationship with AETNA, the university will request and present utilization data for the Employee Assistance Program (EAP).
- Continuing to review all policies and conduct standards to ensure uniformity across campus.

Through all policies and reviews, Florida Tech meets all requirements as outlined in the DFSCA. However, the dissemination of information can be enhanced through comprehensive programming instead of programming completed in departmental silos.

## Conclusion

The university organized a cross-departmental committee for the purpose of completing the biennial review of compliance with the Drug-Free Schools and Communities Act and conducted that review in order to summarize and evaluate the effectiveness of the university's programs and activities related to alcohol and drug prevention during the 2016–2017 and 2017–2018 academic years.

After review, Florida Tech is in compliance with the requirements of the Drug-Free Schools and Communities Act. Florida Tech has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by our students and employees. Florida Tech is committed to protecting the safety, health and well-being of all students and employees and further is committed to the elimination of illegal drug and/or alcohol use and abuse in the workplace.



## **Alcohol/Drug-Free Workplace Policy**

**Effective Date Jan. 3, 2017**

### **5.7 Drug and Alcohol Policy**

#### **Policy**

Florida Institute of Technology is committed to protecting the safety, health and wellbeing of all students and employees. Alcohol and drug abuse pose a threat to the health and safety of students and employees and to the security of our equipment and facilities. For these reasons, the university is committed to the elimination of illegal drug and/or alcohol use and abuse in the workplace. This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or illegal drug use in the workplace.

#### **Definition**

For the purposes of this policy, the term "illegal drug" shall mean Amphetamines, LSD, Cocaine, Marijuana, Opiates, and any other drugs or substances deemed unlawful under applicable state or federal law.

In accordance with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, all students and employees of Florida Institute of Technology must be advised of their required compliance as a condition for them to be engaged in employment or in the performance of any contract or grant or pursuit of a degree. The Drug-Free Workplace Act of 1988 requires recipients of federal grants and certain federal contracts to certify that they will provide a drug-free workplace and establish an ongoing drug-free awareness program.

The Drug-Free Schools and Communities Act Amendments of 1989 require employers receiving federal financial assistance to adopt and implement a program for students and employees to prevent the use of illicit drugs and the abuse of alcohol. Students and employees must receive information annually regarding standards of conduct, a description of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol, a description of health risks associated with the use of illicit drugs and the abuse of alcohol, a description of available drug or alcohol counseling or treatment programs that are available, and a statement of the disciplinary sanctions that the university will impose for a violations of the standards set forth of conduct.

#### **Drug-Free Workplace Program**

Florida Institute of Technology has established a drug-free awareness program to inform students and employees about:

1. The dangers of drug abuse in the workplace, communicated through the provision of educational literature and materials;
2. The university's policy of maintaining a drug-free workplace, communicated through distribution of this policy and other related statements to all students and employees;
3. The availability of drug counseling and rehabilitation programs, provided through confidential counseling within the university's Employee Assistance Program (EAP) and Counseling and Psychological Services (CAPS),
4. The university's intention that penalties will be imposed upon students and employees for violations of the prohibitions concerning involvement with unlawful drugs.

Each student and employee will be given an electronic copy of the Drug and Alcohol Policy annually. The policy will also be clearly displayed on the website of the Office of Human Resources. The Office of Human Resources will ensure notification of this policy to all employees on an annual basis. The Dean of Students will ensure notification to all students.

#### **Work Rules**

Whenever employees are working, are operating any university vehicle, are present on university premises, or are conducting university related work off-site, or as part of any university activity they are prohibited from:

- using, possessing, buying, selling, manufacturing or distributing, dispensing illegal drugs or drugs not lawfully prescribed for the individual (to include possession of drug paraphernalia);
- being under the influence of alcohol or an illegal drug as defined in this policy, and
- possessing or consuming alcohol.

Reporting for work after a meal or other break period under the influence of alcohol or illegal drugs is also prohibited.

The university may occasionally sponsor an event or permit employees to attend a university-related function, at which alcohol is served. Although employees are not prohibited from drinking at such events, they are expected to comport themselves professionally and must

## APPENDIX: DRUG AND ALCOHOL POLICIES

maintain compliance with all university rules and regulations at all times. Under no circumstances should an employee drive home from such an event if he or she is impaired.

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system while performing university business or while in a university facility is prohibited.

### **Procedure**

A student or employee may be required to submit to an alcohol/drug test if reasonable suspicion exists to believe that they are under the influence of alcohol or illegal drugs. An employee will be immediately dismissed should they be directed to submit to such a test and refuse or fail to report to the testing facility within the required time allowed. Students and employees who test positive for alcohol or illegal drugs may be referred to Counseling and Psychological Services (CAPS) or the Employee Assistance Program (EAP) for professional assistance. Employees that refuse such assistance or who fail to follow the treatment outlined for their recovery are subject to dismissal. Students who are directed to submit to such test and refuse or fail to do so when asked are subject to suspension from the university.

Employees who are required to drive university vehicles as an essential job function must notify the Associate Vice President of Human Resources no later than five business days after any conviction for a criminal alcohol driving offense.

Employees should notify their supervisor when they are under medically prescribed treatment with a controlled substance that may limit their ability to perform their job. Verification of required medication may be requested by the Office of Human Resources. Failure to provide requested verification may subject the employee to dismissal. If the use of a medication could compromise the safety of the employee, co-workers, or the public, it is the employee's responsibility to use appropriate personnel procedures (call in sick, use leave, request change of duty, notify supervisor, notify the Office of Human Resources) to avoid unsafe workplace practices.

All applicants for employment and applicants for admission to the university may be tested, at the university's discretion, for the presence of alcohol and/or illegal drugs. An applicant who refuses or fails to take the required test, or who tests positive for the presence of alcohol and/or illegal drugs, will be disqualified from further consideration.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful and appropriate use and possession of prescribed medications during work hours. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and the employee must promptly disclose any work restrictions to Human Resources. Employees should not, however, disclose underlying medical conditions warranting the prescribed medications.

### **University Disciplinary Procedures/Sanctions**

Any student or employee who violates the alcohol or drug policy is subject to the university's disciplinary procedures up to and including dismissal and/or referral for prosecution and/or may be required to participate satisfactorily in a drug and/or alcohol abuse assistance or rehabilitation program.

Violations of university policy by students are addressed through the Student Code of Conduct.

Alcohol Policy—Student Handbook

Drug Policy—Student Handbook

When a student is found responsible for violating university policies, the following actions may be taken:

1. **Disciplinary Hold**—A change in student status that may preclude the student from attendance, registering, altering an academic schedule, receiving transcripts or graduating.
2. **Fines**—A mandatory restitution and/or fines may be levied for any infraction.
3. **Disciplinary Warning**—Issued to indicate that behavior is in violation of university regulations and that continued misconduct or repetition of the behavior may bring more serious consequences.
4. **Alternative Action**—Alternative action may be required as part of a penalty and includes, but is not limited to, sanction in abeyance, educational programming and training, counseling assessment, restriction or loss of privileges, restitution, apology, residential relocation and/or community service. Community service will be unpaid and benefit a charitable or nonprofit organization, including Florida Tech.
5. **Removal from University Housing**—A student's housing contract is voided, and he/she is required to vacate university residential facilities permanently or for a specified period of time. The student receives no refund of housing charges and forfeits the housing deposit.
6. **Disciplinary Probation**—A serious warning that defines a situation where further disciplinary action may result in either suspension or expulsion from the university.

## APPENDIX: DRUG AND ALCOHOL POLICIES

7. Disciplinary Suspension—Separation from Florida Tech for a specified period of time and requires leaving the university. Return to campus may occur only with prior notification and approval of the Dean of Students.
8. Expulsion—Permanent separation from the university without opportunity for readmission at anytime and required to leave the university within the time determined and cannot be on university property without the prior notification and permission of the Dean of Students.

Violations of university policy by employees are addressed through the Disciplinary Policy.

When an employee is found responsible for violating university policies, the following actions may be taken:

1. Mandatory referral to the Employee Assistance Program or requirement to complete a rehabilitation program
2. Disciplinary Warning
3. Suspension
4. Termination

### Crimes Involving Drugs

The university does not desire to intrude into the private lives of its employees, but recognizes that employee's off-the-job involvement with drugs may have an impact on the workplace. Therefore, the university reserves the right to take appropriate disciplinary action for drug usage/sale/distribution while off university property. All employees who are convicted of, plead guilty or nolo contendere to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to the Associate Vice President of Human Resources within five days. Failure to comply may result in discharge.

In addition, any employee engaged in the performance of a federal grant or contract will, as a condition of employment, notify his or her supervisor no later than five (5) days after any conviction under a criminal drug statute for a violation that occurred in the workplace. When a supervisor is notified by an employee of such a conviction, he or she shall immediately notify the Associate Vice President of Human Resources and the Vice President of the Office of Research and Sponsored Programs. The Office of Research and Sponsored Programs will notify the appropriate federal agency within ten (10) days of receiving notice of such conviction.

### Legal sanctions

Pursuant to State, Federal, and Local Law, it is unlawful for any person to sell, purchase, manufacture, deliver, or possess with intent to sell, purchase, manufacture, deliver, or use a controlled substance. Any university employee or student who violates the prohibitions under this policy or who is convicted under a criminal drug statute for a violation whether occurring in the workplace or outside the workplace will be subject to the university's disciplinary procedures up to and including dismissal and/or referral for prosecution.

The following summarizes some of the Florida state laws relating to alcohol:

- It is unlawful to sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume such beverages on the licensed premises. Florida Statute 562.11
- It is unlawful for any person to possess an open container of an alcoholic beverage or consume an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Florida Statute 316.1936
- It is unlawful for a person under the age of 21 who has a blood-alcohol level of 0.02 or higher to drive or be in actual physical control of a motor vehicle. Florida Statute 322.2616

Brevard County Ordinances—Alcoholic Beverages

City of Melbourne Ordinances—Alcoholic Beverages

Florida Statute 562.111 Possession of Alcoholic Beverages

### Assistance

The university recognizes that alcohol and drug abuse and addiction are treatable, and that early intervention and support improve the success of rehabilitation. To support students and employees, the university:

1. Encourages students and employees to seek help if they are concerned that they may have a drug and/or alcohol problem.
2. Encourages students and employees to utilize the services of qualified professionals in the community to access and identify appropriate sources of help.
3. Offers employees (benefit eligible) assistance with alcohol and drug problems through the Employee Assistance Program.  
877-398-5816 | [resourcesforliving.com](http://resourcesforliving.com)

## APPENDIX: DRUG AND ALCOHOL POLICIES

4. Provides students a variety of confidential high-quality mental health and wellness services through Counseling and Psychological Services (CAPS) to assist students with their overall health. 321-674-8050 | [fit.edu/counseling-and-psychological-services](http://fit.edu/counseling-and-psychological-services)
5. Offers student services through the Holzer Health Center. 321-674-8078 | [fit.edu/health](http://fit.edu/health)

### Florida Tech Resources

Marijuana	<a href="https://interwork.sdsu.edu/echeckup/usa/mj/coll/index.php?id=FIT&amp;hfs=false">https://interwork.sdsu.edu/echeckup/usa/mj/coll/index.php?id=FIT&amp;hfs=false</a>
Alcohol	<a href="https://interwork.sdsu.edu/echeckup/usa/alc/coll/index.php?id=FIT&amp;hfs=false">https://interwork.sdsu.edu/echeckup/usa/alc/coll/index.php?id=FIT&amp;hfs=false</a>

### Additional Resources

National Institute on Drug Abuse:	<a href="http://drugabuse.gov">drugabuse.gov</a>
Alcoholics Anonymous	<a href="http://aa.org">aa.org</a>
Brevard Intergroup	<a href="http://aaspacecoast.org">aaspacecoast.org</a> 24-hour hotline 321-724-2247
Al-Anon Gamily Groups	<a href="http://al-anon.org">al-anon.org</a>
Narcotics Anonymous	<a href="http://na.org">na.org</a>
SMART Recovery	<a href="http://smartrecovery.org">smartrecovery.org</a>

## APPENDIX: DRUG AND ALCOHOL POLICIES

### **Student Standards and Policies: Alcohol Policy**

#### **Effective Date Aug. 14, 2014**

Consistent with Florida and Federal law, the minimum legal drinking age on or off the Florida Tech campus is 21. Underage possession or consumption of alcoholic beverages, public intoxication, driving or operating a motor vehicle or other mode of transportation while under the influence of alcohol or other substance, distribution or sale of alcohol, possession of a common source container, or excessive or rapid consumption of alcohol are violations of the alcohol policy.

Possession, consumption or distribution of alcohol by any person who is under the age of 21 is prohibited. Possession, consumption or distribution of alcohol in any common space including but not limited to a hallway, stairwell, lounge or bathroom is prohibited.

A student who is 21 years of age or older may possess and/or consume the permissible amount of alcohol in his/her residence hall room or apartment provided that no other individual under the age of 21 is present, unless that individual is the roommate. The door to the room or apartment must be closed when in possession or consuming alcohol. No guest under the age of 21 is allowed in the residence hall room of a 21-year-old student while alcohol is being consumed.

An individual who is 21 years of age or older may possess and/or consume alcohol in the room of another 21-year-old student provided that no one under the age of 21 is present. Abiding by the alcohol policy is the responsibility of all students.

Public intoxication is the appearance on campus or at a university activity in a state of intoxication. Facilitating, arranging or participating in any alcohol consumption activity that facilitates or encourages competitive, rapid or excessive consumption of alcohol regardless of age is prohibited. Examples include without limitation, keg standing, alcohol luges and drinking games. Containers of alcoholic beverages over 40 ounces including but not limited to wine, beer, liquor, mini-kegs, beer balls, trash cans, tubs or punch bowls are prohibited. Individual possession of alcohol is limited to either one six-pack of beer or 40 ounces of liquor or wine per student who is at least 21 years old and is a resident of the room or apartment. Displays of alcohol beverages, funnels, empty alcohol boxes or containers, or shot glasses are prohibited.

The sale of alcoholic beverages or consumption of alcoholic beverages outdoors and in public areas is prohibited, except at scheduled events approved by the Office of the Dean of Students.

Additionally, Florida Institute of Technology is committed to protecting the safety, health and wellbeing of all students and employees. Alcohol and drug abuse pose a threat to the health and safety of students and employees and to the security of our equipment and facilities. For these reasons, the university is committed to the elimination of illegal drug and/or alcohol use and abuse in the workplace. The university's Drug and Alcohol policy outlines the practice and procedure designed to correct instances of identified alcohol and/or illegal drug use in the workplace. The link to the university's Drug and Alcohol Policy is [fit.edu/policies/human-resources-policies/discipline-and-rules/drug-and-alcohol-policy](http://fit.edu/policies/human-resources-policies/discipline-and-rules/drug-and-alcohol-policy).

# APPENDIX: DRUG AND ALCOHOL POLICIES

## **Student Standards and Policies: Drug Policy**

The use, consumption, possession, sale, manufacture, trafficking or transfer of any illegal drug or controlled substance, as defined by Florida state and Federal law, for which the individual does not have a legal license or valid prescription is strictly prohibited. Use, display and/or possession of drug paraphernalia are prohibited. This includes but is not limited to bongos, pipes, hookahs, water pipes or any item modified or adapted for planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the human body.

Drugs are defined as compounds that are illegal except when taken under a doctor's prescription for the individual named on the prescription. The university may take action against a student for off-campus conduct if it is required by law to do so, if the conduct arises from university activities, if the conduct poses a significant threat to the safety or security of the university community, or if the conduct poses a significant threat of undermining the university's educational process.

Florida Tech is an educational institution, not a law enforcement agency, and therefore does not apply sanctions of the law. However, Florida Tech will not disregard the law and will not shield individuals from legal consequences of their actions, should they violate the law. In addition, individuals who violate the law are also subject to disciplinary action by the university.

## **Drug-Free Workplace**

### **Applicability**

It shall be the responsibility of the principal investigator (PI) to ensure that all employees engaged in the performance of a respective contract or grant are provided with a copy of this policy. The Office of Human Resources will ensure notification of this policy to all employees on an annual basis. The Dean of Students will ensure notification to all students.

### **Policy Requirements**

Florida Institute of Technology is committed to protecting the safety, health and wellbeing of all students and employees. Therefore, the university prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any illicit drug by its faculty, staff and student employees in its workplace.

An employee or student may be required to submit to an alcohol/drug test if reasonable suspicion exists to believe that they are under the influence of alcohol or illegal drugs. An employee will be immediately dismissed should they be directed to submit to such a test and refuse or fail to report to the testing facility within the required time allowed. Employees and students who test positive for alcohol or illegal drugs may be referred to Counseling and Psychological Services (CAPS) for professional assistance. Employees that refuse such assistance or who fail to follow the treatment outlined for their recovery are subject to dismissal. Students who are directed to submit to such test and refuse or fail to do so when asked are subject to suspension from the university.

Employees who are required to drive university vehicles as an essential job function must notify the director of human resources no later than five business days after any conviction for a criminal alcohol driving offense.

Employees should notify their supervisor when they are under medically prescribed treatment with a controlled substance that may limit their ability to perform their job. The supervisor may request verification of required medication. Failure to provide requested verification will subject the employee to dismissal. Students should notify the Office of the Dean of Students.

### **Legal Sanctions**

Pursuant to state, federal and local law, it is unlawful for any person to sell, purchase, manufacture, deliver or possess with intent to sell, purchase, manufacture, deliver or use a controlled substance. Any person who violates the prohibitions under this policy or who is convicted under a criminal drug statute for a violation whether occurring in the workplace or outside the workplace will be subject to the university's disciplinary procedures up to and including dismissal and/or referral for prosecution. If the employee is not discharged under this policy, he/she may be required as a condition of continuing employment to participate to the university's satisfaction in a drug abuse assistance or rehabilitation program approved by the university.

Additionally, Florida Institute of Technology is committed to protecting the safety, health and wellbeing of all students and employees. Alcohol and drug abuse pose a threat to the health and safety of students and employees and to the security of our equipment and facilities. For these reasons, the university is committed to the elimination of illegal drug and/or alcohol use and abuse in the workplace. The university's Drug and Alcohol policy outlines the practice and procedure designed to correct instances of identified alcohol and/or illegal drug use in the workplace. The link to the university's Drug and Alcohol Policy is [fit.edu/policies/human-resources-policies/discipline-and-rules/drug-and-alcohol-policy](http://fit.edu/policies/human-resources-policies/discipline-and-rules/drug-and-alcohol-policy).

## APPENDIX: DRUG AND ALCOHOL POLICIES

### **Student Organization Manual: Alcohol Policy**

Consistent with Florida and Federal law, the minimum legal drinking age on or off the Florida Tech campus is 21. Underage possession or consumption of alcoholic beverages, public intoxication, driving or operating a motor vehicle or other mode of transportation while under the influence of alcohol or other substance, distribution or sale of alcohol, possession of a common source container, or excessive or rapid consumption of alcohol are violations of the alcohol policy.

Possession, consumption or distribution of alcohol by any person who is under the age of 21 is prohibited. Possession, consumption or distribution of alcohol in any common space including but not limited to a hallway, stairwell, lounge or bathroom is prohibited.

A student who is 21 years of age or older may possess and/or consume the permissible amount of alcohol in his/her residence hall room or apartment provided that no other individual under the age of 21 is present, unless that individual is the roommate. The door to the room or apartment must be closed when in possession or consuming alcohol. No guest under the age of 21 is allowed in the residence hall room of a 21-year-old student while alcohol is being consumed.

An individual who is 21 years of age or older may possess and/or consume alcohol in the room of another 21-year-old student provided that no one under the age of 21 is present. Abiding by the alcohol policy is the responsibility of all students.

Public intoxication is the appearance on campus or at a university activity in a state of intoxication. Facilitating, arranging or participating in any alcohol consumption activity that facilitates or encourages competitive, rapid or excessive consumption of alcohol regardless of age is prohibited. Examples include without limitation, keg standing, alcohol luges and drinking games. Containers of alcoholic beverages over 40 ounces including but not limited to wine, beer, liquor, mini-kegs, beer balls, trash cans, tubs or punch bowls are prohibited. Individual possession of alcohol is limited to either one six-pack of beer or 40 ounces of liquor or wine per student who is at least 21 years old and is a resident of the room or apartment. Displays of alcohol beverages, funnels, empty alcohol boxes or containers, or shot glasses are prohibited.

The sale of alcoholic beverages or consumption of alcoholic beverages outdoors and in public areas is prohibited, except at scheduled events approved by the Office of the Dean of Students.

# APPENDIX: DRUG AND ALCOHOL POLICIES

## **Greek Life Policies and Regulations: Alcohol Policy**

### **Alcohol Policy**

- Consistent with Florida and federal law, the minimum legal drinking age on or off the Florida Tech campus is 21. Underage possession or consumption of alcoholic beverages, public intoxication, driving or operating a motor vehicle or other mode of transportation while under the influence of alcohol or other substance, distribution or sale of alcohol, possession of a common source container, or excessive or rapid consumption of alcohol are violations of the alcohol policy.
- Possession, consumption or distribution of alcohol by any person who is under the age of 21 is prohibited. Possession, consumption or distribution of alcohol in any common space including but not limited to a hallway, stairwell, lounge or bathroom is prohibited.
- A student who is 21 years of age or older may possess and/or consume the permissible amount of alcohol in his/her residence hall room or apartment provided that no other individual under the age of 21 is present, unless that individual is the roommate. The door to the room or apartment must be closed when in possession or consuming alcohol. No guest under the age of 21 is allowed in the residence hall room of a 21-year-old student while alcohol is being consumed.
- An individual who is 21 years of age or older may possess and/or consume alcohol in the room of another 21-year-old student provided that no one under the age of 21 is present. Abiding by the alcohol policy is the responsibility of all students.
- Public intoxication is the appearance on campus or at a university activity in a state of intoxication. Facilitating, arranging or participating in any alcohol consumption activity that facilitates or encourages competitive, rapid or excessive consumption of alcohol regardless of age is prohibited. Examples include without limitation, keg standing, alcohol luges and drinking games. Containers of alcoholic beverages over 40 ounces including but not limited to wine, beer, liquor, mini-kegs, beer balls, trash cans, tubs or punch bowls are prohibited. Individual possession of alcohol is limited to either one six-pack of beer or 40 ounces of liquor or wine per student who is at least 21 years old and is a resident of the room or apartment. Displays of alcohol beverages, funnels, empty alcohol boxes or containers, or shot glasses are prohibited.
- The sale of alcoholic beverages or consumption of alcoholic beverages outdoors and in public areas is prohibited, except at scheduled events approved by the Office of the Dean of Students.

### **Events with Alcohol**

- Any event sponsored by an individual student, group of students or recognized student organization (on or off campus) where alcohol is present must be a CLOSED Event. A closed event is defined as one in which:
  - » A Social Event Registration form is submitted to the Director of Greek Life at least 24 hours before the event.
  - » The event is BYOB or catered by a licensed third party vendor with distribution to individuals of legal age being monitored by a designated sober host or server.
  - » A guest list is maintained at the door during the entire event and guests are signed in upon their arrival. The signed guest list must be submitted to the director's office no later than three business days following the event if requested.
  - » At no time may the number of persons at the event exceed the capacity limit established by the fire code for that building or area.
- Host Responsibility – The host of a registered event at which alcohol is present is responsible for the safety and behavior of all guests. The host is the individual, group or organization that holds the party or sponsors the event.
  - » It is expected that hosts of social functions will have per 200 guests a minimum of one non-drinking member at the door, two non-drinking members as sober monitors and one non-drinking 21-year old or older member (or hire a person in place thereof) to distribute alcohol at a BYOB event.
  - » If a group's (inter)national organization requires additional sober monitors, they must follow those requirements as well.
  - » In addition, sufficient food and nonalcoholic beverages other than water must be provided. These must be visible and readily available to all guests and displayed with the same prominence as the alcoholic beverages.
- Advertisements – Reference to drinking or alcoholic beverages may not be made in any advertising or promotion of social events. Prohibited are words, pictures, emojis or drawings that denote alcoholic beverages, drinking alcoholic beverages or both. This includes social media.
- No individual, group or organization may charge in any way at an event where alcohol is present.
- No organization may co-sponsor/host events with an alcohol distributor, charitable organization or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.





*Florida Institute of Technology*

150 W. University Blvd.  
Melbourne, FL 32901-6975