



POLICIES AND PROCEDURES

ALCOHOL, CANNABIS, TOBACCO, OPIOIDS and OTHER DRUGS (ACTOOD) POLICY

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2/23/2022; 8/15/23; 11/18/2025.
Next Review: Summer 2027

ARTICLE 1 - INTRODUCTION:

Section 1.1 - PURPOSE:

The College is dedicated in spirit and compliance with the law to provide an alcohol, cannabis, tobacco, opioid, and other drug free environment. The purpose of this policy and related procedures is to not only meet Federal and State guidelines but to also provide educational information and resources for the campus community.

Section 1.2 - POLICY STATEMENT:

In compliance with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act of 1989, Maryland law, and other related guidance, Garrett College has a longstanding commitment to provide a healthy, safe, and productive work and learning environment. Alcohol, cannabis, tobacco, opioid, and other drug use/misuse poses a threat to the health and safety of the campus community. **The College will provide an alcohol, cannabis, tobacco, and other drug free campus environment. To combat the health implications that substance use/misuse presents, the College will also provide awareness and educational opportunities and resources.**

Section 1.3. Scope

This policy outlines the prohibited conduct, and practices and procedures designed to eliminate, reduce and/or correct instances of identified alcohol, cannabis, tobacco, opioid, and other drug use/misuse on the College campus.

This policy applies to all students, employees, visitors, volunteers, and contractors of Garrett College. Departments responsible for policy administration and enforcement include, but are not limited to, Human Resources, Institutional Compliance, President's Office, Student Affairs, and Campus Safety & Security.

ARTICLE 2 – TERMINOLOGY

Section 2.1. Definitions

- A. **"ACTOOD"**- stands for alcohol, cannabis, tobacco, opioids, and other drugs.
- B. **"Cannabis sativa L."** is a species of plant also known as cannabis or marijuana, among others.
 - a. **Delta-9-tetrahydrocannabinol (Delta-9-THC)** is the cannabinoid in cannabis and is what can make users feel high. It is present in hemp, but in much lower amounts.
 - b. **CBD (aka cannabidiol)** is the most prevalent cannabinoid in hemp and is not psychoactive.



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- c. **Hemp** refers to cannabis with lower delta-9-THC content (less than 0.3%) and higher CBD and is generally legal under federal law. Some derivatives form CBD, however, may not be legal.
- C. **“Tobacco”** is defined as any tobacco-nicotine-, or smoking-related products, including, but not limited to: cigarettes, electronic cigarettes and vaporizers, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (spit and spitless, smokeless, chew, snuff).
- D. A **“drug”** is any chemical/substance, whether naturally occurring or synthetic, that affects the human body or mind when it enters the body through various means (ingestion, injection, etc.).
- E. **“Illegal drugs”** are any substances that have government limitations on their ownership or use, and are illegal in certain situations (a person should not be in possession of these items).
- F. **“Controlled substances”** are drugs that have some potential for misuse or dependence. These substances are controlled by local, state, and federal laws (Controlled substances are listed in Schedules I-v of 21 C.F.R. Part 1308).
- G. **“Student”** is an individual registered at the College, either full or part time, in a credit or non-credit class or classes, who has either paid or made arrangements for payment of tuition and/or fees.
- H. **“Employee”** is a worker who performs services for the College. The College controls how and what the employee will do.
- I. **“College”** means Garrett College and premises which include but are not limited to all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned and leased or managed by Garrett College or any site on which the College is conducting business.
- J. **“College community”** includes trustees, students, and all employees of the College, as well as any independent contractors or third parties to the extent articulate under contractual agreements.
- K. **“College premises”** means buildings and grounds owned, leased, operated, controlled, supervised, or temporarily used by the College.
- L. **“College-sponsored activity”** means any activity that is initiated, authorized, or supervised by the College, or that involves representation of the College.
- M. **“Visitor” and “guest”** mean any person who is not a member of the College community who is on College premises.
- N. **“Volunteers”** refers to individuals who are not members of the College community, but have been officially approved to serve as volunteers at the College. This authorization requires a background check to be completed.
- O. **“Refuse to cooperate”** means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.
- P. **“Under the influence of alcohol”** means an alcohol concentration equal to or greater than .04, or actions, appearance, speech, or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- Q. **“Under the influence of drugs”** means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly “over the counter



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[OTC]”) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, name of the substance, quantity/amount to be taken and the period of authorization).

- R. **“Odor”** means any aroma of such intensity that it becomes apparent and disruptive to others. As it pertains to this policy, “odor” can include the smell of cigarettes, cigar or pipe tobacco, electronic cigarettes or vapes, and cannabis or marijuana.

Section 2.2 Commonly Abused Substances and Health Risks

The list below is not a comprehensive list of substances nor their effects. The list is provided to illustrate potential impacts to the health and well-being of the user person with a substance use disorder. Many effects are dependent upon the type and amount of substance abused used/misused, as well as, the length of abuse use/misuse.

Substance	Types	Nicknames	Short-term Effects	Long-term Effects
Alcohol	<ul style="list-style-type: none">• Beer• Wine• Liquor• Powdered alcohol	<ul style="list-style-type: none">• “Booze”• “Juice”	<ul style="list-style-type: none">• Effects mood/ emotions• Confusion• Disrupts reasoning and judgement• Depression• Anxiety• Decreased alertness• Stupor• Unconsciousness	<ul style="list-style-type: none">• Tolerance• Psychological and/or physical dependence• Kidney and liver failure• Weight gain• Blackouts• Impotence• Psychosis• Ulcers• Malnutrition• Delirium• Tremors• Death
Amphetamines	<ul style="list-style-type: none">• Benzedrine• Dexedrine• Methedrine• Preludin• Eskatrol• Ritalin• MDMA (Ecstasy)• Methamphetam ine	<ul style="list-style-type: none">• “Speed”• “Ice”• “Crystals”• “Glass”• “E”• “Molly”• “Skittles• “Uppers”• “Bennies”	<ul style="list-style-type: none">• Increased alertness• Excitation• Decreased appetite• Restlessness• Rapid speech• Irritability• Insomnia• Paranoia• Stomach disorders	<ul style="list-style-type: none">• Tolerance• Hardening of the arteries• Mood swings• Anxiety• Hallucinations• Sleep deprivation• Severe malnutrition



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Substance	Types	Nicknames	Short-term Effects	Long-term Effects
Anabolic Steroids	<ul style="list-style-type: none"> • Synthetic testosterone • Oxymetholone • Methenolone 	<ul style="list-style-type: none"> • “Roids” • “Gym candy” • “Arnolds” • “Pumpers” 	<ul style="list-style-type: none"> • Cellular development of body and muscle tissue • Mood elevation or depression • Altered sex drive • Increased aggressive behavior • May stunt growth • Retention of sodium and fluids • Stroke • Severe acne 	<ul style="list-style-type: none"> • Jaundice • Increased chance of heart disease • Liver damage • High blood pressure • Endocrine imbalance. • Males: can enlarge breasts, decrease testicular size and function, decrease sperm production • Females: menstrual irregularities, masculinizing effects, changes in the genitals
Antidepressants	<ul style="list-style-type: none"> • Tricyclics • Serotonin uptake inhibitors • MAO inhibitors • Antimanic • Prozac • Zoloft • Paxil • Wellbutrin 	<ul style="list-style-type: none"> • “Happy Pill” • “Poor Man’s Cocaine” 	<ul style="list-style-type: none"> • Temporary impotence • Nausea • Slowed heartbeat • Decreased breathing rate • Weight loss • Headaches • Apathy • Depressed emotions • Hypertensive crisis • Rapid pulse 	<ul style="list-style-type: none"> • Apathy • Lethargy • Irregularities of heartbeat • Sweating • Dizziness • Altered appetite • Seizures • Disturbed vision, glaucoma • Altered sexual desire • Weight gain • Sleep disturbances • Fatigue • Weakness • Tremors • Dry mouth • Constipation • Overdose can cause death
Antipsychotics	<ul style="list-style-type: none"> • Thorazine • Compazine • Stelazine • Haldol 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Depression • Restricted motor movement • Slowed responses to stimulation 	<ul style="list-style-type: none"> • Overdose can cause death



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Substance	Types	Nicknames	Short-term Effects	Long-term Effects
Barbiturates	<ul style="list-style-type: none"> Chloral Hydrate Phenobarbital Doriden Seconal 	<ul style="list-style-type: none"> “Downers” “Purple hearts” “Blue devils” “Reds” 	<ul style="list-style-type: none"> Sedative/hypnotic effect Decreased alertness Drowsiness Impaired coordination Slurred speech Stupor High doses depress breathing, heart rate, temperature, and muscular coordination Increased anxiety Depression Mood swings 	<ul style="list-style-type: none"> Physical and psychological dependence Excessive sleepiness Confusion Irritability Severe withdrawal Convulsions Depressed breathing and body functions Death
Cannabis/Marijuana	<ul style="list-style-type: none"> Delta-9-THC Cannabidiol (CBD) Hemp 	<ul style="list-style-type: none"> “Hash” “Weed” “Bud” “Grass” “Reefer” 	<ul style="list-style-type: none"> Mild hallucinations Distortions in perception Increased heartbeat Increased appetite Bloodshot eyes May create a psychological dependence Interferes with memory and intellectual performance Impaired concentration Dry mouth Mild hypnotic Exaggerated mood and personality 	<ul style="list-style-type: none"> Irritation of the respiratory tract leading to lung disease Fatigue Hormonal changes Psychosis Antimotivational syndrome Impaired reproduction Birth abnormalities Mental health issues
Cocaine	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> “Coke” “Crack” “Snow” “Rock” “Blow” 	<ul style="list-style-type: none"> Constriction of arteries Increased release of adrenaline Increased blood pressure and heart rate Risk of seizures Disruption and overstimulation of body’s chemical balance Paranoia Muscle tremors Memory lapses, mental confusion Hallucinations Miscarriage Stroke Runny or stuffy nose (if snorted) Feelings of things crawling under the skin Dilated pupils Chronic insomnia Irritability 	<ul style="list-style-type: none"> Insomnia Agitation Severe emotional depression Extreme lethargy Inability to feel pleasure Lack of energy and motivation Feeling of impending death Damage to nasal septum (if snorted) Extreme weight loss Damage to heart and blood vessels Convulsions Respiratory arrest Death



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Cocaine
(Continued)

- Depression
- Psychosis

Substance	Types	Nicknames	Short-term Effects	Long-term Effects
Hallucinogens	<ul style="list-style-type: none"> • Psychedelics • LSD • PCP • Mushrooms • MDMA (Ecstasy) 	<ul style="list-style-type: none"> • “Acid” • “Tabs” • “Shrooms” • “Angel dust” • “E” 	<ul style="list-style-type: none"> • Nausea • Vomiting • Dizziness • Sweating • Intensifies or distorts visual stimuli • Hallucinations 	<ul style="list-style-type: none"> • Flashbacks • Altered states of consciousness • Suppressed judgement and reason
Inhalants	<ul style="list-style-type: none"> • Glue • Paint thinner and remover • Gasoline • Nitrous oxide • Aerosol sprays • Solvents 	<ul style="list-style-type: none"> • “Huff” • “Whippets” • “Nitrous” 	<ul style="list-style-type: none"> • Hypersensitivity • Impaired judgement • Violence • Reduced muscle reflex control • Rapid heartbeat • Impaired coordination • Headache • Nausea • Visual disturbance • Depression • Slurred speech • Unsteady gait • Drowsiness • Irritability • Impulsiveness 	<ul style="list-style-type: none"> • Delirium/confusion • Hallucinations • Drowsiness • Stupor • Brain damage • Lung and kidney damage • Blood and bone marrow alteration • Death
Nicotine	<ul style="list-style-type: none"> • Cigarettes • Pipe • Cigars • Snuff/chewing tobacco • Nicotine gum/patch • Vaping 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Constricted blood vessels • Raised heart rate and blood pressure • Decreased appetite • Increased alertness • Partially deadened senses of taste and smell • Irritated lungs • Dry mouth 	<ul style="list-style-type: none"> • Lung damage • Heart irregularities • Cancer • Hypertension • Nervousness • Irritability • Headaches • Fatigue or insomnia • Physiological and/or psychological addiction
Opiates	<ul style="list-style-type: none"> • Opium • Codeine • Morphine • Heroin • Fentanyl 	<ul style="list-style-type: none"> • “H” • “Smack” • “Dope” • “Oxy” • “Vikes” • “Percs” • “Black stuff” 	<ul style="list-style-type: none"> • Stimulation • Sense of detachment • Depression • Pin-point pupils • Vomiting • Nausea • Drowsiness • Inability to concentrate • Slowed breathing and pulse, • Dry skin and itching 	<ul style="list-style-type: none"> • Tolerance • Physical and/or psychological addiction • Chronic skin rash, itching, • Unconsciousness • Hepatitis • Heart and/or lung abnormalities • Ulcers • Abscesses • Kidney failure • Pregnancy issues • Loss of sexual desire • Death



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Substance	Types	Nicknames	Short-term Effects	Long-term Effects
Tranquilizers	<ul style="list-style-type: none"> • Sedatives • Hypnotics • Valium • Xanax • Ativan • Rohypnol • Ketamine 	<ul style="list-style-type: none"> • “Roofies” • “Special K” • “Xannies” 	<ul style="list-style-type: none"> • Depressed emotions • Lowered inhibitions • Reduced intensity of physical sensations • Drowsiness • Loss of body heat • Reduced muscular coordination • Blurred vision • Dizziness • Stupor • Tolerance 	<ul style="list-style-type: none"> • Age-dependent tolerance • Blood-cell destruction • Jaundice • Anxiety attacks • Insomnia • Agitation • Abdominal cramps • Seizures • Delirium • Uncontrolled heartbeat • Coma • Death

ARTICLE 3 – STANDARDS OF CONDUCT

Section 3.1. Prohibited Conduct

Students and employees are expected and required to be in appropriate mental and physical condition and to be free from the influence of alcohol, cannabis, and other drugs.

Alcohol Regulations:

Except under limited conditions (See Article 3, Section 3.2), the possession, use, consumption, manufacture, sale, delivery, or distribution of alcohol is prohibited except when and where explicitly permitted by College policy. This includes the residence halls even by those who are of legal drinking age. Students may not have on residence hall property empty alcohol containers including, but not limited to beer cans, liquor and/or wine bottles. This is a health and safety matter, and also ensures compliance with the state law in regards to underage possession of alcohol. Beer bong, empty kegs, etc., are also prohibited. Acts and/or the displaying of behaviors commonly associated with the consumption of alcohol are also prohibited on College premises. The purchase of alcohol for a minor, or acting as a social host who provides a location or opportunity for others to violate the College’s alcohol policies (including underage drinking) on or off-campus is also prohibited.

Cannabis Regulations:

Despite Maryland’s legalization of cannabis use by adults 21 years or older, Garrett College policies have not changed.¹ No one may use/consume, possess, distribute, sell, or grow cannabis, also known as marijuana or weed, in/on College property or at any College-affiliated activities off campus. This ban applies to public spaces, such as parking lots and fields, as well as, private spaces such as residence hall rooms, vehicles, and offices. This includes medical cannabis. Please contact your healthcare provider to discuss alternate treatments. This also includes noxious odors. When the source of the noxious odor can be traced to a particular room or the odor is emanating from a person and/or their clothing, the occupant(s) of that room or person from whom the odor is emanating may be subject to charges through the Student Conduct process.

¹ Garrett College receives Federal funds, which requires maintaining a drug-free campus, or risk losing federal funds. Additionally, cannabis use is harmful to student mental health and academic success.



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Opioids and Other Drug Regulations:

The unlawful possession, use, consumption, manufacture, sale, delivery, or distribution of illicit drugs, and the illegal use of prescribed or over the counter (OTC) substances, on campus or as a part of any Garrett College activity, is absolutely prohibited, in accordance with all applicable federal, state, and local laws. Acts and/or the displaying of behaviors commonly associated with the consumption/use of drugs are also prohibited on College premises. Acting as a social host who provides a location or opportunity for others to violate the College's drug policies on or off-campus is also prohibited.

Tobacco Regulations:

As further detailed in Article 4, the use of all tobacco, tobacco product(s), tobacco substitute(s), and/or tobacco delivery devices is prohibited in/on all College property (and in/near College buildings and entrances); either owned or leased, with limited exceptions.

Violations of this policy, on or off Campus premises, may result in disciplinary action, consistent with normal College policy and procedure (see Article 6-Students and/or Article 7- Employees for defined violations and potential sanctions).

The College recognizes that substance use disorders are illnesses and a major health problem. The College also recognizes substance use as a potential safety and security concern. Individuals needing assistance in dealing with a substance use disorder are encouraged to use campus or community resources and assistance programs. Voluntary participation in an assistance program will not jeopardize continued employment or enrollment at the College and will not be noted in any personnel or student record if job performance or behavior is consistent with established standards. However, voluntary participation in an assistance program will not prevent disciplinary action for violation of the policy described here.

Section 3.2. Acceptable Use

Alcohol at Events on Campus: Garrett College has historically been an alcohol-free campus, with policies consistent with the age profile of our student population and state policy that prohibits the use of state funds for the purchase of alcohol. The consumption of alcoholic beverages is only permitted on College campus locations and/or at College functions with prior approval from the President or the President's designee.

1. General Provisions
 - a) *All state and local liquor license and regulations must be observed for the selling, service, or consumption of alcohol at a College sanctioned event.*
 - b) *Alcoholic beverages may only be served and consumed in conjunction with food, and the availability of non-alcoholic beverages is required.*
 - c) *Only persons of legal age (21) shall be permitted to buy, serve or be served, or consume alcoholic beverages at College sanctioned functions. The sponsor and/or licensed provider are responsible for verifying that all attendees to whom alcohol is served or who buy or consume alcoholic beverages are of legal age.*



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- d) *The serving and consumption of alcoholic beverages shall be permitted only in the area(s) designated for the scheduled event. Event sponsors shall not permit the entry or exit of persons who are in possession of alcoholic beverages.*

2. Invitation Only Events

- a) *Only individuals who are invited may attend the event. College students are expected to follow all relevant laws and applicable sections of the Student Code of Conduct; failure to do so will result in disciplinary action.*

3. Procedure

- a) *The President or his/her designee must authorize at which College functions and sanctioned alcoholic beverages will be sold, served, and/or consumed.*
- b) *Student organizations are not permitted to sponsor or organize functions or events at which alcoholic beverages will be sold, served and/or consumed.*
- c) *A **“Request for Authorization to Serve Alcoholic Beverages” form (see Appendix)** must be completed and approval obtained from the Office of the President before an event at which alcoholic beverages will be sold, served and/or consumed can be scheduled.*
- d) *The Office of the President will notify Campus Security of all approved events at which alcohol will be sold, served and/or consumed.*
- e) *The sponsor or organizer of an approved function where alcohol will be served must obtain or work with a licensed provider of alcoholic beverages to provide alcohol service. The President may approve to have alcoholic beverages on campus for College employees or other events where no license would be required as long as there is no fee charged. A copy of the provider’s license to serve alcohol and any other appropriate licenses/permits and provider’s insurance coverage must be filed with the Office of the President at least three weeks prior to the event. The provider is required to comply with all applicable state and local ordinances related to the purchase and selling of alcoholic beverages.*
- f) *The event sponsor and/or licensed provider is responsible for ensuring that individuals under the age of 21 are not allowed to purchase, be served, serve to others or consume alcoholic beverages during the function or event.*
- g) *Alcoholic beverages must be purchased with private funds. Under no circumstances may federal, state or county government funds be used to purchase alcoholic beverages. The use of Garrett College Foundation funds to purchase alcoholic beverages requires the prior approval of the President.*

ARTICLE 4 – TOBACCO FREE CAMPUS

Section 4.1. Prohibited Conduct

The College will provide a campus environment that eliminates exposure to second hand smoke, and other potentially harmful effects, as much as possible, encourages tobacco users to quit, and sends a clear message that the use of tobacco and/or tobacco substitutes does not support good health.

The use of all tobacco products (see definition in Article 2, Section 1, B) is prohibited on all College property (and in/near College buildings and entrances); either owned or leased, with the exception of:



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- Personal vehicles parked on campus parking lots,
- Residence Halls- The use of tobacco products is prohibited within all residence halls, including student rooms, bathrooms, common areas, public areas, and entranceways. Students who wish to use tobacco products must do so at the designated location in the Laker Hall parking lot.
- Smoking/tobacco cessation products such as nicotine patches, gum, and similar products or physician- prescribed medications, are not restricted by this policy.

This also includes noxious odors. When the source of the noxious odor can be traced to a particular room or the odor is emanating from a person and/or their clothing, the occupant(s) of that room or person from whom the odor is emanating may be subject to charges through the Student Conduct process.

This policy applies to all individuals on the College's premises, including but not limited to faculty, staff, students, parents, contractors, vendors, visitors, and volunteers.

Section 4.2. Communication

The following methods of communication will be used to disseminate information:

- A. Print and electronic media such as College inter- and intra-net, and the "Use of Facility" form.
- B. All new student and new employees will receive written documentation at the start of employment or orientation programming.
- C. Signage in multiple locations across campus.

Section 4.3. Enforcement

When a violation of the tobacco policy is observed, the individual should inform the violator of the College's policy and request they stop the prohibited behavior.

- A. If the violator(s) refuses to comply or becomes confrontational, Campus Security should be contacted. When an individual fails to comply, the last step is for **Campus Security or a designee to complete a tobacco policy violation form (see Appendix)** in duplicate. One copy shall be issued to the violator(s) and one shall be forwarded to the Student Conduct Officer, Human Resources Office or other designee.
- B. If the violator(s) refuses to comply, or otherwise becomes confrontational, reasonable, non-physical efforts (including the use of the Campus Security cell-phone camera) will be made to identify the violator(s).
- C. Incidents of refusal to comply or confrontational response will be documented through the College's incident reporting process and forwarded to the appropriate College authority. Incidents involving employees will be reported to the Human Resources Office. Incidents involving students will be reported to the Director of Student Development or designee. Incidents involving visitors or contractors will be reported to a designee named by the President.



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ARTICLE 5 – Amnesty in Emergency Situations

In accordance with Maryland House Bill 571 and to encourage the campus community to act in a responsible manner when an individual may require medical or emergency assistance, the College has adopted an amnesty clause.

In an effort to ensure encouraged reporting to the College of incidents of sexual misconduct or medical emergencies, students who report will not be subject to disciplinary action by the College through the Student Code of Conduct for one's own personal consumption or possession of alcohol, cannabis, or other drugs at or near the time of the incident, provided that the behavior did not and do not place the health or safety of any other person at risk. Educational discussions or programs may be issued by the College to address the substance use.

This policy also extends to the student for whom medical emergency assistance has been summoned. "Summoned" refers to contacting Campus Safety & Security, College staff, or other officials designated as emergency responders.

ARTICLE 6 – STUDENTS

Section 6.1. Disciplinary Action

Students found responsible for an alcohol, cannabis, tobacco, or drug violation(s), on or **off** College property, are subject to sanctions outlined by the [Student Code of Conduct](#). Sanctions can include, but are not limited to, educational programs, probation, removal from housing, suspension, or expulsion. The Office of Student Development oversees the adjudication of student conduct violations.

Section 6.2. Criminal/Civil Actions

Violating local, state, and/or federal laws as they relate to ACTOOD use can have criminal and/or civil implications. Court costs, fines, and jail time are just a few of the penalties one can face for violations of the law. More information can be obtained about Maryland law as it relates to "Controlled Dangerous Substances, Prescriptions, and Other Substances" by visiting the [Maryland Code, Criminal Law-Title 5](#).

ARTICLE 7 – EMPLOYEES

Section 1. Work Rules

- A. Employees should report to work fit for duty and free of any adverse effects of alcohol, cannabis, or other drugs.
- B. Whenever employees are working, are operating any College vehicle, are present on College premises or are conducting company-related work offsite, they are prohibited from:
 - 1. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - 2. Being under the influence of alcohol, cannabis, or an illegal drug as defined in this policy.



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3. Possessing or consuming alcohol or cannabis, or an illegal drug.
- C. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing College business or while in a College facility, is prohibited.
- D. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose to the College underlying medical conditions unless directed to do so.
- E. Garrett College will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- F. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs.
- G. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution (More information can be obtained about Maryland law as it relates to "Controlled Dangerous Substances, Prescriptions, and Other Substances" by visiting the [Maryland Code, Criminal Law-Title 5.](#)).

Section 2. Required Testing

A. Reasonable Suspicion

Employees are subject to testing based on, but not limited to, observations by the supervision of apparent workplace use, possession or impairment. Human Resources, or the Office of Institutional Compliance should be consulted before sending an employee for testing. **All levels of supervision making this decision must use the Observation Checklist (see Appendix) to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of alcohol, cannabis, or other drugs.** If the results of the Observation Checklist indicate further action is justified, the manager or supervisor should confront the employee with the documentation along with another member of management. *Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of supervision/ management must escort the employee; the supervisor/manager will make arrangements for the employee to be transported home.*

B. Follow-Up

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including dismissal. Depending on the circumstances and the employee's work history/record, the College may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the College for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate dismissal from employment.



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Section 3. Collection and Testing Procedures

A. Testing Protocol

1. The employee will be advised the College believes there is reasonable suspicion that they are under the influence of alcohol, cannabis, or other drugs and that this test is being offered to confirm or deny said suspicions.

The employee will be transported to any one of the College's contracted testing facilities as listed below:

- **Garrett Regional Medical Center (HealthWorks) (Preferred Site)**
251 N. 4th Street
Oakland, MD 21550
Phone: 301-533-4371
Open Monday through Friday 8am-4pm
 - **Occupational Health Services at UPMC Western MD**
**Preferred Site since all Occupational Health services are offered here.
1050 W Industrial Blvd, Suite 15
Cumberland, MD 21502
Phone: 240-410-6126
Open: Monday through Friday 8am-6:30pm
2. One member of management or a designated attendant will accompany the employee. *Under no circumstances will the employee be allowed to drive themselves to the testing facility.*
 3. Prior to leaving for the testing facility, supervision/management will contact the testing facility to inform it that an employee from Garrett College will be arriving and will need an alcohol, cannabis, and/or drug test completed.
 4. The employee should be provided water to drink prior to leaving the College premises. The employee should be given reasonable time –not to exceed fifteen (15) minutes- to secure photo ID in the company of a College representative.
 - i. The employee to be tested must present photo ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained.
 5. **The employee to be tested must sign a Garrett College Notification and Consent Form (See Appendix).** Refusal to sign is addressed under Article 7, Section 4. Consequences.
 6. A College representative must sign as a witness to the collection procedure, along with the tested employee.
 7. After returning to the College or when leaving the testing facility, the supervisor/manager must make arrangements to transport the employee home (unless testing results are immediate). *Under no circumstances will the employee be allowed to drive themselves home.*
 8. Collection and Screening Specifics
 - a. Alcohol Suspicion
 - i. Employees sent for testing will be directed to provide breath specimens. Breath specimens should be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee.



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- ii. If an employee's breath alcohol concentration is .04 or more, a second breath specimen should be tested approximately twenty (20) minutes later. The results of the second test should be determinative.
 - iii. Alcohol tests may, however, be a breath, blood or saliva test, at the College's discretion.
- b. Cannabis and Other Drug Suspicion
Employees subject to testing will be directed to provide a urine specimen.
 - i. Employees may provide specimens in private unless they appear to be submitting, or attempting to submit, altered, adulterated or substitute specimens.
 - ii. Collected specimens should be sent to a federally certified laboratory and Tested for evidence of cannabis/marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use (where indicated, specimens may be tested for other illegal drugs).
 - iii. The laboratory should screen all specimens and confirm all positive screens.
 - iv. There must be a chain of custody from the time specimens are collected Through testing and storage.
 - v. The laboratory should transmit all positive drug test results to a medical review officer (MRO) retained by the College, who should offer employees with positive results a reasonable opportunity to rebut or explain the results.
 - vi. Employees with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the employee's own expense. Such requests must be made within 72 hours of notice of test results.
 - vii. If the second facility fails to find any evidence of drug use in the split specimen, the employee will be treated as passing the test.
 - viii. In no event should a positive test result be communicated to the College until such time that the MRO has confirmed the test to be positive.

Section 4. Consequences

The Office of Human Resources will oversee the investigation and adjudication of employee conduct. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or other drugs in violation of this policy will be terminated. *If the employee refuses to be tested, yet the College believes they are impaired, under no circumstances will the employee be allowed to drive themselves home.*

The first time an employee tests positive for alcohol, cannabis, or other drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol, cannabis, or other drug testing and then suspended with pay pending the results of the test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management/supervision and HR.



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For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the College as work rule violations.

Section 5. Confidentiality

Information and records relating to positive results, alcohol, cannabis, and other drug use disorders, and legitimate medical explanations provided to the MRO should be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Section 6. Inspections

Garrett College reserves the right to inspect all portions of its premises from alcohol, cannabis, drugs, or other contraband. All employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal alcohol, cannabis, drugs or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including dismissal.

Section 7. Crimes Involving Drugs and Alcohol

As stated in Article 7, Section 1, the College prohibits all employees use and misuse of alcohol, cannabis, illegal drugs, prescription medication and over the counter drugs (OTC) in or on College premises or while conducting College business. Law enforcement personnel will be notified, as appropriate, when criminal activity is suspected.

The College does not desire to intrude into the private lives of its employees, but recognizes that employees' off-the-job involvement with alcohol, cannabis and other drugs may have an impact on the workplace. Therefore, the College reserves the right to take appropriate disciplinary action for alcohol, cannabis, and other drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug, cannabis, or alcohol are required to report the conviction, plea or sentence to HR within five (5) days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with the College.

ARTICLE 8 – EDUCATION AND AWARENESS

Section 1. Educational Programming

Throughout the year, the College collaborates with the Garrett County Health Department and Mountain Laurel Medical services to offer a variety of educational and awareness programs and activities for the campus community about alcohol, cannabis, tobacco, opioids, and other drugs. Student Affairs/Development, Institutional Compliance and Campus Safety & Security Offices are charged with administering and overseeing educational programming and activities.



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Section 2. Assessment

In collaboration with the Garrett County Health Department and the Maryland Collaborative to Reduce College Drinking and Related Problems, Garrett College collects information through surveys, which in turn is utilized to guide policymaking and programming. Additionally, the College annually reviews and assesses conduct violation reports which are also utilized to guide policymaking and programming.

Section 3. Heroin and Opioid Prevention and Education

Purpose

To address the State of Emergency declared by the Governor in regards to the heroin and opioid epidemic, the Start Talking Maryland Act began on July 1, 2017. The law requires all Maryland institutions of higher education receiving state funding to adopt and implement policy and practices addressing addiction and prevention. The Act also requires that mandatory first responders (Campus Security) be trained and equipped to respond to potential overdose situations.

Education and Awareness

1. *Required Student Training*

In accordance with the Start Talking Maryland Act of 2017, all incoming or returning full-time students, effective July 1, 2017, are required to complete prevention training in relation to heroin and opioids. This mandatory training will be offered through Blackboard as part of the "Student Compliance Training". Failure to complete the training may result in a hold on the student's account.

2. *Additional Education and Awareness Opportunities*

Educational and awareness programming items, training opportunities, on-line programming and resources will be available for all students, faculty, and staff throughout the year. The College will coordinate with the Garrett County Health Department to offer programming, including but not limited to showings of documentaries or hosting guest speakers.

Overdose Response Program

1. *About*

The Overdose Response Program is part of the Maryland Health Department strategy to reduce overdose deaths. The Overdose Response Program (ORP) provides training in overdose response and certifies individuals most able to assist someone at risk of dying from an opioid overdose when emergency medical services are not immediately available. The training includes certification to administer Narcan®, a life-saving medication that may quickly restore the breathing of a person who has overdosed on prescription opioid medication (oxycodone, hydrocodone, morphine, fentanyl, or methadone) or heroin.

2. *Personnel Required to Obtain Certification*

All members of the Campus Security Department will be required to obtain and maintain certification in overdose response, as well as the administration of Narcan®. Student Life staff, particularly those who live in the residence halls, will also be trained, as necessary.



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3. *Naloxone Protocols*

a) Protocol Manager

The Coordinator of Safety and Security will serve as Garrett College's Naloxone Program Manager (NPM).

b) Storage

- i. Narcan® will be stored in a secure location in the Campus Safety & Security Main Office. Residential staff may carry and store their prescribed Narcan®.
- ii. The NPM will inventory and replace items as necessary.

c) Officer Requirements

- i. All Campus Safety & Security Officers will maintain current certification for Overdose Response Training and provide copies of certification, if available, to the NPM.
- ii. At the beginning of each shift, Officers will obtain an Overdose Response Kit (ORK) from storage and maintain it on their person throughout the shift.
- iii. At the end of each shift, Officers will return the ORK to the secure storage location.
- iv. If the ORK, or any items from the kit, are utilized, Officers will complete the necessary documentation and provide it to the NPM.

d) Administration

When an officer believes that an individual is suffering from an opioid drug overdose:

- i. Immediately request the response of emergency medical services (911).
- ii. Assess situational awareness (scene/officer safety). If the scene is safe, proceed to iii.
- iii. If the individual is unconscious, rub the sternum in an attempt to regain consciousness.
- iv. Provide CPR, AED, or other emergency treatment as necessary, or determined through the course of assessment.
- v. If the individual is not breathing/snoring, won't respond to sternum rub, has blue lips/fingertips and does not have a pulse, administer Narcan® in the following manner:
 - a. Lay the individual on their back.
 - b. Remove Narcan® from packaging.
 - c. Hold the nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.
 - d. Gently insert the tip of the nozzle into either nostril, tilt person's head back supporting neck with your hand.
 - e. Press the plunger firmly to administer the dose then remove the spray from The person's nostril.
- vi. Move the person on their side in the recovery position.
- vii. If individual does not respond in 2 to 3 minutes, administer another dose of Narcan® as available. This can be repeated as supply is available every 2 to 3 minutes until the individual responds or emergency services arrives.
- viii. Inform responding EMS of the circumstances in which the individual was found that led to the belief that individual was suffering from an overdose (i.e., physical signs, witness statements). Also share any aid rendered to the individual (CPR, AED, Narcan®).



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- e) Reporting: The College is required to report incidents that require Narcan® or other overdose-reversing medication administration to the Maryland Higher Education Commission by October 1st each year. The NPM will forward all reported incidents in which overdose-reversing medications were administered to the Office of Institutional Compliance which will complete and submit the required reporting.
- f) Liability: Except for any willful or grossly negligent act, Campus Safety & Security Officers or other designated personnel who have been trained and who respond in good faith to the overdose emergency of a student, or other campus member (employee, visitor) may not be held personally liable for any act or omission in the course of responding to the emergency.

ARTICLE 9 – RESOURCES

Section 1. Clinics and Patient Services

[Garrett County Health Department](#)

Services: Alcohol, substance use, tobacco cessation, counseling/support, outpatient clinic, diagnosis/evaluation, medication management; all ages

Address: 1025 Memorial Drive; Oakland, MD 21550

Phone: 301-334-7670

[Garrett Regional Medical Center](#)

Services: Emergency medical services; all ages

Address: 251 N 4th Street; Oakland, MD 21550

Phone: 301-533-4000

[ADAC \(Alternative Drug and Alcohol Counseling\)](#)

Services: Alcohol, substance use, outpatient, intensive outpatient, counseling; adolescent, adult

Address: 217 Glenn Street; Cumberland, MD 21502

Phone: 301-729-0340

[The Massie Unit: Thomas B. Finan Center](#)

Services: Alcohol, substance use, inpatient addiction services; adults only

Address: Cottage 4 Finan Center; Cumberland, MD 21502

Phone: 301-777-2285

[Cumberland Comprehensive Treatment Center](#)

Services: Opioid addiction, medically assisted treatment, counseling; adults only

Address: 14701 National Highway Suite 5 &6; LaVale, MD 21502

Phone: 855-935-0907

[Charlie Health- Virtual Intensive Outpatient Program \(IOP\)](#)

Services: Addiction treatment; all ages

Email Address: samantha.reed@charliehealth.com

Phone: 866-491-5196



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Section 2. Support Groups and Resources

Garrett Resource Center

Services: Addiction support

Phone: 301-859-0290

Email: sudrc@reachmaryland.com

Peer Support 24/7 Hotline

Services: Addiction support

Phone: 240-410-3070

Celebrate Recovery

Services: Faith- based recovery and support

Address: 1009 Maryland Highway; Oakland, MD 21550

Phone: 301-334-4172

Email: celebraterecoveryoakland@yahoo.com

Alcoholics Anonymous

Services: Recovery and support

Address: Oakland, MD 21550

Phone: 301-722-6110

College Parents Matter

Services: Preventative conversation starters, topic specific resources

Section 3. Hotlines

Al-Anon Family Group Meeting Information Hotline: 1-800-356-9996

Alcoholics Anonymous Hotline: 301-722-6110

Maryland Crisis Hotline: Dial 988

Central Atlantic Region of Narcotics Anonymous Hotline: 1-800-777-1515

Smoking Stops Here Hotline: 1-800-QUIT-NOW (1-800-784-8669)

Substance Abuse and Mental Health (SAMHSA) National Helpline: 1-800-662-4357/ 1-800-487-4889 (TTY)

Section 4. Employee Assistance

The College will assist and support employees who voluntarily seek help for such problems before becoming subject to disciplinary actions under this or other College policies. Such employees will be allowed to use accrued paid time off, placed on leaves or absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including discharge, will be enforced.



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Employees are encouraged to utilize the AllOne Health Employee Assistance program when necessary. AllOne Health services are provided to employees at no cost to the employee and all inquiries are confidential. AllOne Health Employee Assistance Program can be reached at 866-327-2400 888-993-7650 or at <https://allonehealthdo.mylifeexpert.com/>.

ATTACHMENTS/ RELATED DOCUMENTS

The attachments/related documents include the following:

- Request Form for Authorization to Serve Alcoholic Beverages (Revised August 2023)
 - o Form available by contacting the College's Event's Management Coordinator at reservations@garrettcollege.edu.
- Reasonable Suspicion Determination Checklist (3 pages)
 - o This is an internal document that is available on the College Intranet or by contacting the Director of Human Resources at (301) 387-3049.