

**Title:** Drug and Alcohol Abuse Prevention Policy  
and Procedures



**Functional Area:** Core

**Last Updated:** August 2021

**Approved by:** Ad Cabinet

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## **Policy / Procedures**

[The Controlled Substances Act of 1970](#) (modified by congressional action in 1984) and the Anti-Drug Abuse Act of 1986 provide penalties for the unlawful manufacture, distribution, and dispensing of controlled substances. The Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to have policies in place to prevent the unlawful possession, use, and distribution of illicit drugs and/or alcohol by employees and students.

AMBS prohibits the use of illegal drugs and the abuse of alcohol. Official AMBS-sponsored events are alcohol free and we do not use AMBS funds to purchase alcohol. Out of care and respect for members of the community who may struggle with alcohol-related dependency, alcohol will not be stored in any shared spaces such as cupboards and refrigerators in Waltner Hall, Lambright Center, the Chapel, the guesthouses, or shared spaces in campus apartment buildings. We do not allow smoking on campus.

This policy addresses six areas as outlined by the Drug-Free Schools and Communities Act Amendments:

1. Prohibition of unlawful possession, use, or distribution of drugs or alcohol;
2. Description of applicable legal sanctions for violation of the state and federal laws applicable to the possession or distribution of illicit drugs or alcohol;
3. Description of the health risks associated with the use of illicit drugs and with alcohol abuse;
4. Description of counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
5. Statement of disciplinary sanctions for employees or students imposed by AMBS;
6. Biennial schedule to review this program and to ensure that disciplinary sanctions are consistently enforced.

The Administrative Cabinet of AMBS oversees the administration of this policy and its procedures, and is responsible for the annual distribution of this document to students and all employees.

### **1. Prohibition of unlawful possession, use, or distribution of drugs or alcohol**

AMBS prohibits employees and students from the illegal possession, use, manufacture or distribution of any controlled substance or drug paraphernalia on its premises, or in conjunction with any of its activities, whether on campus or off. It also prohibits the

abuse of any drugs and/or alcohol that impair the ability of persons to function as an employee or student in a normal, safe and alert manner.

## **2. Description of applicable legal sanctions for violation of the state and federal laws applicable to the possession or distribution of illicit drugs or alcohol**

State and federal laws related to the possession or distribution of marijuana, alcohol, drugs, or materials for manufacturing drugs vary, but may include arrest; fines (from tens to hundreds of thousands of dollars); time in jail or prison; confiscation of property; loss of driver's license; and criminal record that could bar employees or students from certain types of employment. No person under the age of 21 (a minor) is allowed to possess or consume alcoholic beverages in the State of Indiana. Any person who provides alcohol to a minor is subject to arrest and prosecution.

Employees are required to report any drug- or alcohol-related convictions under a criminal drug statute for violations occurring in the workplace or during the performance of work-related duties or activities within five days after the conviction, as required by the Drug-Free Workplace Act.

## **3. Description of the health risks associated with the use of illicit drugs and alcohol abuse**

Well-known health risks related to alcohol abuse use include: hangover; weight gain; high blood pressure; depressed immune system; cancer; liver disease; alcohol poisoning; heart or respiratory failure; malnutrition; impotence; nerve damage; memory loss; birth defects; coma; death. Excessive alcohol use may be a sign of alcoholism, a condition that seriously compromises personal health, family and social relationships, financial stability, and capacities for work. Long-term health risks related to various classes of drug usage and abuse include: heart attack or highly elevated heart rate; respiratory or circulatory failure; coma; tremors, seizures; nausea; depression; psychosis; paranoia; memory impairment; cognitive problems; infertility; weakened immune system; lung damage; impotence; unpredictable and violent behavior; dizziness; headache; death.

*(Bowles Center for Alcohol Studies, University of North Carolina at Chapel Hill).*

### See also:

- Center for Disease Control  
<http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>;  
<http://www.cdc.gov/nchs/fastats/druguse.htm>;
- Effects of Alcohol and Drug Abuse  
<http://alcoholism.about.com/od/effect/u/Risks.htm#s1>;
- Center for Substance Abuse Research, University of Maryland  
[http://www.cesar.umd.edu/cesar/drug\\_info.asp](http://www.cesar.umd.edu/cesar/drug_info.asp);
- National Institute on Alcohol Abuse and Alcoholism  
<http://www.niaaa.nih.gov>

#### **4. Description of counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students**

AMBS does not provide counseling, treatment, or rehabilitation services for employees or students. The Campus Ministries department is available to help students connect with counseling and treatment services in the Elkhart area. Employees may also contact the Director of Campus Care for a list of local programs addressing their particular need.

#### **5. Statement of disciplinary sanctions for employees or students imposed by AMBS**

Failure on the part of employees or students to comply with this drug-free policy will result in one or more of the following actions:

- **For employees:** A face-to-face meeting with the employee and his/her supervisor to identify the controlled substance “personal misconduct” violation, after which a report is filed in the employee’s permanent file.
- **For students:** A face-to-face meeting with the student, student adviser, academic dean, and director of campus ministries to identify the controlled substance “personal misconduct” violation, after which a report is filed in the dean’s office.

#### Possible disciplinary actions include:

- For employees
  - Short-term probation with clear criteria for required behavioral changes and/or counseling, with an evaluative review at the end of the probationary period.
  - Mandatory participation in substance abuse education or a rehabilitation program (likely at their own expense) as a condition of continued employment or studies at AMBS.
  - Work may be terminated temporarily for treatment or the pursuit of other interventions.
  - Permanent termination of employment.
- For students
  - Short-term probation with clear criteria for required behavioral changes and/or counseling, with an evaluative review at the end of the probationary period.
  - Mandatory participation in substance abuse education or a rehabilitation program (likely at their own expense) as a condition of continued employment or studies at AMBS.
  - Studies may be terminated temporarily for treatment or pursuit of other interventions.
  - Permanent termination of studies.
- For employees or students: Notification of local police if the violation is more serious than “personal misconduct,” which may include arrest.

Campus disciplinary actions and criminal charges may both be filed for the same violation. Employees and students may be subject to sanctions set by AMBS and by state or federal laws.

## **6. Biennial schedule to review this program and to ensure that disciplinary sanctions are consistently enforced**

The effectiveness of the Drug and Alcohol Abuse Prevention Policy will be reviewed biennially by the Administrative Cabinet, using the following data:

- Training completion and other venues to educate the school community about the effects of alcohol and drug abuse;
- Direct communications about AMBS campus culture that discourages alcohol abuse and drug usage;
- The number of employee cases of alcohol or drug abuse reported to the president's office;
- The number of student cases of alcohol or drug abuse reported to the dean's office;
- The number of instances of on-campus drinking and/or drug abuse reported to campus security, the Director of Campus Ministries, and/or the dean's office; and
- The number of arrests related to drug- or alcohol-related use. This data will be collected by the president's office and analyzed by the Administrative Cabinet.

Any necessary changes in policy will be identified and implemented immediately.

**This review will normally take place between May and July in the years 2023, 2025, and 2027.**

*Approved by Ad Cabinet, 04/2013*

*Revised by Ad Cabinet, 09/2013*

*Updated by Ad Cabinet, 11/2019*

*Updated by Ad Cabinet, 08/20/2021*