



Jamestown Community College
Policies and Procedures

Policy Title	Drug-free Workplace	Policy Number	146
Section	Governance, Organization and General Information	Approval Date	9/1990
Subsection	Individual Rights	Effective Date	
Responsible Office	Human Resources & Student Development	Review Date	5/1995

1.0 Purpose

1.1 To provide a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs.

2.0 Policy

2.1 Jamestown Community College (JCC) prohibits the unlawful manufacture, distribution, possession and/or use of illicit drugs and alcohol by employees and students on any college-owned or controlled property or as part of its activities.

2.2 Any faculty member, staff member, or student employee convicted of any criminal drug statute violation is required to notify the college within five (5) calendar days following such conviction.

2.3 Any faculty, staff or students found to be under the influence of drugs and/or alcohol or otherwise in violation of JCC's Drug-free Workplace Policy will be subject to disciplinary action.

2.4 The college shall make good faith efforts to establish and maintain a drug-free environment and shall provide an awareness program for the college community informing employees and students of the dangers of drug and alcohol use and the availability of rehabilitation programs.

3.0 Procedures

3.1 Serving Alcohol on college property

3.1.1 Any individual or group interested in serving alcohol on college property must complete an application stating type of event, the type of alcohol expected to be served, i.e., beer, wine, and/or liquor, and an agreement to assume all responsibility for verifying the age of persons consuming alcohol.

3.1.2 The application requesting permission to serve alcohol on college property will be forwarded to the vice president of administration for approval. Consumption of alcohol without permission from the vice president of administration is forbidden.

3.1.3 Permission to serve alcohol on college property will not be granted for events in which there will be a preponderance of attendees under age 21.

3.1.4 Permission will require that the person(s) serving alcohol will be responsible for checking proof of age and shall have the right to refuse serving alcohol to any individual who appears to be intoxicated.

3.1.5 Bartenders may be required for any function serving alcohol at the discretion of the vice president of administration.

3.1.6 Non-alcoholic beverages shall be provided at all events at which alcohol is served.

3.2 Sale of any alcoholic beverages on campus must be accompanied by a New York State permit to sell alcohol.

3.3 Any non-affiliated group or individual requesting the sale or distribution of alcohol on campus will be required to carry the necessary permits, liability insurance coverage, and to name Jamestown Community College as additional insured.

3.4 Employee violations of policy

3.4.1 Employees violating this policy shall receive a three-day suspension without pay for a first offense and termination of employment for a second offense.

3.4.2 Employees who commit a second offense and/or are convicted of criminal drug offenses may avoid termination by agreeing to a rehabilitation program approved by the college. A subsequent offense following rehabilitation will result in termination.

3.5 Student violations of policy

3.5.1 Students violating this policy shall be subject to the judicial procedures and sanctions, up to and including expulsion, which are outlined in the student constitution.

3.5.2 Student judicial procedures shall be implemented in a fair and consistent manner, with consideration given to the circumstances and severity of the offense, and the disciplinary history of the student.

4.0 Definitions

5.0 References

5.1 Drug-free Workplace Act of 1988

5.2 Safe and Drug-free Schools and Communities Act