

**Complying with Drug-Free Schools and Campuses Regulations
[EDGAR Part 86]**

**Biennial Review
2006**

(Fall 2004- Summer 2006)

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Introduction

Memo from Judy Deshotels, PhD, Dean of Students

Every two years, institutions are required by law (under the Drug-Free Schools and Communities Act) to review their policies and practices in relation to alcohol and drug issues on campus. Because of your unique and relevant role on this campus, I am asking that you participate in this review.

The Drug Free Schools and Campuses Committee biannual meeting is scheduled for Friday, December 15, 2006 at 8:00 a.m. in the Dean of Students Conference Room, Bldg. 21, Room 106. Earlier today I sent you an email to request your attendance.

Please come prepared to share information relevant to your area in how you complied with the Drug-Free Schools and Campuses Regulations. In addition, I ask that you send me an electronic copy of that information. For example, what educational programming have you done on drugs and alcohol, how many people participated, other means by which you have communicated or enforced the drug and alcohol laws, and any assessments you have conducted. In the past, you or someone from your area, has prepared and submitted this type of report. If you would like a copy of the information that has been submitted in the past, please let me know.

Finally, below are goals and other recommendations that were set by the committee when it met in April 2004. Please email me, and bring to the meeting, any ways in which you have contributed to meeting those goals.

- Goal 1: Incorporate Housing & Residence Halls into programming.
- Goal 2: Director of Health and Wellness to increase prevention programming.
- Goal 3: Director of Health and Wellness to incorporate survey instruments and develop improved assessment measures for effectiveness of programming.
- Goal 4: Prevention Office to develop programming to improve awareness of Drug and Alcohol use prevention.
- Goal 5: Continue to develop and improve advertising and building awareness among target populations.
- Goal 6: Develop programs that increase student involvement.

Other Recommendations:

1. Improve research and assessment of programs.
2. Increase student involvement in programs.
3. Incorporate peer educators into programming.
4. Include Housing and Residence Life in developing and reporting related programming.

In addition to reporting on our efforts since the last biannual review, we will need to discuss goals for the next two years. Our review of these past two years will provide a foundation for that discussion.

2005 Biennial Review Committee Meeting

Date: No Meeting Scheduled – Off Year 2005
Time: NA
Location: NA

Meeting Minutes: NA

Members:

Ms. Lusharon Wiley, Interim Dean, Student Affairs
Dr. Jim Hurd, Associate Vice President for Student Affairs
Dr. Rebecca Magerkorth, Director Student Health and Wellness Education
Linda Archer, Assistant Director for Human Resources
John Warren, Interim Chief for Safety and Security
Laura Sommers, Judicial Affairs Officer Student Affairs
Michael Jasek Assistant Dean, Student Affairs

Members present: NA

Members absent: NA

Purpose of meeting: NA

Findings:

Contents of Biennial Review:
Measuring Enforcement Consistency:
Measuring Policy and Program Effectiveness:
Statement of AOD Program Goals and Discussion of Goal Achievement:
Summary of AOD Program Strengths and Weaknesses:
Recommendations:

2006 Biennial Review Committee Meeting

Date: December 15, 2006

Time: 8:00 am

Location: Student Affairs Conference Room

Members Present:

Dr. Judy Deshotels, Dean of Students

Dr. Rebecca Magerkorth, Director, Counseling and Wellness Services

Michael Jasek, Assistant Dean of Students

Mica Hughes-Harrell, Interim Assistant Director, Counseling and Wellness Services

Linda Archer, Director, Human Resources

Kay Larson, Employment/Training Manager, Human Resources

John Warren, Chief, UWF Police

Krista Albach, Residence Life Coordinator, Housing and Residence Life

Ann McKinney, Associate Director, University Commons and Student Activities

Minutes:

Dr. Deshotels welcomed everyone to the meeting, asked everyone to introduce themselves, and opened the meeting with a statement that she is confident the University of West Florida has met the requirements of the Drug-Free Schools and Campuses Regulations. She advised everyone that Mica will be putting the biennial report together and that information should be electronically submitted to her, as well as hard copies of handbooks/program examples.

Each member offered what they brought for the report:

- Michael Jasek – Discussed AOD issues included in orientation and supplied examples of the vignettes used that focus on AOD topics as well as many others (Study, stress, STDs, sexual assault, Greek Affairs involvement in proactive prevention education was discussed. The CHOICES program is being required for new members of our Greek organizations. Additionally, a drinking and driving program is put on annually by the sorority, Alpha Delta Pi.
 - Michael will email additional budget information for the report (i.e., percentage of job time spent on AOD issues and estimate of the amount of money spent toward AOD programming).

- John Warren – Stated that the Police Department has a Full Time Crime Prevention Officer, AJ Hanks. A 15 page report compiled by AJ was submitted for inclusion in the report. It was noted that AOD issues are included in almost all programs given by the UWF PD.
 - John will ask AJ to email the report to Mica. Also, John will email additional budget information for the report (i.e., percentage of job

time spent on AOD issues and estimate of the amount of money spent toward AOD programming).

- Linda Archer – Reviewed Employee Assistance Program (EAP). EAP is offered by the Allen Group. A representative from this group provides a one day training focused on recognizing signs of AOD misuse for both employees and supervisors, as well as helping attendees recognize the services offered by the EAP program. Classes were held in February 2005 and March 2006. EAP offers employees with AOD issues a certain number of free treatment sessions. Linda stated that employees are highly encouraged to utilize this program and this program is offered as a disciplinary action instead of immediate termination. Linda also stated that AOD charges are scanned upon each employee's background check and will be factored into hiring decisions, depending on the charges. It was mentioned that every employee must review, sign, and submit UWF's Drug Free Workplace policy. This policy is also located in the Code of Ethics and the Standards of Conduct.
 - Linda will send information brought to the meeting via email and will also submit budget information (i.e., percentage of job time spent on AOD issues and estimate of the amount of money spent toward AOD programming). Finally, Linda will send a hardcopy of the new versions of the EAP and Drug Free brochures given to employees.

- Krista Albach – Stated that she is still gather information prior to the Fall 2005 term, but has already submitted information to Mica via email for Fall '05 – Fall '06. Discussed the programs put on by Residential Life: *Resident Advisors (RAs) are required to present 1 to 2 programs on AOD topics (approximately 30-35 presentations are given per semester), *RAs are also trained in the CHOICES program, *Hall Directors are given training in dealing with AOD issues, *bulletin boards are utilized as passive programming, *community RA meetings are held to discuss how to handle AOD reporting, confrontation, sanctions, etc., and *residence halls participate in Social Norms studies and marketing.
 - Krista will send information regarding AOD programs done prior to Fall 2005 for inclusion in the report and will also submit budget information (i.e., percentage of job time spent on AOD issues and estimate of the amount of money spent toward AOD programming).

- Ann McKinney – Mentioned that the letter previously submitted in the biennial review from her is no longer sent out. Reviewed programs sponsored or co-sponsored by her department. Many of which were co-sponsored with Counseling and Wellness Services and will be included in their portion of the report. Discussed procedures for organizations hosting events where alcohol will be served. The host organization is met with

prior to the event to discuss the limits and campus policies as related to having alcohol on campus, they are asked to sign a sheet stating they will understand and will abide by the policies. It was decided that the Presidential Policy memo sent out by Dr. Morris L. Marx will continue to be included in the report until the revised policies have been approved.

- Ann will type up a memo stating where the policy is located, and the appropriate procedures for reviewing the policy.
- Dr. Rebecca Magerkorth – Reviewed typical AOD programming efforts offered: *Alcohol Awareness events done in Fall and Spring, purchase and use of Electronic Check Up to Go (ECHUG), *CHOICES programs offered, *BASICS training given to the staff Psychologists, *Peer Education program offering training in AOD prevention, *presentations for AOD topics offered, *CORE and NCHA assessment done to ascertain AOD use, perceptions, and negative consequences among students, *initiation of Alcohol Task Force which is transitioning into a Campus Alcohol Coalition, and development of a Social Norms research study for residence halls, Greeks, and Athletes. Rebecca suggested a copy of the CHOICES grant, as well as the PowerPoint presentation given to the Extended Cabinet, be included in the report, both of which Mica has in electronic form. Information for the budget sheet was already submitted to Mica.
- Dr. Judy Deshotels – Discussed information is being submitted regarding the number of AOD cases for 2005 and 2006 and is broken down by drug vs. alcohol cases. Samples of AOD sanctions will be provided (i.e., Alcohol 101, reflection papers, ECHUG, community service, etc.). Proof of the Student AOD policy distribution method will be included, as well as a breakdown of the amount of money spent on AOD issues. It was discussed that the policy is required to be distributed one time per year, a goal that has definitely been met. This information has already been submitted to Mica.
 - Judy will email additional budget information for the report (i.e., percentage of job time spent on AOD issues and estimate of the amount of money spent toward AOD programming).

It was discussed that if an event was co-sponsored with another department, it would be stated as such in the report. Therefore, it is acceptable for each department to include information that might also be submitted by other departments. This will show the university's commitment to collaboration on the prevention of AOD issues. There was discussion about whether passive vs. active distribution of the policies is a minimum requirement or a best practices suggestion from the Dept. of Education. Rebecca suggested that Judy get in touch with Beth DeRicco from the Higher Ed Center to help answer this question or any others she may have in submitting this report. Mica will send Beth DeRicco's contact information to Judy for her to follow up on this.

The previous goals set in the last report were reviewed and it was decided that all goals/objectives were met. New goals will be set at the next meeting. It was discussed that measurement of learning outcomes and effectiveness of the programs offered are included in the new goals. Due to the holiday season, it was asked that all members get their information to Mica before they leave for vacation. Since January is a very busy time of the semester, the next meeting will be set for February.

Section 1

Description of University of West Florida's AOD programs

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Counseling and Wellness Services

Counseling and Wellness Services

Alcohol Abuse and Misuse Fall 2004

- Florida Higher Education Alliance for Substance Abuse Prevention (FHE-ASAP) – Dr. Magerkorth participates in their monthly conference calls and has joined their executive board.
- Community Drug and Alcohol Council – Dr. Magerkorth is an executive board member and assisted them with fundraising luncheon and billboard campaign.
- September 2004 Tips Training – participated in this in Jacksonville and toured UNF CADIC center and met with director.
- Fall 2004 Higher Ed conference- Dr. Magerkorth attended conference in Arlington, VA to learn more about substance abuse prevention and evidence-based programs.
- Fall 2004 Florida Prevention Conference – attended conference in Orlando and met other state of Florida alcohol abuse and misuse prevention specialists
- One Graduate Assistant is assigned 20 hours per week to focus on AOD programming for the duration of the semester.

Alcohol Abuse and Misuse 2005

- Florida Higher Education Alliance for Substance Abuse Prevention (FHE-ASAP) – Dr. Magerkorth participates in their monthly conference calls and has joined their executive board.
- Community Drug and Alcohol Council – Dr. Magerkorth is an executive board member.
- Submitted NCAA CHOICES Grant in Spring 2005 and was awarded \$30,000 grant for the Sept 2005-2008 grant cycle.
- March 2005 - successfully performed American College Health Association National College Health Assessment. Received back 855 completed web surveys. (A PowerPoint presentation summarizing CORE and NCHA assessment findings is included as an addendum to this section of the report.)
- All Counseling Center staff and judicial officer and other student affairs professionals participated in 2 day BASICS training with Dr. George Parks.

- One Graduate Assistant is assigned 20 hours per week to focus on AOD programming for the duration of the semester.
- Spring 2005 Alcohol Awareness Week - Sponsored 2-day safety and information fair that included distribution of a social norms magnet and sponsored a Friday-night drug and alcohol free event, Swingin' party. In addition, collaborated with the Police, Student Activities, and Cinemagic to sponsor a DUI program, Health Educator Mike Green, and an educational anti-drug movie.
- May 2005 Organized Research Group - Coordinated a meeting of researchers interested in studying student health and wellness. Had an informational meeting and two additional meetings. Have decided that group will meet bi-weekly to develop, design and implement research related to health topics for UWF students. Group includes a professor in anthropology, a professor in health leisure and exercise science, as well as, two psychology professors and two psychologists in student affairs.
- October 2005 – Successfully performed CORE assessment on 771 UWF students to ascertain student AOD use, consequences, and perceptions.
- Fall 2005 Dr Magerkorth supported Social Norms Thesis project in freshmen year experience course by becoming a committee member and helping her to design the study.
- Fall 2005 Higher Ed conference- Dr. Magerkorth attended conference in Indianapolis, Indiana to learn more about substance abuse prevention and evidence-based programs.
- Fall 2005 Florida Prevention Conference – attended conference in Orlando and met other state of Florida alcohol abuse and misuse prevention specialists
- Fall 2005 Alcohol Awareness Week – Oktoberfest: Large scale awareness event held in the commons, Alcohol free fun night – Dodgeball Tournament, Controlled Drinking Exhibition + Movie.
- Fall 2005 – Alcohol Task Force begins monthly meetings to review alcohol policy related to students.
- October 2005 Purchased and made available to students E-Chug (electronic check-up to go).
- November – December 2005 - Peer Educators interviewed, selected and trained.

Alcohol Abuse and Misuse 2006

- Florida Higher Education Alliance for Substance Abuse Prevention (FHE – ASAP) – Dr. Magerkorth and Mica Harrell participate in their monthly conference calls and Dr. Magerkorth is an executive board member.
- Community Drug and Alcohol Council – Dr. Magerkorth is an executive board member.
- Dr Magerkorth &/or Mica Harrell participate in the Underage Drinking Task Force; a community committee made up of military officials, community law enforcement, and University of West Florida representatives.
- Research Group continues bi-weekly meetings. Group includes a professor in anthropology, a professor in health leisure and exercise science, a psychology professor, a psychologist in student affairs and an alcohol abuse and misuse prevention educator.
- One Graduate Assistant is assigned 20 hours per week to focus on AOD programming for the duration of the semester.
- Peer Education team continues to meet weekly and are involved in AOD awareness events, marketing campaigns, other AOD programming activities.
- E-chug subscription continued.
- On-line Resource web pages expanded and design elements added.
- Social Norms banners developed and purchased.
- Alcohol Task Force continues policy review, modifies make-up to include two community members and moves toward a campus alcohol coalition model.
- April 2006 Alcohol Task Force all day training with health educator Kim Dude to assist with coalition development.
- Spring 2006 - 4 CHOICES Presentations (90 minute evidence-based harm reduction/educational program.)
- March 2006 Safe Spring Break Sendoff – Awareness ribbon campaign, educational speaker/comedian Mike Green, E-chug marketing campaign and bulletin boards in commons.
- March 2006 Dr. Magerkorth and Dr. Pollard participated in FHE-ASAP hosted 2 day BASICS training in Tampa.
- September 2006 CHOICES training to RAs – 65 students.

- September 2006 – Florida Prevention Conference – Dr. Magerkorth and Mica Harrell attended conference in Orlando and met other state of Florida alcohol abuse and misuse prevention specialists.
- October 2006 - Higher Ed conference – Dr. Magerkorth and Mica Harrell attended conference in Arlington, VA to learn more about substance abuse prevention and evidence-based programs.
- October 2006 – Successfully performed second random sample of CORE assessment on 671 UWF students to ascertain student AOD use, consequences, and perceptions.
- October 1st and November 5th 2006 – Provided CHOICES training to newly initiated Greeks – 100 students.
- October 2006 – Halloween Alcohol Poisoning awareness marketing campaign – 1500 students.
- November 2006 - Alcohol Awareness Week: Drunkless Fun booths and educational event, and bulletin board – 200 students
- November 2006 - Alcohol Awareness Risk presentations to Academic Foundation Seminar – 60 students
- December 2006 – BASICS Train the Trainer conference – Dr. Magerkorth attended conference to become a certified BASICS Trainer.

UWF Police Department

UWF Police Department

1. August 2004

3 Alcohol/Drug Programs

Officer Hanks and Sergeant Mark Buckley (ECSO) conducted a Drug Recognition and Marijuana burn for Residence Life training. . Buckley has offered to train UWFPD Officers in DUI recognition and to assist our department with any DUI calls if he is working.

Officer Hanks spoke to approximately 30 International Students regarding safety, drugs/alcohol, driving laws, and about the UWF Police Department.

Officer Hanks participated in the Student Expo event, held at the commons, and provided students with brochures, candy, pens, highlighters, mouse pads, dry erase boards, MADD handouts, and information regarding victim services.

2. September 2004

Officer Hanks had three DUI programs scheduled that will need to be rescheduled due to Hurricane Ivan.

3. October 2004

1 Alcohol/Drug program

Officer Hanks conducted a “Booze and Breaks” golf cart DUI program for Village West. John Poe and Anita Johnson assisted. A flyer was handed out about DUI statistics and drugs that impair driving. The information was given to each student in attendance.

4. November 2004

4 Alcohol/Drug programs

Officer Hanks, assisted by Interns John Poe and Anita Johnson, conducted Booze and Breaks DUI Golf Cart program for the residents of Pace Hall. Approximately 30 students participated in the program.

Officer Hanks spoke with approximately 40 members of the SAE fraternity regarding sexual assault/drugs and alcohol issues.

Officer Hanks, assisted by Intern Anita Johnson, conducted Booze and Breaks DUI Golf cart program for the residents of Argo Hall. Approximately 25 students participated in the program.

Officer Hanks provided information to two students for class projects. One project was on sexual assault and the Safety Escort Program and the other concern alcohol and DUI issues.

5. January 2005

4 Alcohol/Drug presentations

Officer Hanks spoke to the freshman and transfer Student Orientations regarding the UWFPD and campus safety issues.

Officer Hanks distributed letters to Housing staff and Greek Organizations regarding the types of Crime Prevention programs available to their organizations. (Copy of letter available upon request)

Officer Hanks attended two meetings with Dr. Rebecca Magerkorth, Tara Czupryk and other volunteers regarding the upcoming Alcohol Awareness Week. There will be activities to educate students throughout the week of February 28 – March 4th.

Officer Hanks has scheduled five Sexual Assault programs, one Safety Program and one Alcohol program throughout February and March. Officer Hanks will be participating in the Alcohol Awareness Week.

6. February 2005

3 Alcohol/Drug/Safety presentations

Officer Hanks presented a Safety Program for the Alpha Gamma Delta sorority house. Approximately 60 women attended.

Officer Hanks presented an Alcohol/Drug/Sexual Assault program for the Interfraternity and Panhellenic Councils. Approximately 100 Greeks attended the program

Officer Hanks and Intern Justus Self-Medlin conducted the Booze and Breaks DUI Awareness program for the residents of Argo Hall. Approximately 20 students participated.

7. March 2005

3 Alcohol/Drug programs

Officer Hanks and Intern Justus Self-Medlin conducted the Booze and Breaks Golf Cart program for UWF Students in support of Alcohol Awareness Week. Approximately 40 students participated.

Officer Hanks arranged for Phillip and Mary Dickson to speak regarding their Daughter Lisa Dickson and DUI Awareness to students for Alcohol Awareness Week. Richard Watts, a former UWF student convicted of DUI manslaughter also spoke. Approximately 150 students attended the event. Pizza and Sodas were provided to the students by MADD.

8. April 2005

1 Alcohol/Drug program

1 Sexual Assault program which included drug/alcohol information

Judy Iburg (UWFPD Victims Advocate) and Officer Hanks handed out information during sexual awareness week. The handouts included information about drugs and alcohol and their relation to sexual assault. Judy Iburg handed out additional sexual assault brochures.

Officer Hanks conducted an alcohol awareness program, April 3, 2005, for the Zeta Phi sorority, in Building 22 room 272. The program ran approximately two hours with 20 people in attendance. We covered DUI, statistics, personal safety, underage drinking, criminal procedures, and potential campus punishment. We showed the students the PBT. The students participated in mock field sobriety tests while wearing the goggles.

9. May 2005

4 Alcohol/drug programs

1 meeting regarding National LEO Drug/Alcohol Programs

Officer Hanks spoke at the Transfer Student Orientation to approximately 20 incoming students and parents. A Basic overview of UWFPD, Drugs/Alcohol laws and policy, safety tips and programs we offered including the new RAD program were discussed.

Officer Hanks spoke at the Freshman Student Orientation to approximately 30 incoming students and parents regarding UWFPD, safety tips, drug/alcohol laws and policy, and programs we offer including the new RAD program.

Officer Hanks arranged for the Escambia County Sheriff's Office, Pensacola Police Department and Escambia Road Crew K-9's to go through and train in Martin Hall. The narcotics dogs found trace amounts of a white powdery substance believed to be cocaine and trace amounts of marijuana. The explosives dogs also trained in the building.

Officer Hanks attended the Sergeants meeting to inform the Sergeants about the incentives (like the Cannon digital camcorder and Gateway laptop computer) we are eligible to receive by participating in Click It or Ticket as well as sustained DUI enforcement activities

10. June 2005

Lt. Bryant – Two Student Orientations

11. July 2005

Lt. Bryant – Two Student Orientations

12. August 2005

2- Alcohol/Drug presentation

Drug Program, Mark Buckley (ECSO) two hour program presented to the Resident Assistants.

UWFPD participated and advertised the You drink, you drive, you lose, program from August 19 through September 5.

Officer Hanks attended the first UWF Alcohol Taskforce meeting.

13. September 2005

5 Alcohol/Drug program

1-RAD class (All RAD classes have drug/alcohol safety/information)

Officer Hanks scheduled a “Booze and Breaks” –golf cart using fatal vision goggles-program for the residents of Southside Dorms26-30 in Lot K. Officer Lee ran the program Officer Hanks, Dora English, Sgt. Faircloth, Officer Gile, Officer Gonzalez and Officer Lee instructed seven females for the first RAD class. Officer Hanks presented a Sexual Assault program to the Residents of Martin Hall. Approximately 15 students were present.

Officer Hanks attended an Alcohol Awareness Week meeting. We finalized the Controlled Drinking Demonstration plans and the booths that will be set up during the week of October 17-21st. We are planning on having the DUI Taskforce Hearse on display during the week.

Officer Hanks presented an Alcohol/Drug program to the Students of Martin Hall at the request of RA Jeff Murph. Approximately 20 students attended.

14. October 2005

5 Alcohol/Drug programs

1- LEO Saturation patrol

2- Meetings

Officer Hanks attended the UWF Alcohol Task Force Meeting. Officer Hanks was asked to be the facilitator of a group to review UWF current alcohol policies.

Officer Hanks spoke to Dr. Rob Rotunda's class regarding Alcohol/DUI issues. Approximately 30 students were present.

Officer Hanks scheduled a Booze and Breaks program for the students of VE. Officer Lee ran the program. Approximately 25 students were present.

Officer Hanks coordinated a Controlled Drinking Demonstration for Alcohol Awareness Week for Student Health and Wellness. We had five legal students consume alcoholic beverages and then perform Standardized Field Sobriety Tests. The tests were conducted by Sgt. Glass, Officer Pierandozzi, Officer Coburn and Officer Hanks. Cpl. Harold Pool and Deputy Ken Tolbirt assisted with the program.

Officer Hanks set up a DUI booth for Alcohol Awareness Week one day in the Commons from 1130- 1300 hours. Approximately 100 students participated in the DUI game and/or tried on the fatal vision goggles. Each student received a bag with brochures, pens, phone card key chains, buttons, and other DUI related materials. The give outs were provided by You Drink You Drive You Lose.

Officer Hanks scheduled a Booze and Breaks program for the students of Martin Hall. Officer Lee ran the program. Approximately 40 students participated.

Officer Hanks, Officer Fagan and Sgt. Faircloth participated in the Dodge Ball tournament to end Alcohol Awareness week. Our team was eliminated from the tournament.

Officer Hanks, Officer Hatch and Officer Gile participated in a saturation patrol along with Deputies from Escambia County Sheriff's Department. The saturation patrol is part of the sustained enforcement program of You Drink You Drive You Lose campaign. Numerous citations were issued along University Parkway, Nine mile road and Guidy Lane.

15. November 2005

2-Meetings

4-Alcohol/Drug programs

1- National LEO campaign

Officer Hanks attended the Underage Drinking Taskforce meeting. The UDT is reorganizing after being temporarily disbanded due to Hurricane Ivan.

Officer Hanks attended the Alcohol Taskforce meeting. Officer Hanks was asked to facilitate a committee reviewing the University's general alcohol policy.

Officer Hanks conducted Booze and Breaks, fatal vision DUI program, for the students of Pace Hall. Approximately 30 students attended the program. Each student was given a handout of DUI facts and a free phone card from You Drink, Drive and Loose program. Intern Wells assisted.

Officer Hanks conducted Booze and Breaks, fatal vision DUI program, for the students of Village West. Approximately 4 students attended the program. Each student was given a handout of DUI facts and a free phone card from You Drink, Drive and Loose program. Intern Wells assisted

Officer Hanks, PCO Supervisor English, Officer Lee, Officer Gile and Sgt. Faircloth conducted a two day-weekend RAD program for 6 students.

Officer Hanks conducted an Alcohol/DUI awareness program for the residents of the Southside dorms on the request of RA Vick (hall 24). Approximately 5 students attended the interactive program.

Officer Hanks conducted Booze and Breaks, fatal vision DUI program, for the students of Southside Dorms. The program was requested by RA Melissa. Approximately 10 students attended the program. Each student was given a handout of DUI facts and a free phone card from You Drink, Drive and Loose program

All Patrol Officers participated in the holiday Click it or Ticket enforcement for Buckle Up Florida. The enforcement ran from November 18- 30, 2005. Officer J. Gile wrote the most citations (28). We had 20 Seatbelt violations, 24 Speeding Citations, 1 Arrest for Tag violation, various DL violations and equipment violations that were cited.

16. December 2005

Officer Mike Coburn worked a Safety and Sobriety Checkpoint in conjunction with the Northwest Florida DUI Taskforce.

17. January 2006

3-Alcohol/Drug presentations

Acting Cpl. Hanks is currently assigned to patrol

Cpl. Hanks spoke to approximately 150 freshman/transfer students and parents for Orientation.

Sgt. Walter Davis spoke with International students regarding the UWFPD and safety issues for their orientation for Cpl. Hanks.

Cpl. Hanks conducted a Booze and Breaks program, for Chandra Jones' Drugs and Society Class. Approximately 35 students attended. Each student was given a DUI fact sheet and You Drink You Drive You Loose key chains with a 10 minute phone card on the back.

18. February 2006

2-Alcohol/Drug/Safety presentation

Cpl. Hanks spoke to approximately 40 international students regarding traffic laws, law enforcement, DUI and underage drinking, weapons, parking, and answered questions.

Cpl. Hanks and Cpl. Gonzalez conducted a RAD demonstration and Sexual Assault program to approximately 20 students at Martin Hall.

Cpl. Hanks spoke to the Alpha Gamma Delta Sorority regarding Sexual Assault, RAD and general safety.

19. March 2006

2-Alcohol/Drug/Safety presentations

Cpl. Hanks spoke with the Peer Educators for Student Health and Wellness regarding UWFPD and its policies on alcohol/drug related calls.

20. April 2006

Cpl. Hanks scheduled a Sexual Assault presentation for a Drugs and Society class on the request of student group. Officer Pierandozzi spoke to a class of approximately 30 students.

Cpl. Hanks arranged for a Sexual Assault program to be conducted at Argo Hall on the request of RA Scott Hancock. Officer Gonzalez conducted the program. Approximately five students attended.

21. May 2006

Officer Hanks spoke to approximately 100 students/parents for orientation about UWFPD, programs, parking and general safety.

22. June 2006

Officer Hanks spoke to approximately 60 students/parents for orientation about UWFPD, programs, alcohol/drug policy, parking and general safety.

Officer Hanks attended the North West FL DUI Taskforce meeting to help arrange dates for the Safety and Sobriety checkpoints for the rest of 2006.

Lt. Bryant and Lt. Faircloth spoke to orientation students about UWFPD, programs, alcohol/drug policy, parking and general safety.

26. July 2006

Officer Hanks, Officer Lee, Officer Pierandozzi, PCO Supervisor English and Lt. Faircloth instructed a Basic Defense- RAD program. We had 22 students. The class ran from 1730-2130 hours, for three (3) consecutive Thursdays.

Officer Hanks spoke at the transfer student orientation to approximately 80 students/parents regarding the UWF Police Department, programs, and safety issues.

Officer Hanks attended the Alcohol Task Force Meeting. Topics included University Regulations regarding advertising, and places alcohol is allowed to be sold and/or consumed.

Officer Hanks spoke at freshman orientation to approximately 120 students regarding UWF Police Department, programs, and safety issues.

Officer Hanks attended the Underage Drinking Taskforce meeting.

Officer Hanks provided training to the new Hall Directors and Residence Life Coordinators. A referral packet full of suggestions on how to handle and/or when to call UPD was handed to each person. We discussed safety issues, alcohol and drug complaints, search and seizure issues, solicitors, DUI issues in regarding to breaking up parties, and UPD policies.

27. August 2006

Officer Hanks assisted ABT with an Investigation regarding Rick's Cabaña and underage drinking.

Officer Hanks attend a Roundtable discussion for the Underage Drinking Taskforce. Several local restaurants/bars/hotels were present.

Officer Hanks spoke to approximately 100 students for Orientation. Information regarding the Police Department, Programs, Bluelights, Safety, Drugs, Alcohol, Weapons, and Sexual Assault were covered.

Officer Hanks spoke to the Resident Assistants for Housing for training purposes. Cpl. Harold Pool, ECSO assisted Officer Hanks with the drug portion of the program. Safety, Drugs, Alcohol, Sexual Assault, Battery, Burglary, Theft, Obstruction of Justice, Search/Seizure laws and other topics were covered.

Officer Hanks spoke to approximately 80 students for the final Orientation session.

Officer Hanks coordinated alcoholic beverage sales/liability training through Jack Kiker at ABT for Wackadoo's employees. Approximately 10 employees attended. More training will be scheduled.

Officer Hanks spoke to approximately 70 International Students for Orientation. Topics included: information regarding American Police Departments, traffic laws and stops, drugs, alcohol, sexual assault, programs UWFPD offers, contact information and general safety information.

Officer Hanks joined other departments for Welcome Week by setting up a display board about UWFPD. A Table was set up and materials, such as pencils, magnets and key chains were given to students.

Officer Hanks assisted Investigations. Officer Hanks wrote and conducted a Search Warrant for suspected Drugs in Martin Hall. Officer Hanks arrested a student for possession of marijuana (under 20g) and possession of drug paraphernalia.

28. September 2006

Officer Hanks, Officer Gutierrez and Officer Conforti participated in a Safety and Sobriety Check point in Gulf Breeze. This check point was in conjunction with the NWFL DUI Taskforce and during the Labor Day crackdown of: Drunk Driving. Over the Limit. Under Arrest.

Officer Hanks attended a UWF Alcohol Taskforce/Coalition meeting. We discussed the goals of the coalition for this year.

Officer Hanks assisted investigations by completing an information report from a student who was assaulted at an off campus party. Alcohol was involved. The student had left UWF to return home to Virginia.

Officer Hanks spoke to the intensive English international exchange students regarding UWFPD, safety issues, driving regulations, sexual assault, drugs, alcohol, weapons, and the differences between UWF Police and other LEO agencies. Officer Hanks answered questions. There were approximately 70 students present.

29. October 2006

Officer Hanks attend a UWF Alcohol Coalition meeting.

Officer Hanks conducted a DUI/Field Sobriety program for residents of Village East.

Officer Hanks conducted an Alcohol Awareness/DUI program for the residents of Southside residence halls 14, 15 and 16.

Officer Hanks attended an Underage Drinking Task force meeting

30. November 2006

Officer Hanks assisted Cpl. Harold Pool (ECSO Drug Recognition Expert) with a Drug and Alcohol program for Phi Sigma Sigma sorority.

Officer Hanks provided a safe driving program for the residents of Residence Halls 15, 16 & 17. Approximately 15 students attended. Reminders of proper backing, DUI/distractions, unsafe driving conditions, speed, handling of an uncontrolled spin and other driving issues were discussed. Each student drove a golf cart through an obstacle course.

Officer Hanks provided a Booze and Breaks DUI program for the students of Argo Hall on request of RA Brennica. Approximately 20 students attended.

Officer Hanks provided a Booze and Breaks DUI program for the residents of Village West. Approximately 17 students attended.

Officer Hanks and Officer Lee ran a DUI booth, along with Booze and Breaks outside of the Commons for Alcohol Awareness Week. Approximately 80 students participated in either driving or the DUI test your knowledge game.

Officer Hanks attended the Alcohol Task Force Meeting. Under discussion was the replacement of Wackadoo's.

Officer Hanks and Officer Hatch provided a Booze and Breaks program for the residents of Martin Hall. Approximately 22 students participated.

Officer Hanks attended an Underage Drinking Taskforce meeting. We discussed the success of bringing businesses on board and the decline of military personnel being taken into custody for underage possession. However, an increase of UWF students caught was noted.

UWFPD is committed to providing a safe environment for faculty, staff , students and visitors so therefore continues to be active in the Underage Drinking Taskforce, the Northwest Florida DUI Taskforce, MADD, UWF Alcohol Taskforce and the Crisis Intervention Team.

UWFPD AOD Statistics

Reported Crimes Drugs/Alcohol

2004 – Alcohol U/21 – 6

Alcohol Violation- 6

DUI – 1

Public Intoxication- 1

Possession of Marijuana- 5

2005- Alcohol U/21- 2

Alcohol Violation- 6

Possession of Marijuana- 2

Narcotics- 4

Possession of Paraphernalia- 2

2006- Alcohol U/21- 20 (2-Arrest)

Alcohol Violations – 13

DUI – 2

Disorderly Intoxication- 1

Possession of Marijuana- 10 (5- Arrests)

Possession of Paraphernalia- 1

Housing and Residence Life

Housing and Residence Life

Fall 2004

**Programs were held although no information was provided for inclusion in this section

Spring 2005

Hall Name	Program Title	Date	Time	Attendance	Where Activity Took Place	Amount Spent
Martin	Choices	1/30/06	6pm	27	1st floor lobby	\$0
Martin	Roll a Fatty	3/10/06	6pm	25	Martin Hall Kitchen	\$22.37
Martin	Beer-eaking the Rules	3/29/06	6pm	12	1st floor lounge	\$0.00
Pace	Are you ready for Spring Break?	3/15/06	7pm	20	1st floor lounge	\$0.00

Fall 2005

Hall Name	Program Title	Date	Attendance	Where Activity Took Place	Amount Spent
Southside	controlled drinking exhibition	10/18/05	6	great hall area	
Martin	The Road to Destruction	9/29/05	22	1st Floor TV Lounge	22.00
Village East	Drunk Driving	10/17/05	24	Village East Parking Lot	
Village West	Drink if you have ever...	10/11/05	20	Village East Clubhouse	8.00
Argo	so you think you know	10/17/05	11	Argo first floor lounge	4.98
Argo	Choices!	10/19/05	13	Argo Hall	15.00
Argo	the other college night'	10/20/05	29	HLS building	9.95
Village East	Chug a beer, a root beer aha!	11/28/05	5	VE Clubhouse	6.99
Southside	Alcohol Awareness	9/19/05	11	Parking Lot K	
Martin	The Road to Destruction	9/29/05	22	TV Lounge	30.00
Southside	Alcohol Awareness	9/19/05	9	lot 24 Sidewalk out Bldg. 35	
Village East	Can you drive drunk?	11/8/05	9	W	
Martin	Inhale, pay the price Beer Goggles Drunk	11/14/05	21	Martin 1st Floor	6.00
Southside	Driving	11/15/05	21	Pace Hall Parking lot Village West Parking	
Village West	Stop	11/15/05	3	Lot	
Martin	Lamant for Reverie	11/17/05	18	Martin 1st Floor	
Martin	Sex/Alcohol	11/21/05	15	Martin Hall lobby	
Southside	Drunk Driving	11/22/05	11	Between 33, 34, 35	
Southside	Don't Be Scared, Come Play Alcohol Hollywood Squares	11/22/05	10	SS. Bldg 24 Courtyard	

Southside	Alcohol Hollywood squares	11/22/05	10	23 courtyard
Argo	Alcohol Balderdash	9/22/05	10	Argo Hall 15.00
Argo	Jeopardy Kegger	10/21/05	11	Argohall 2nd floor 18.00

Spring 2006

**Programs were held although no information was provided for inclusion in this section

Fall 2006

Hall Name	Program Title	Money Spent	Date	Attendance	Activity location	Activity description
SS	rootBEER chugging	\$12	10/7	16	building 28	showed the movie Jimmy goes to college, and had a discussion
VW	Mocktails with a twist	\$13.00	8-Nov	15	clubhouse	marks on cups to represent rohypnol discussion about not driving under the influence, and using the golf cart with the police
Martin	Let's go driving drunk	\$8.00	6-Nov	8	martin parking lot	
Argo	It's Iam, do you know who you're with?	\$11	9-Nov	26	1st floor lounge	AJ Hanks talks about personal safety at parties and on dates
SS	Not as much as you think	\$0.00	3-Dec	4	bldg 26	talking about the perceptions of alcohol
SS	The truth about drugs and alcohol	\$16	28-Nov	14	16 courtyard	informing residents on the risks of alcohol consumption
Martin	If you like Pina colatas	\$12.87	24-Oct	16	1st floor lounge	fun with out alcohol - mocktails
Martin	Taming the Drunken Monkey	\$8.78	8-Nov	6	3rd floor lounge	using meditation to help with study skills
Martin	Chug a beer- rootbeer that is	\$6	1-Dec	15	1st floor lounge	talk about risks associated with binge drinking
Pace	Want to carve a pumpkin while intoxicated	\$59.34	26-Oct	28	Pace 1st floor lounge	Safe drinking tips talk about the risks of drinking and date rape drugs
Martin	Mocktails with a twist	\$12	30-Nov	26	1st floor lounge	showed a movie on alcohol awareness and had a discussion
Argo	Dinner and more	\$37.50	11/1/2006	33	1st floor lounge	talk about experiences and reflect on the choices they made
VW	Drink if you've ever	\$8	18-Oct	7	Ras apartment	
VE	Booze & Breaks	\$0.00	19-Oct	20	VE parking lot	talking about drinking and driving
SS	The effects of Drugs on an ambitious mind	\$0.00	2-Nov	13	bldg 23	
SS	Drug abuse with Adelin Gasana	\$0.00	29-Nov		Kenny's apartment	documentary by Adelin Gasana on the Hollywood drug abuse clips for college movies and discussion on how Hollywood depicts college
SS	Hollywood goes to college	\$9.48	9/26/2006	4	Kenny's apartment	talk about the effects of marijuana and cook tacos
Martin/Argo	How to Roll a fatty	\$32.06	30-Sep	21	kitchen/lounge	

Additional Comment: In addition to the above listed programming, at the beginning of each semester each RA is required to conduct an hour long meeting with their relevant student residences to review AOD policies and expectations for the campus and their residence halls.

Orientation and Greek Affairs

Orientation and Greek Affairs

Orientation:

2005 Covered issues of Alcohol and Drug to incoming freshmen.
Audience: 730

2006 Covered issues of Alcohol and Drugs to incoming freshmen.
Audience: 1001

Skits are performed that cover topics such as drugs and alcohol, sexual assault, academic dishonesty, time management and study skills. After the skits the freshmen are broken into groups of 20 students and we discuss with them the various issues that were presented.

Greeks:

2005 Held session on Drinking and Driving
Audience: 80

2006 Held session on Drinking and Driving
Audience: 100

Each year Alpha Delta Pi sorority hosts a program on drinking and driving. A few years ago one of their members was killed by a drunk driver. Each year the sorority invites the parents of the member to come and speak on the situation and what has taken place since the accident.

CHOICES Alcohol Program with New Members of Greek Chapters (cosponsored with the Health and Counseling Services)
Audience: 75

University Commons and Student Activities

University Commons and Student Activities

The University Commons and Student Activities department (UCSA) produced or co-sponsored the following programs related to alcohol and/or drug abuse prevention and/or awareness:

- March 6, 2005 - 8:00 p.m. in the UC Conference Center
Presentation by Mike Green “The Four Stages of Drinking.”
Co-sponsored by Bacchus and Gamma and presented in association with Alcohol Awareness Week
Cost: \$2,832
Attendance: approximately 75

- October 18, 2005
Movie: When A Man Loves A Woman
Co-sponsored by Cinemagic as part of Alcohol Awareness Week
Activities included free food, prizes, a panel discussion and screening of the film
Cost: \$721.00

- March 14, 2006
Spring Break Send Off Party
Co-sponsored by Special Events and Student Health & Wellness Education
Activities included free food, prizes, games and safe spring break information
Cost: \$1,371.24

A search of the student organization files produced information on two AOD related events:

- February 12, 2006
Break Away Alternative Spring Break Yard Sale (raise money for Safe Spring Break)
- November 4, 2006
Break Away Alternative Spring Break Yard Sale (raise money for Safe Spring Break)

Several times each semester, UCSA partners with UWF Campus Police Officer, A.J. Hanks, by providing golf carts for drunk driving programs produced by Officer Hanks for Housing and Residence Life.

Dean of Students Office

Dean of Students Office

Judicial Report

	2005	2006
Alcohol Cases	97	129
Drug Cases	20	22

Sample Drug Case Sanctions:

1. **Disciplinary probation:** a written disciplinary sanction notifying a student that his or her behavior is in serious violation of University standards and that restrictions are being placed on his or her activities. Sanctions that may be placed on a student during a probationary period may include restriction of the privilege to: (a) participate in student activities or in student organizations; (b) represent the University on athletic teams, or in other leadership positions; (c) have access to University housing facilities or other areas on campus; (d) have use of University resources and/or equipment; or (e) have contact with specified person(s).
 - a. *Restricted to attending classes, using the John C. Pace Library, and visiting the Commons between classes only (same restrictions as current Interim Suspension – adding library privileges).*
 - b. *Restricted from representing the University on athletic teams, or in other leadership positions.*
 - c. *Effective immediately you are placed on disciplinary probation until (date). Any violation of the Student Code of Conduct during this period of probation will result in additional and more severe sanctions.*

2. **Community Service:** You are to complete a total of 30 hours of community service through Volunteer UWF specifically linked to this sanction. Such accumulated hours will not be counted toward your service record with Volunteer UWF. Community Service should commence as early as practically possible and must be complete and documented through Volunteer UWF by (date). You are responsible for delivering documentation that Community Service has been completed to the Office of Student Judicial Affairs no later than 5:00 pm (date).

3. **Education Requirement:** You are required to attend a minimum of two counseling sessions at the UWF Counseling Center for the purpose of substance abuse assessment. This session must be scheduled no later than 10 days from the date of this letter. You are required to provide documentation to the Office of Student Judicial Affairs that the appointment occurred. The content of the session is confidential unless you choose to sign a release authorizing the Counseling Center staff to communicate with me. This educational requirement must be complete and documented within 30 days of this letter.

4. **University Housing assignment change or removal:** a student is required to (a) relocate to a new University housing assignment; (b) leave University housing for a specified period of time; or (c) leave University housing permanently.
 - a. *Banned from all Housing facilities and adjacent parking lots through (specify semester). Housing may be available beginning (specify semester) if approved by the Director of Housing after a one-on-one meeting with the Director.*

5. **Education requirements:** a student is required to complete a specified educational sanction related to the violation committed. Such educational requirements may include, but are not limited to, completion of a seminar, report, alcohol or drug assessment, presentations, and/or counseling.
 - a. *Write a 3-5 page reflection paper addressing how the loss of privileges has and/or will affect his education and future. What have you learned from this experience? To be completed by (date).*

Sample Alcohol Case Sanctions:

1. **Disciplinary Warning:** A written disciplinary sanction notifying a student that the student's behavior did not meet University standards. All disciplinary warnings will be taken into consideration if further violations occur.
 - a. *Effective immediately you are placed on disciplinary probation until (date). Any violation of the Student Code of Conduct during this period of probation will result in additional and more severe sanctions.*

2. **Alcohol Education:**
 - a. You are required to complete the Alcohol 101 Plus CD program. This material is available in the Dean of Students Office. You may check it out for a period of one week (specify date). Once you have completed the Alcohol 101 Plus assignment, you are required to write a paper reflecting on 1) what you learned from the program, 2) what impact this will have on how you think and feel about drinking in the future, and 3) what the most important thing is that you have learned from this experience. This paper must be no less than 500 words in length (typed, double-spaced) and must be submitted to the Dean of Students Office (Building 21, Room 130) **by (date)**. This paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
 - b. You are required to complete the E-Chug on-line program. This material is available on-line at <http://interwork.sdsu.edu/echug2/UWF>. Once you have completed the e-chug assignment, you must print your self assessment and completion certification. Also, you are required to write a paper reflecting on 1) what you learned from the program, 2) what impact this will have on how you think and feel about drinking in the future, and 3) what the most important thing is that you have learned from this experience. *This paper must be no less than 500 words in length (typed,*

- c. You are required to complete a reflection essay on the Alcohol Information enclosed. 1) what you learned from the information, 2) what impact this will have on how you think and feel about drinking in the future, and 3) what the most important thing is that you have learned from this experience. This paper must be no less than 500 words in length (typed, double-spaced) and must be submitted to the Dean of Students Office (Building 21, Room 130) by (date). This paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.

Human Resources

Human Resources

Drug Free Campus brochure is distributed to all new employees during orientation. The brochure is also mailed to all UWF employees annually. In addition, the Employee Assistance Program (EAP) and the Certificate in Management Training programs include Drug Free Campus training.

UWF provides drug and alcohol assistance to all employees through the Employee Assistance Program. Licensed psychologists are available through EAP to assist employees with drug and alcohol questions, counseling, and support. EAP is offered by the Allen Group. In addition to regular EAP services, a representative from this group provides a one day training focused on recognizing signs of AOD misuse for both employees and supervisors, as well as helping attendees become familiar with the services offered by the EAP program. Classes were held in February 2005 and March 2006 (see attached class information sheet to verify EAP workshops). Human Resources highly encourage employees and supervisors to utilize this program and promotes that this program should be offered as a disciplinary action prior to termination.

In addition to policy distribution and offering EAP programs to employees, Human Resources conducts background screenings and any AOD related issues are factored into hiring decisions. Furthermore, every employee must review, sign, and submit UWF's Drug Free Workplace policy upon hire. This policy is also located in the Code of Ethics and the Standards of Conduct.

These policies can be found online:

1. Recruitment, Selection, and Appointment:
<https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=949>
2. Background Screening Form:
<http://uwf.edu/ohr/background.pdf>;
3. Controlled Substance Conviction Form:
<http://uwf.edu/ohr/substance.pdf>;
4. Drug Free Workplace Policy Statement:
<http://uwf.edu/ohr/drug.pdf>
5. Employee Assistance Program, UWF HR web page:
<http://uwf.edu/ohr/EAP.cfm>

Section 2

Statement of AOD program goals and discussion of goal achievement.

Goal 1

Incorporate Housing and Residence Halls into programming.

Achievement: As the data shows, Housing has been very active in organizing and cosponsoring AOD programs for resident students.

Goal 2

Director of Health and Wellness to increase prevention programming.

Achievement: Focus on AOD programming has been a priority for the Director. Application for and award of the CHOICES grant has brought additional money for increased AOD programs, website development, an Alcohol Task Force, as well as additional efforts as reviewed in Section 1 of this report.

Goal 3

Director of Health and Wellness to incorporate survey instruments and develop improved assessment measures for effectiveness of programming.

Achievement: Both the NCHA and CORE assessments have been given to students, with the CORE being given twice in the 2 year period being reviewed. Additionally, as mentioned in Section 1 of this report, an academic group conducting research on the effectiveness of an alcohol Social Norms campaign is currently underway.

Goal 4

Prevention Office to develop programming to improve awareness of Drug and Alcohol use prevention.

Achievement: Additional AOD presentations were developed to increase students' awareness of harm-reduction behaviors, knowledge of alcohol and risks associated with alcohol misuse, and familiarity with the Prevention Office itself. Additionally, AOD marketing campaigns were initiated at key times during the semester, as a supplement to regular AOD programs and events.

Goal 5

Continue to develop and improve advertising and building awareness among target populations.

Achievement: Social Norms banners have been hung in residence halls, promotional items have been purchased and handed out, and additional marketing of the Health Promotions office has been conducted.

Goal 6

Develop programs that increase student involvement.

Achievement: Student involvement has been increased in awareness events by getting professors to offer extra credit for participation in the event. Also, presentations have been developed to increase interaction and reflection with students, including skill building activities such as the “standard drink pour” exercise and the “drinking and driving confrontation” exercise. Additionally, the peer education program continues to actively market to and recruit students.

Section 3

Summaries of AOD program strengths and weaknesses

Strengths:

Descriptions of the AOD program elements – Current programs are documented appropriately and have increased the number of evidence-based programs offered.

Collaborative efforts between appropriate university departments have increased.

Procedures for distributing AOD policy to students and employees – Current distribution covers both student and employee populations.

Copies of the policies distributed to students and employees – All materials distributed to students and employees are contained in the report.

Measurements of effectiveness of AOD programs has been improved through use of the CORE and NCHA assessments, as well as the initiation of the academic research group geared toward studying the effects of Social Norms marketing campaigns on AOD use, perception, and knowledge of campus policies.

Weaknesses:

Although measures of effectiveness have improved, there are still many methods for evaluating program effectiveness and outcomes that are subjective in nature.

Although collaborative efforts for Drug and Alcohol prevention have increased, it would serve the university well to continue to increase the number of events cosponsored by multiple departments as a way to pool money to increase quality programming, marketing efforts, and student involvement.

Student participation in AOD programming and awareness events is still not at the level this institution would like.

Section 4

Procedures for distributing annual AOD notification to students and employees

Students

Page 45

Employees

Page 48

**Method of Distribution
Student Population**

The “Drug Free Campus” brochure was distributed by a one-time mass email to all currently enrolled students on an annual basis. All non-deliverable email addresses were converted to traditional addresses and the information contained in the email was mailed to them using the United States Post Office.

<u>Semester 2005/06</u>	<u>Email Distribution</u>	<u>Other Distribution</u>	<u>Cost</u>
Spring 2005	8,512	73 x .37	\$ 27.01
Summer 2005	5,425	157 x .37	\$ 58.09
Fall 2006	9827	84 x .39	\$33.15
Total			\$118.25

Population Reached by %

Spring 2005 Distribution	8,512 email 73 US mail	99 % <u>1 %</u> 100 %
Summer 2005 Distribution	5,425 email 157 US mail	97 % <u>3 %</u> 100 %
Fall 2006 Distribution	9827 email 84 US mail	99 % <u>1 %</u> 100 %

**Please see the addendum to this section for an example of verification of students who were sent the Drug Free Campus policy brochure in the mail due to non-delivery of policy in email format.

Addendum

University of West Florida
Dean of Students Office
DRUG FREE SCHOOLS – Students not reached by email Fall 2006

1. Ms Teresa Simmons
2. Mr George Thekkummattathil
3. Mr Hal D. Retting
4. Mr Stephen Peter Husiak
5. Ms Nancy Robin Prout
6. Ms Lynea Ann Manners
7. Mr Donald James,
8. Mr Bernard Walsh
9. Ms Phyllis Jane Lalonde,
10. Ms Cheytoria Laque Hickey
11. Mr Joseph Clifford Slack Jr,
12. Mr Steven Thomas Futterer
13. Mr Marshall Laing Mott,
14. Ms Judith Beasley
15. Ms Jacquelyn Rutledge Zeiger,
16. Mr Jonathan Aime Dubois
17. Ms Roslyn Elaine Guyette,
18. Mr Jason Troy Johnson
19. Ms Janet Carol Webb,
20. Ms Sherry Jane Lolley
21. Mr Larry Thornton Westman,
22. Ms Barbara Jean Simpson
23. Ms Bessie Lou Gentry,
24. Ms Sallie M Daniels
25. Ms Elizabeth Poulsen Parker
26. Ms Rachel Ann Reese,
27. Ms Kimberley Burch
28. Ms Carla W. Fisher,
29. Mr Benjamin Sherrod Levin
30. Ms Judy Belinda Allen,
31. Ms Maureen M. Lee
32. Mr Ashley Dewitte Pace Iv,
33. Mr Raymond Beauregard Williams
34. Mr Ray Bennett,
35. Ms Tracy Lorraine Arnold
36. Ms Vaughan Holmes Hedrick,
37. Ms Sue Carol Oathout
38. Ms Kay Florence Roberts
39. Mr Robert John Lalonde,
40. Mr Robert Alexander Whitesides
41. Ms Rachel Ann Bailey,
42. Ms Kitty Anne Williams
43. Ms Sally Bolivia Bernard,
44. Ms Jeffrey Christian Bernard
45. Ms Mercedes Serralles Galler,
46. Mr Paul L. Sherman
47. Mr Robert Dwayne Bowman,
48. Ms Rebecca Scott Mahoney

49. Ms Ronda Lynn Curtis,
50. Ms Marcia Denise Crowder
51. Ms Claudia Jean Finn,
52. Mr Jerome Joseph Fellermann
53. Ms Hiroko Seaitz,
54. Mr Mark David Nottingham
55. Ms Kitty Christine Taylor,
56. Mr Dennis Anthony Gable Mr
57. Ms Cathleen Yvonne Hunzeker,
58. Ms Jean M Harris
59. Ms Viany E Munoz,
60. Ms Stephanie J Bova
61. Mr Sean Goiden,
62. Ms Jocelyn Weatherspoon Blake
63. Mr Derek Mitchell Poston,
64. Mr Calburn Laird Clevenger
65. Mr Dexter Duane Barber,
66. Mr Michael Scott Campbell
67. Ms Celeste Daphne-Jade Dunn,
68. Mr Kay Li
69. Mr Larry Douglas Shipman
70. Ms Kimberly Kay Campbell,
71. Ms Jennifer Lynn Kersh
72. Mr Alvin Shawn Enfinger,
73. Mr Jesse Wayne Marshall,
74. Mr Matthew David Wray
75. Ms Debra Sue Tarr,
76. m Denisha Montrel Hill
77. Mr Scott Anthony Sherman,
78. Mr Miguel Nanez
79. Mr Samuel Evie Blackston,
80. Ms Ashleigh Rene McDonald
81. Ms Christina Dawn Griffin,
82. Mr Wesley Paul Majors
83. Ms Monica Inez Herrera
84. Ms Elizabeth Ann Dalton

Method of Distribution
Employee Population

Due to the high rate of employee turnover in the Human Resources department, there was no record of when or how the required annual AOD notification was given to employees. This issue was addressed and measures were put in place to keep this from happening again. Human Resources will appropriately document when and how information was given to employees and will provide an example of the information distributed. It should be noted that all new employees received information related to AOD issues and that brochures and policies related to this were available on the Human Resources website.

Section 5

Copies of policies distributed to students and employees

Dean of Students Office	Page 50
University Commons and Student Activities	Page 58
Human Resources	Page 61

Dean of Students Office

**Policy
Drug Free Campus and Schools**

DRUG FREE SCHOOLS AND CAMPUSES ACT of 1989.

This federal law requires that institutions of higher education provide students and employees with a copy of the written policies and laws related to drugs and alcohol. The University of West Florida clearly prohibits 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. To obtain information on applicable legal sanctions, the health risks associated with drug and alcohol abuse, available counseling and treatment programs, and disciplinary sanctions associated with student and/or employee violations, contact Campus Alcohol and Drug Information Center at (850) 474-2417 or visit the Web site <http://uwf.edu/drugfreecampus> (hardcopy included as Addendum 1)

**Please also see example of letter distributed annually to students included as Addendum 2.

Addendum 1

Drug Free Schools and Campuses

This publication is distributed by the Dean of Students Office and the Office of Human Resources in accordance with the requirements of the **Drug Free Schools and Campuses Act of 1989 and the Campus Security Act of 1990.**

An academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. These high risk behaviors lead to decreased productivity, serious health problems, strained social interactions, and impaired learning.

STANDARDS OF CONDUCT

The University of West Florida is committed to a healthy, safe environment for learning, living, and working. Students, faculty, staff, and guests are expected to comply with all federal, state, and local laws as well as University rules and regulations concerning alcoholic beverages and other drugs. **Specifically, the University prohibits the unlawful possession, use, manufacture or distribution of alcohol or controlled substances in or on University property or as part of any of its activities.** Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, tranquilizers, inhalants, and associated paraphernalia.

SANCTIONS

The University will take disciplinary action for violation of its standards of conduct regarding alcohol and other drugs. For students, the process is delineated in the current edition of the Student Handbook under "Rights and Responsibilities." For employees, the process is provided in UWF Employee Handbook.

Sanctions imposed upon students may range from oral and written warnings to restriction, probation, counseling, suspension or expulsion from the University. Employee sanctions may range from oral and/or written reprimands, mandatory participation in an Employee Assistance Program and/or termination of employment.

Disciplinary action by the University does not preclude the filing of criminal charges against a student, employee, or guest; nor does the filing of criminal charges prevent the University from taking disciplinary

action.

IT'S THE LAW

Numerous federal, state, and local laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The Federal Controlled Substances Acts provide penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

State laws and local ordinances also prohibit illicit drugs and alcohol. Copies of these laws as well as University policies and regulations are available at the following locations:

- Office of Human Resources · Department of Public Safety and Security
- Dean of Students Office · Student Health and Wellness Center

HEALTH RISKS

The use, misuse, and abuse of alcohol and other drugs, both legal and illegal, can have serious consequences to health and well-being. Alcohol and other drug use can lead to psychological and/or physiological dependence and addiction. Information on specific health risks associated with alcohol and other drugs is summarized below and is available in more detail at the following campus locations:

- Student Health Center
- University Counseling Center
- Student Health and Wellness Center

Alcohol is a central nervous system depressant that can impair coordination, inhibitions, self control, memory, judgment, and reflexes. Large quantities may produce staggering, slurred speech, mood changes, unconsciousness and possibly death. Prolonged use can damage many

organs of the body including the heart, liver, stomach, and pancreas.

Marijuana can increase heart rate, interfere with sexual development, may cause a reduction in male fertility and disrupt the female menstrual cycle. It can increase the risk of disease/damage to the body's respiratory system, impair eye-hand coordination and other essential functions needed to operate a motor vehicle safely. It can also impair the body's immune system.

Cocaine can cause feelings of depression, inability, impatience and pessimism. It can also cause severe weight loss, anxiety, hallucinations, increased heart rate and blood pressure. Cocaine has caused death by convulsion, failure of the respiratory system, and by heart attack.

Over-the-Counter and Prescription Drugs can also cause drug tolerance, dependence, and addiction. The potential for misuse and abuse is increased with these drugs as they are easily obtainable, safe as far as ingredients and manufacturing, and the user may tend not to follow specific instructions for dosage and frequency. Many legal drugs also have a long shelf life leading to their use after they are no longer needed or for self medication without medical supervision.

Interaction between various drugs, legal and illegal, may have serious consequences to the user. Various combinations of drugs may work at cross purposes within the body, and the combined effects of two or more drugs may be more potent than the effect of a single drug.

Club drugs such as MDMA (Ecstasy), GHB, LSD, Rohypnol, Ketamine and Methamphetamine can cause serious health problems and possibly death. Many of these drugs are tasteless and odorless. The chemicals, drug sources and pharmacological agents used to manufacture these drugs often vary, making it difficult to determine all of the effects, symptoms and health risks associated with club drugs. Confusion, depression, impaired motor function, amnesia, psychotic behavior, cardiac failure and permanent neurological and organ damage are some known effects associated with the use of these drugs.

COUNSELING, TREATMENT AND RE-ENTRY PROGRAMS

University Counseling Center staff are available by appointment or on an emergency basis to assist with alcohol and other drug related problems. Contact with the Center is confidential.

Health Center personnel are available during normal hours to deal with any alcohol or drug related emergency, answer questions, and provide

information. (After hours 2911 or 474-2911 should be dialed to obtain assistance in an emergency.)

The Student Health and Wellness Center provides a confidential referral service with regard to alcohol and/or other drug problems; information on various aspects of alcohol and other drug use, misuse and abuse; and a reference library for personal and academically related research.

The University's Employee Assistance Program (EAP) is available to employees to obtain counseling and/or treatment for an alcohol, or other drug related problem. Employees are entitled to four (4) sessions at no charge through the EAP program which is coordinated by the Center for Personal and Family Development (CPFD). After these sessions, treatment is coordinated through the employee's individual insurance plan. CPFD may be called directly at 438-4007. This service is confidential.

Re-Entry Programs for students and employees are handled on a case by case basis through the Office of Student Affairs and Human Resources respectively.

AT YOUR SERVICE

Student Health and Wellness Center	474-2254
Counseling Center	474-2420
Health Center	474-2172
Human Resources	474-2694
Public Safety and Security	474-2415
Dean of Students Office	474-2384

HOTLINE NUMBERS

Local:

AA/ALANON ANSWERING SERVICE	433-4191 (24 Hours)
LAKEVIEW CENTER HELPLINE	595-1300

National:

ALCOHOL AND DRUG ABUSE	1-800-729-6686
AMERICAN COUNCIL ON ALCOHOLISM	1-800-5275344
REFERRAL AND DRUG INFORMATION	1-800-662-4435

Crime Awareness And Campus Security

Crime statistics are provided as part of the University of West Florida's commitment to safety and security on campus and complies with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information is found on our web page at www.uwf.edu/uwfpolice/crime.crm, click on Cleary Act.

Student Conduct

The University of West Florida is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. University students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with all federal, state, and local laws, and university regulations. In keeping with the University of West Florida's stated essential values, sanctions imposed on students found in violation of the Student Code of Conduct are designed to promote the university's educational mission. Furthermore, sanctions are imposed for the purposes of restoring the standards of the university community, educating students about the seriousness of their action(s) and promoting civility and positive growth, while maintaining the safety and integrity of the individuals involved and the university community. The processes for adjudicating violations of federal, state and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another. For more information concerning the Student Code of Conduct, please visit our web page at www.uwf.edu/JudicialAffairs.

Addendum 2

IMPORTANT UWF STUDENT INFORMATION

PLEASE READ

SELECTED LEGISLATIVE ACTS

There are numerous state and federal laws that require institutions of higher education to provide information at various times of the year to the university community. Below are summaries of five of these key legislative mandates with information on how to access further information. Please take a few minutes to review these acts and visit the links.

DRUG FREE SCHOOLS AND CAMPUSES ACT of 1989.

This federal law requires that institutions of higher education provide students and employees with a copy of the written policies and laws related to drugs and alcohol. The University of West Florida clearly prohibits 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. To obtain information on applicable legal sanctions, the health risks associated with drug and alcohol abuse, available counseling and treatment programs, and disciplinary sanctions associated with student and/or employee violations, contact Counseling Center at (850) 474-2420 or visit the Web site <http://uwf.edu/drugfreecampus>.

To have this information mailed to you, please contact Dean of Students Office at (850) 474-2384.

JEANNE CLEARY DISCLOSURE FOR CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT.

This is a federal law requiring institutions of higher education to disclose campus security information, including crime statistics for the campus and surrounding area. As a current or prospective University of West Florida student or employee, you have the right to obtain a copy of this information for this institution. You may review this information by accessing the federal government Web site at <http://ope.ed.gov/security/Search.asp> (by typing in the "University of West Florida") or by accessing the University Web site at <http://uwf.edu/uwfpolice/crime.cfm>.

You may also obtain a copy of this information upon request by contacting the University of West Florida Police at (850) 474-2415.

MENINGITIS AND HEPATITIS B IMMUNIZATION.

The regulation was passed by the Florida Board of Education and applies to enrolled students. College students may be at increased risk for meningitis and hepatitis B. To learn more about these diseases, how they spread, and whether you should be vaccinated, visit the Student Health Center Web page <http://uwf.edu/healthcenter/> or the American College Health Association Web page <http://www.acha.org>. Students residing on campus at a university in the state of Florida must provide proof of immunization for meningitis and hepatitis B or sign a waiver indicating their informed decision not to be vaccinated.

For more information on the immunizations, contact the Health Center in Bldg. 63 or call (850) 474-2172. For more information on housing waivers, contact Housing and

Residence Life in Bldg. 21 at (850) 474-2463.

VOTER REGISTRATION REQUIREMENTS OF THE HIGHER EDUCATION AMENDMENTS OF 1998.

This state law requires colleges and universities to provide each enrolled student the opportunity to apply to register to vote or to update their voter registration records at least once a year. Voter registration information at the University of West Florida may be obtained during orientation, or at various locations around campus, including the Nautilus Card Office, University Commons, Dean of Students, Registrar, the Fort Walton Beach Center or Advising Center.

For further information on this amendment, contact the Dean of Students Office at (850) 474-2384. Students with disabilities may obtain information and assistance in filling out the cards at the Student Disability Resource Center in Building 21 or at (850) 474-2384.

To obtain a voter registration application online, contact
<http://election.dos.state.fl.us/RegToVote/regform.shtm>.

CAMPUS SEX CRIME PREVENTION ACT.

This federal law is aimed at tracking convicted sex offenders enrolled at or employed by institutions of higher education. The act requires sex offenders registered with the state to provide notice to the state of each institution of higher education that the offender is employed, carries on a vocation, or is enrolled as a student. To obtain additional information on this act or a listing of convicted offenders at the University of West Florida, contact <http://uwf.edu/uwfpolice/offenders/main.cfm> or the University of West Florida Police Department at (850) 474-2415.

Alternate format available upon request. Please contact Student Disability Resources Center, Building 21, or call (850) 474-2387.

DISCLAIMER: This information is a summary aimed at increasing awareness of these specific acts. It is not intended to convey the full extent of each statute or to replace information contained in the College Catalog or Student Handbook.

University Commons and Student Activities

UCSA Alcohol/Drug prevention programs
2005-2006 report

The procedure for Registered Student Organizations wishing to serve alcohol at a sponsored function is as follows:

No less than fourteen (14) working days prior to the event, a representative from the organization must complete and submit a Request to Serve Alcohol at an On-Campus Event. The sponsoring organization must designate two or more members of the organization who will have primary responsibility for ensuring that all appropriate laws, policies, and procedures are properly observed. Appropriate laws, policies, and organizational responsibilities are reviewed by the Director of University Commons and Student Activities with individuals interested in assuming responsibility for their organization. The University Commons and Student Activities Office maintains dated signature cards of authorized personnel. Only students who have attended an alcohol policy meeting are qualified to sign Request to Serve Alcohol forms. These individuals are qualified for a specified period (currently one year) before they are required to attend another meeting. In addition, qualified individuals may be required to attend another meeting in the event that Florida law or University policies change.

A copy of the policy reviewed during “alcohol meetings” can be found at the following web address: <http://www.uwf.edu/ucommons/documents/Sec19-AlcoholPolicy.pdf>
Students attending the meeting receive a printed copy of the policy.

**Please see the printed version of the above mentioned policy included as an addendum to this page.

Addendum

**University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual
Topic: Student Organization Alcohol Policy
Updated: January 6, 2006**

On-campus Alcohol Events

This policy is applicable to Officially Registered Student Organizations and Sports Clubs. Any organization that wishes to register an on-campus event at which alcohol will be served must first receive approval from the Director of University Commons and Student Activities. Student organizations are expected to comply with all applicable local and state laws and University policies pertaining to alcoholic beverages at sponsored events.

The University requires one or more University Police Officers be present at any event where alcohol will be present unless an exception has been approved by the Director of University Commons and Student Activities in consultation with the University Police. No exception will be made for any event open to the public. The organization is required to bear the cost of this police service.

This policy applies equally to events where the organization provides free alcohol, where participants provide their own alcohol (BYOB), and where a cash bar is made available. See addendum for special rules governing registered social fraternities and sororities. When alcoholic beverages are provided free by the sponsoring organizations, beverages must be purchased from and served by a third party licensed vendor (i.e., caterer or licensed non-profit organization). Sponsor organizations may not purchase from a retailer or wholesaler and serve free alcoholic beverages directly. The sale of alcoholic beverages is strictly limited by Florida law to employees of a licensed vendor. Charging admission at the door of the facility where alcoholic beverages are available free or soliciting donations from those attending the event may be defined as selling alcoholic beverages and is therefore prohibited under this policy. Provisions must be made to ensure that guests' consumption is appropriately limited. No individual should be served more than two (2) drinks per hour not to exceed six (6) drinks per event.

BYOB is authorized for closed parties only. Closed parties are defined as events open only to organization members and a maximum of three guests each. Each member should be individually responsible for the conduct of his or her guests at the event. The amount of alcoholic beverages brought into the event is limited to no more than one (1) six pack of 12 oz. cans (no bottles) per person or no more than 1 liter of wine per 2 people. If an event is to be BYOB, then beer and wine must be checked in at the event, marked and held by a bartender. This allows the organization to control for age and consumption. Cash bars must be operated by a licensed vendor and the vendor will take appropriate measures to limit and control consumption according to the standards governing their license. If a cash bar is provided the vendor will be responsible for compliance with applicable sales regulations but the sponsoring organization is still responsible for the conduct of the overall event. The sponsor organization must complete and submit a Request to Serve Alcohol at an On-Campus Event.

The document must be submitted no less than fourteen (14) working days prior to the event. No publicity for any event may indicate free alcohol or emphasize alcohol themes. Specifically, publicity may not visually depict alcohol (i.e., mugs, bottles, kegs, cans, etc.) and may not name any alcohol brand or type. Additionally, descriptive terms such as "wine and cheese social" or "BYOB" must appear at no more than 33% scale of the largest element in the poster, flyer, banner or other promotional item.

The sponsoring organization must designate two or more members of the organization who will have primary responsibility for ensuring that all appropriate laws, policies, and procedures are properly observed. Appropriate laws, policies, and organizational responsibilities will be reviewed by the Director of University Commons and Student Activities for individuals interested in assuming responsibility for their organization. The University Commons and Student Activities Office will maintain dated signature cards of

authorized personnel. Only students who have attended an alcohol policy meeting will be qualified to sign Request to Serve Alcohol forms. These individuals will be qualified for a specified period before they are required to attend another meeting. In addition, qualified individuals may be required to attend another meeting in the event that Florida law or University policies change.

Food and non-alcoholic beverages should be served at any event where alcoholic beverages are available. When alcoholic beverages are provided free of charge, non-alcoholic beverages and food must also be available at no cost. The sponsoring organization is responsible for monitoring the behavior of persons who attend the event. Anyone who becomes intoxicated or disorderly should be escorted from the event by University Police. Proof of age must be exhibited by all persons in attendance before they are served alcoholic beverages. Only a valid driver's license, non-driver's state I.D., or passport are accepted as proof of age under Florida law. In accordance with Florida law, alcoholic beverages consumed in a licensed facility must have been purchased there. The University Commons is covered by a license held by the University's food service contractor; therefore, if an event is held in the University Commons, the sponsoring organization must assure that persons attending the event do not bring alcoholic beverages into the facility.

Wristbands or a two-stamp identification system must be used to identify both persons of legal drinking age and those underage. Exceptions to this procedure must be approved in advance by the Director of the University Commons and Student Activities. Common containers (i.e. kegs, party balls, etc.) are not permitted at "free" or "BYOB" events. Registered student organizations are expected to adhere to the procedures and requirements listed above. Failure to do so may jeopardize the status of the organization and could result in one or more of the following actions:

1. Requirement that all organizational functions, with or without the service of alcoholic beverages, be attended by a University chaperon and/or University police, the cost of which must be absorbed by the organization.
2. Suspension or cancellation of the organization's privilege to serve alcoholic beverages at sponsored functions.
3. Suspension or cancellation of the organization's privilege to use University facilities.
4. Suspension or cancellation of the organization's registration with the University.

Off-campus Alcohol Events

The University of West Florida will not prohibit nor condone the availability of alcohol at off-campus events sponsored by student organizations. The University recognizes that it has neither the practical ability nor the legal authority necessary to control student's private conduct. Organizations sponsoring off-campus events at which alcohol is served are urged to provide their members with alcohol and drug abuse awareness training.

Human Resources

All policies distributed by Human Resources are included as hardcopy addendums to this page however the policies are also available on the University's website. Website policy links are included below.

Link to the current Drug Free Campus brochure (Addendum 1):

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Acknowledge/Drug%20Free%20Campus%20Brochure.pdf>

Drug Free Workplace Policy Statement (Addendum 2):

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Acknowledge/Drug%20Free%20Workplace%20Policy.pdf>

Recruitment, Selection, and Appointment (Addendum 3):

<https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=949>

Employee Assistance Program, UWF HR web page (Addendum 4):

<http://uwf.edu/ohr/benefits/benAndPerks/EAP.cfm>

Addendum 1

Drug Free Campus Workshops and Orientation

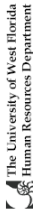
Horizon Health Employee Assistance Program representatives provide UWF employees with an orientation program which is followed by a Supervisor's Workshop.

The orientation program outlines the services provided by Horizon Health and how to access those services.

The Supervisor's Workshop provides guidelines to assist supervisors in creating a drug free work place.

The Federal Government requires that UWF (or any institution which receives more than \$25,000 in Federal funding) provide this training to supervisors and individuals with direct Federal grants. Sign up for sessions through the Reservation Desk in NAUTICAL or by calling 474-2694.

Human Resources
Building 20E, Room 117
850.474.2694
<http://uwf.edu/ohr>



Hotline Numbers


Local: AA, Tin-District Office 433-4191 (24 hours)

National: Alcohol 1-800-252-6465
 Alcohol 1-800-527-5344
 Referral & Drug Info 1-800-662-4357

This brochure is published and distributed by Student Affairs and Human Resources in accordance with the requirements of the Drug Free Schools and Campuses Act of 1989.

The University of West Florida

Drug Free Campus



Standards of Conduct

Students, faculty, staff, and guests are expected to comply with all federal, state, and local laws, as well as university rules and regulations concerning alcoholic beverages and other drugs. Specifically, the university prohibits the unlawful possession, use, manufacture or distribution of alcohol or controlled substances in or on university property or as part of any of its activities. Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, tranquilizers, inhalants, and associated paraphernalia.

Sanctions

The university will take disciplinary action for violation of its standards of conduct regarding alcohol and other drugs. For students, the process is delineated in the current edition of the *Student Handbook* under "UWF Student Code of Conduct". For employees, the process is provided in University Policy HR-22.00, Standards of Conduct.

Sanctions imposed upon students may range from oral and written warnings to restriction, probation, counseling, suspension or expulsion from the university. Employee sanctions may range from oral and/or written reprimands, mandatory participation in an Employee Assistance Program and/or termination of employment.

Numerous federal, state, and local laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. Copies of these laws, as well as university policies and regulations, are available at Human Resources, Student Affairs, and University Police.

Counseling and Treatment

The use, misuse, and abuse of alcohol and other drugs, both legal and illegal, can have serious consequences to health and well-being. Alcohol and other drug use can lead to psychological and/or physiological dependence and addiction. Information on specific health risks associated with alcohol and other drugs is available in more detail at the following campus locations:

UWF Student Counseling Center provides personal and vocational counseling, psychotherapy, and consultation to students and spouses of students at UWF. Students can come to the center free of charge. Student spouses or significant others may be eligible if the problem interferes with the student's progress at the university. The Counseling Center is staffed by Ph.D. psychologists, mental health counselors, and psychology trainees. Contact with the center is confidential. Students can contact the center at 474-2420 or visit their website at www.uwf.edu/CounselingCenter.

UWF Student Health Center:
 Call 474-2172 or e-mail HealthCenter@uwf.edu

Campus Alcohol and Drug Information Center (CADIC) strives to educate the UWF community by increasing knowledge and awareness of the responsible, legal use of alcohol and the misuse of illegal drugs. They

offer low-risk, healthy alternatives to students who are in an environment where alcohol and drug use may exist. They also provide students, teachers and organizations with personalized alcohol and drug awareness programs. Visit them at Building 21, Room 132, or contact them at 474-2417.

Horizon Health is the current provider for the university's Employee Assistance Program (EAP). This program is available to employees for counseling and/or treatment for an alcohol or other drug-related problems. Short-term counseling is free. If long-term care is required, treatment will be coordinated through the employee's health insurance. Services received through the EAP are confidential. Employees may contact Horizon Health directly at 1-800-272-7252.

At Your Service

Housing Office, Bldg. 21	474-2463
Human Resources, Bldg. 20E	474-2694
Student Affairs, Bldg. 21	474-2384
Student Health Center, Bldg. 63	474-2172
Student Health and Wellness Education, Bldg. 19	474-2258
University Counseling Center, Bldg. 19	474-2420
University Police, Bldg. 19	474-2415
Campus Emergency	474-2911

Addendum 2

The University of West Florida Drug-Free Workplace/Drug-Free Schools Policy Statement

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession and unlawful use of alcohol is harmful, and is prohibited in and on the University of West Florida campus, the University's owned or controlled property, or as part of any of its activities. Any University of West Florida employee determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination and/or referral for prosecution. No employee is to report to work or class, or **any university activity** while under the influence of illegal drugs or alcohol. Violation of these policies by an employee will be reason for: (1) evaluation/treatment for a drug/alcohol use disorder, and/or (2) disciplinary action up to and including termination in accordance with applicable collective bargaining agreements for employees and other policies and procedures; and/or (3) referral for prosecution consistent with local, State, and Federal law.

Employees are advised of the following Florida State Laws regarding the unlawful possession or distribution of illicit drugs and alcohol:

Florida Statutes, Chapter 893.147: Use, possession, manufacture, delivery or advertisement of drug paraphernalia.

1. **Use or Possession of drug paraphernalia:** It is unlawful for any person to use, or to possess with intent to use, drug paraphernalia:

a. To plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or conceal a controlled substance in violation of this chapter; or

b. To inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of this chapter. Any person who violates this subsection is guilty of a misdemeanor of the first degree, punishable as provided in s.775.082, s.775.083, or 1s.775.084.

2. **Manufacture or delivery of drug paraphernalia:** It is unlawful for any person to deliver, possess with intent to deliver, or manufacture with intent to deliver drug paraphernalia, knowing, or under circumstance where one reasonably should know, that it will be used:

a. To plant, propagate, cultivate. Grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or conceal a controlled substance in violation of this act; or

b. To inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of this act. Any person who violates this subsection is guilty of a felony of the third degree, punishable as provided in s.775.082, s.775.083, or s.775.084.

Florida Administrative Code 6C6-3.021:

Alcoholic Beverages: Possession and use of alcoholic beverages on university premises shall comply with state law. Consumption of alcoholic beverages in public places on campus is prohibited except in those areas and under those conditions specified in 6C6-3.021(s) (3) and (4). All buildings and grounds on the campus are considered to be public places, except residence halls. As provided in Florida Statutes Chapters 561 (Beverage Law: Administration),

562 (Beverage Law: Enforcement), 563 (Beer), 564 (Wine) and 565 (Liquor), it is illegal for anyone to manufacture, distribute, or sell alcoholic beverages without a license obtained under Florida Law.

The use of illegal drugs and abuse of alcohol can lead to serious health problems, effects on one's mental, physical and personality characteristics and death. Substance abuse can adversely affect an employee's job performance and jeopardize the safety of co-workers and the public. The University of West Florida has an Employee Assistance Program offered through the Office of Human Resources. Employees who are in need of treatment/counseling are referred to local agencies. Payment is the responsibility of the employee and care is coordinated by the Office of Human Resources with the individual's health insurance plan. Employees who do not have health insurance are referred to various volunteer groups within the area and are assisted in enrolling in a health plan at the next available enrollment period. Emergency short term services can normally be coordinated at no cost. All assistance/referrals are strictly confidential and do not become a part of the employees personnel file.

In order to comply with Federal Drug-Free Workplace Act, the University of West Florida requires that an employee employed on a grant or contract notify the employer of any criminal drug statute conviction of a violation occurring in the workplace no later than five (5) days after such conviction. The University must notify any Federal-contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace. The University will take discipline action on any employee who is so convicted or require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

Addendum 3

UNIVERSITY POLICY:

TO: University of West Florida Community

FROM: Dr. John Cavanaugh, President

SUBJECT: Recruitment, Selection, and Appointment

Responsible Office/Executive: Executive Vice President and Human Resources

Policy/Purpose: All recruitment activities shall be planned and carried out in accordance with State and Federal laws, applicable rules, and the University of West Florida's commitment to equal opportunity.

CONTENTS:

(1) Hiring Principles

(2) Vacant Position

(3) Appointment Types

(4) Advertising Position Vacancies

(5) Application

(6) Selection

(7) Appointment

(1) Hiring Principles

(a) The University is committed to providing equal opportunity and nondiscrimination towards applicants and employees as it pertains to race, color, religion, age, disability, gender, marital status, national origin, sexual orientation and veteran status, consistent with State and Federal law.

(b) University departments welcome and encourage applications from a diverse population.

(c) The University will hire the most suitable individual for a position based upon position requirements, selection criteria, and needs of the department.

(2) Vacant Position

(a) A position vacancy exists when an incumbent terminates an established position or when a new position is created.

(b) A Position Description must be on file in Human Resources for University Work Force (*UWF*) employees.

(c) A Position Requisition must be completed to begin the recruitment process.

(3) Appointment Types

(a) Faculty Appointment Modifiers

1. Regular - A continuing appointment or an original temporary appointment which may be followed by a continuing appointment.

2. Acting - A limited time appointment to a position primarily assigned administrative, additional, or replacement duties.

3. Adjunct – A Faculty OPS appointment. Adjunct appointments are for temporary or part-time employment and the term of employment is only for the period specified in the offer.

4. Provisional - An appointment of an individual who is not fully qualified, but who is expected to acquire such qualifications in a short period of time.

5. Visiting - An appointment of an individual having professional qualifications,

when either the person or the position is not expected to be available for more than a limited period of time.

6. Research – A Faculty appointment for an individual who is engaged primarily in research.

7. Courtesy - An unpaid appointment which may include special academic privileges such as voting in departmental affairs. Persons appointed with this status may or may not be otherwise affiliated with the University.

8. Emeritus - An honorary title which may be conferred at retirement in recognition of distinguished service.

9. Phased Retirement – A Faculty appointment under the provisions of the Phased Retirement Program.

10. Multi-Year - An appointment which extends beyond one academic or fiscal year.

(b) University Work Force (*UWF*) Appointment Modifiers

1. Regular - A continuing appointment after successful completion of the designated orientation for the class.

2. Orientation - Appointment to a position class for a one year orientation period. Continuous successful performance in a class with the appointment modifier of temporary shall be counted towards completion of the required position orientation year.

3. Trainee

a. The appointment of an employee who has not passed a required examination but meets the minimum qualifications for the position; who is not fully qualified but is expected to acquire such qualification in a short period of time; or who is under a cooperative education program, a vocational rehabilitation program, an approved university training program, or an apprenticeship program.

b. The appointment of a law enforcement trainee who has not yet received a Certificate of Compliance must, within 180 consecutive days following trainee appointment, be actively enrolled in a certification program.

4. Temporary - An appointment to a vacant position, to replace an employee on leave, temporarily promoted or reassigned, or to overlap one employee with another for training purposes.

5. Emergency - An appointment for no more than six months where a vacancy must be filled immediately due to an emergency. Such appointments may be made without regard to the employee's training and experience or other provisions of these rules.

6. Time-limited - An appointment to a position funded by contract and grant, auxiliary, or local fund, for a project or specified period. Such designation must be made by the hiring authority at the time of recruitment. A time-limited position shall have the same rights as a position with a regular appointment modifier, except such position shall not receive notice of separation and shall not have layoff and recall rights.

7. Provisional - An appointment of a person who is not fully qualified, but who is expected to acquire such qualifications in a short period of time.

8. Visiting - An appointment of a person having professional qualifications, when either the person or the position is not expected to be available for more than a limited period of time.

(4) Advertising Position Vacancies

(a) All vacancies must be advertised for a minimum of five working days on the online

recruitment site unless an exception or exemption exists. This site is the official means for advertising position vacancies and is updated on a daily basis.

(b) Advertisements in outside publications, such as *The Chronicle for Higher Education*, *Black Issues in Higher Education*, and the *Pensacola News Journal*, must be reviewed by Human Resources prior to submission to Procurement and Contract Services.

1. The following statement shall be included in all outside print and electronic advertisements: UWF is an Equal Opportunity/Access/Affirmative Action Employer.

2. The following items are recommended in outside print and electronic advertisements:

- a. Position Title. A working title may be used to better describe the position duties.
- b. Position Number and FTE.
- c. Job location.
- d. Pay Information.
- e. Minimum qualifications along with any preferred criteria.
- f. Application deadline or notice of open posting.
- g. A statement indicating where the application is to be submitted.

(c) Exceptions from advertising require review and approval from Human Resources and may include the following events:

1. Voluntary or Involuntary Change in Assignment or Demotion within a pay plan.
2. Academic Promotions.
3. Position Rotation (e.g., chair).
4. Change in Assignment, Demotion, Layoff Placements.
5. Emergency Appointments.
6. Temporary Appointments.
7. Reclassification of an occupied position.
8. Funding Change.
9. Appointment to positions of .50 FTE or less.
10. Appointment to a position as part of a settlement agreement.
11. Promotion of a University employee who completed a University endorsed educational leave program in good standing.
12. Reappointment to a position funded from contracts or grants that becomes available because of the reestablishment of a contract or grant.
13. Positions funded from contracts or grants, including positions funded from newly established or newly expanded contracts or grants, where the proposed incumbents are specifically identified by name in the contract or grant and are critical to the success of the grant.

14. Positions, similar to positions that were advertised less than six months ago, for which acceptable pools generated by the previously advertised positions are available.

(d) Other Personal Services (OPS) positions, including student positions, are exempt from posting requirements.

(e) Waivers of Advertising

1. Requests for Waivers must be submitted to Human Resources for approval.
2. In reviewing such requests, Human Resources shall consider budgetary

constraints, time constraints, emergency situations, discipline or field under-representation, documented recruitment challenges, and appointments in the best interest of the University.

(5) Application

(a) Applicants must submit an UWF application by the advertised job closing date.

(b) Applicants may be required to submit additional supporting documentation with the employment application as stated in the position advertisement such as a cover letter/letter of interest, resume/curriculum vitae, and list of references. Additional requirements may be appropriate for certain positions.

(c) Under Florida Law, veterans' preference for specified appointments and employment shall be given provided documentation is presented at the time of application.

(d) The hiring authority must maintain search records for three years from the date of hire.

(6) Selection

(a) Applicants selected for the position will best meet the position requirements, selection criteria, and the needs of the department.

(b) Employment eligibility shall be determined through verification of work history and official transcripts from an accredited college or university.

(7) Appointment

(a) After the offer is accepted, the hiring authority submits a Personnel Action Sheet, copy of the resume, and essential documents to Human Resources.

(b) Degree Waivers - Degree requirements for non-Faculty positions may be waived in accordance with the Human Resources' Degree Waiver Procedure.

(c) Background Screening

1. The University of West Florida conducts criminal background history screening on all final candidates prior to an offer of employment. A candidate's refusal to submit to background screening or fingerprinting shall disqualify the candidate.

2. This policy is in addition to the employment and education verification process.

3. Additional screenings may include the following areas:

a. Driving History - Verification of a valid and appropriate driver's license where required for the position.

b. Credit Check - A record search shall be conducted.

c. Fingerprinting for child care and law enforcement personnel.

(d) Direct Deposit- All employees are required to authorize direct deposit of their paychecks through electronic funds transfer at time of hire.

References: 1001.74 (19) FS. and relevant Collective Bargaining Agreements.

Approved By:

Date: _____

Dr. John Cavanaugh, President

Addendum 4

The screenshot shows a web browser window with the address bar displaying "UWF - Human Resources ...". The page header includes the University of West Florida logo and the slogan "CREATING GREAT FUTURES THE CAMPAIGN FOR UWF". A search bar with the text "SEARCH UWF" and a "Go" button is present. Below the header is a green navigation bar with the text "Human Resources".

The main content area is titled "Employee Assistance Program". On the left is a vertical navigation menu with the following items: "Human Resources Home", "About Us", "HR Information", "Benefits", "Employment", "Employee and Labor Relations", "Staff Development and Training", "Employment Opportunities", and "Contact Us".

The "Employee Assistance Program" section contains the following text: "The University of West Florida has contracted with Horizon Health to provide an Employee Assistance Program for employees and their family members. The Employee Assistance Program helps employees resolve personal and work problems through professional assistance. Employees may contact Horizon Health directly by calling their toll-free number (1-800-272-7252). All services and calls are strictly confidential between the employee and Horizon Health."

To the right of this text is a "Related Links" box containing two links: "Staff Senate Brochure" and "Horizon Health".

Below the main text is a bulleted list of issues covered by the program:

- Marital
- Financial
- Alcohol
- Drugs
- Family
- Vocational
- Work Related Stress
- Legal Referral
- Weight/Weight Loss
- Physical/Medical
- Dependent Care
- Elder Care
- Emotional/Psychological

Below the list, the text reads: "and any other problems that may surface."

Further down, it states: "Horizon Health provides a web site for employees that outlines services that are available as well as informative articles and information. The code for university employees and family members is UWF (must be in all capital letters). Brochures are also available through the Office of Human Resources."

At the bottom of the page, there is a footer with contact information: "Human Resources | Bldg. 20 East | 11000 University Pkwy. | Pensacola, FL 32514 | (850) 474-2694 | Campus Map | Text Only | email us | Telephone Typewriter for the Deaf: (850) 857 6213".

Section 6

Recommendations for revising AOD programs

General Recommendations:

1. Improve research and assessment of programs.
2. Increase student involvement in programs.
3. Increase collaboration across university in providing AOD programming.
4. Incorporate peer educators into programming.
5. Include Housing and Residence Life in developing and reporting related programming.
6. Standardize process and documentation of Human Resource distribution of annual AOD policy

Measuring Enforcement Consistency:

Personnel Records – no revisions in current procedures

Enforcement of Sanctions – Judicial Officer responsible for enforcement of sanctions and compliance.

Program Effectiveness – Improve program assessment measures and survey instruments.

Measuring Policy and Program Effectiveness:

Disciplinary Sanctions Imposed – Judicial Officer responsible for enforcement of sanctions, compliance, and statistical reporting.

Referrals for Counseling or Treatment – No revisions to current procedures for Human Resources. Incorporate student Counseling or Treatment data into report.

Incidents of Vandalism – Assistant Director for Safety and Security will review and make recommendations.