

1.2.1 *Illegal Alcohol or Drug Use on College Property*

Preface:

- A.1** In all activities on College premises, students and visitors are expected to maintain an acceptable standard of conduct. All individuals attending functions of any type at the College are expected to obey the law and to observe appropriate and accepted adult standards of conduct. Individuals are held responsible for their actions, whether acting alone or in a group.
- A.2** Observance and enforcement of College regulations, policies and procedures are within the scope of the duties of all College staff. In such enforcement, the safety of the College staff shall take precedence. When responding to an emergency, College staff members must take time to assess risks and must not neglect safety precautions.
- A.3** The use of alcohol or illegal drugs on College premises falls into two categories:
- i. Impairment:
Individuals (students, visitors) present at a College facility, and under the influence of alcohol or drugs to an extent such that the ability to function normally is impaired;
 - ii. Consumption of Alcohol or Illegal Drugs at the Workplace:
This, while regarded as a serious situation, will be dealt with by the Executive Director, Human Resource Development in conjunction with the supervisor of the employee involved, and does not fall within the scope of this policy.

Procedures:

- B.1** **Impairment of Ability to Function Normally:**
- a. A staff member who discovers an individual or individuals whose ability to function appears to be impaired by alcohol or drugs should immediately contact his/her supervising manager, or the security guard, or other responsible College officials/officers.
 - b. The manager or security guard will notify the switchboard attendant that a Critical Incident Response Team member(s) and/or a first aid attendant may be required.
 - c. The manager or security guard and the Critical Incident Response Team member(s) will together observe the individual(s) and assess the situation.

- d. If the cause of impairment of function is not obvious, the first aid attendant will be called. (Some medical conditions (e.g., diabetes, hypothermia, heat-induced injuries) may cause altered states of consciousness and the impairment of normal functioning, and will require first aid treatment.)
- e. The Critical Incident Response Team member(s) will request the impaired individual(s) to accompany them to the closest non-public location within the College. (e.g. Manager's Office, First Aid Room, Staff Lounge)
- f. If the individual refuses to cooperate, the Critical Incident Response Team member(s) will observe his/her actions. If the individual(s) leave(s) the building and attempt(s) to drive, the Critical Incident Response Team member(s) will immediately notify the R.C.M.P. As complete a description as possible of the vehicle (license plate, colour, make) should be provided to the R.C.M.P.
- g. The Critical Incident Response Team member(s), or manager, or security guard will, as soon as possible, independently make written reports of their observations and actions. These reports should be signed, dated, and submitted to the Bursar, no later than the following working day.
- h. The President, or delegate, is to be advised on the following working day of any actions taken.

C.1 Illegal Use of Alcohol or Drugs on College Premises:

- a. A staff member who discovers an individual or individuals illegally using alcohol or drugs on College premises should immediately contact his/her supervising manager, or the security guard, or other responsible College officials/officers.
- b. The manager or security guard will call the R.C.M.P. to report the incident and request assistance.
- c. The individual(s) will be observed until the R.C.M.P. arrive, when they will assume full control of the situation. The staff member and manager or security guard will present themselves to the R.C.M.P. upon their arrival.
- d. If the individual(s) leave(s) the building and attempt(s) to drive, the staff member(s) will notify the R.C.M.P. immediately. As complete a description of the vehicle (licence plate, colour, make) should be provided.
- e. The staff member and the manager or security guard will, as soon as possible, independently make written reports of their observations and actions. These reports should be signed, dated, and submitted to the Bursar no later than the following working day.
- f. The President or delegate is to be advised no later than the following working day of any and all actions taken.

- D.1** If it is deemed that the law is being broken, the police should be informed. If the infraction is not specific, or is simply a suspicion, a request for police investigation should be made.
- E.1** If, at any time, an individual becomes abusive or threatens College staff, he or she should be allowed to remain in the location chosen, and other students and staff should be asked to leave the area.
- E.2** If, at any time, an individual becomes abusive or threatens College staff, police assistance should be called for.

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Manager Approval: <i>Original signed by Dianne Teslak</i>	Title: Bursar Date: April 2010
College Approval: <i>Original signed by Nick Rubidge</i>	Title: President/CEO Date: April 2010