



Alcohol and Other Drug Biennial Program Review 2019-2020

Drug-Free Schools and communities Act (34 C.F.R. Part 86)



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Introduction

The Drug-Free Schools and Campuses Regulations (34 C.F.R. Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires institutions of higher education to certify that they have adopted and implemented programs to prevent the abuse/misuse of alcohol and the unlawful possession, use or distribution of illicit drugs both by students and employees on campus property or as a part of any campus activity. Institutions are required to have an alcohol and other drug (AOD) policy and distribute this policy annually to all students, faculty, and staff. This policy must outline the university's prevention, education, and intervention efforts, as well as consequences for policy and/or law violations. In addition, students and employees must be made aware of possible health risks associated with the use and abuse of alcohol and other drugs, and resources available for assistance due to problem use and abuse.

The law further requires institutions of higher education to review their AOD programs to determine their effectiveness and implement any needed changes, as well as ensure that sanctions for violating the institution's AOD policies are consistently enforced.

This Biennial Program Review report highlights the ongoing efforts of California Polytechnic University, Pomona (Cal Poly Pomona) related to compliance with the Drug-Free Schools and Campuses Regulations of the Drug-Free Schools and Communities Act.

The Biennial Review Process

At Cal Poly Pomona, the Alcohol Tobacco and Other Drugs Advisory Council (ATODAC) coordinates the Biennial Program Review process on behalf of the University. The ATODAC Biennial Program Review 2020 subcommittee consisted of the following university employees:

- Araceli Guzman, Senior Coordinator Residential Education & Leadership, University Housing Services
- Cee Adamson, Assistant Director, University Village
- Christy Orgeta, Senior Coordinator Residential Education & Leadership, University Housing Services
- Gabriela Garcia, AA/EEO Specialist, Human Resource Services
- Gladys Giron, Human Resources Specialist, Associated Students Incorporated
- Jonathan Pettigrew, Director of Student Conduct & Integrity, Student Conduct & Integrity
- Kenya Rampersant, Senior Coordinator for Health Promotion and Wellness Services, Student Health and Wellness Services
- Kris Surber, Clery Compliance Analyst, University Police
- Nora Fernandez, Employment Services Manager, Cal Poly Pomona Foundation, Inc.

The subcommittee conducted a thorough review of the university's Alcohol and Other Drug Program.

Through the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, the U.S. Department of Education funded *Complying with the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators*, Washington D.C., 2006, revised by Beth DeRicco, Ph.D., CPP-R ("Guide"). According to the Guide, "this publication is in the public domain. Authorization to reproduce it in whole or in part is granted." Cal Poly Pomona acknowledges that intellectual information and direction from the Guide have been utilized in the creation of this biennial review.

In addition, the team utilized Microsoft SharePoint to solicit, collect and review AOD policy, education and programs, enforcement, and assessment activities from campus stakeholders across all divisions of the University.

Summary Findings

Cal Poly Pomona did not fully comply with the Drug-Free Schools and Communities Act (DFSCA) during the review period. However, Cal Poly Pomona continues to conduct a biennial review on the effectiveness of its alcohol and other drug programs and services.

Cal Poly Pomona provides comprehensive alcohol and other drug prevention initiatives, programs and services that focus on policy, enforcement and environmental management, education, intervention, prevention, research, and assessment.

During the 2019-2020 review period:

- Cal Poly Pomona did not provide the CPP Community (faculty, staff and students) the annual notification regarding its comprehensive alcohol and other drug program. This was due to the campus working remotely during the 2020 academic school year.
- Cal Poly Pomona provided the annual notification to every employee and student with the drug and alcohol abuse program and the implementing guidelines during the 2019 academic school year. The notification included the following (refer to Appendix A):
 - Standards of conduct that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on university property or as part of university activities.
 - A description of the applicable legal sanctions under federal, state or local law for the unlawful possession or distribution of illicit drugs and alcohol.
 - A description of the health risks associated with the use of illicit drugs and abuse of alcohol.
 - A description of counseling and treatment programs available to students, staff, and faculty.
 - A clear statement and description of the disciplinary sanctions Cal Poly Pomona will impose on students and employees.
- On a biennial basis, Cal Poly Pomona conducts an internal review of its alcohol and other drug program with the following objectives:
 - Determine the program's effectiveness and implement changes to the program if needed.
 - Determine the consistency of sanction enforcement.
 - Identify program strengths and areas for improvement.
 - Make recommendations for future program efforts.

Cal Poly Pomona certifies that the federally mandated review has been completed. This Biennial Program Review 2019-2020 covers the two-year period beginning January 1, 2019 and ending December 31, 2020.

This review is available on-line at <https://www.cpp.edu/alcohol-drugs/biennial-review.shtml>

It is physically filed with the following offices: the Office of the Vice President for Student Affairs, and the Office of Student Health and Wellness Services. A printed copy of this report is available upon request. For a printed copy, contact Kenya Rampersant, Senior Coordinator of Health Promotion and Wellness Services by phone at 909-869-2017, or email kqrampersant@cpp.edu

The review found that the University maintained consistent alcohol and other drug and ongoing policy notification, prevention, and educational programming, and sanctioning and enforcement but was not consistent with the annual policy notification. The University prevention program materials prepared and distributed by the Division of Student Affairs, Human Resource Service, Cal Poly Pomona Foundation, Inc. (Foundation), Associated Students Inc. and the Division of Administrative Affairs are comprehensive and meet Drug Free Schools and Communities Act (DFSCA) requirements. Cal Poly Pomona administrative policies and procedures meet the requirements of the Drug-Free Workplace and Drug-Free Schools legislation. Key stakeholders in the campus community continue to collaborate to ensure consistent application and enforcement of institutional AOD policies and sanctions, which has resulted in positive outcomes for the campus community.

During this review period, health and wellness continues to be elevated as a university priority as evidenced by the inclusion of health and wellness in the University's Strategic Plan.

AOD Program Elements

Alcohol- Free options

Alcohol Free Events

Alcohol-free events and activities are actively created and promoted throughout the academic year. Some of these activities include Midnight Madness, Associated Students, Inc. BEAT (Bronco Events and Activities Team) programs, Campus Recreation programs, certifications, trips, and events (e.g., movie nights, pool parties).

Alcohol-free Venues and Activities

The campus offers numerous alcohol-free settings, including two campus food and beverage courts, numerous cafes, two stand-alone restaurants, and a residential dining commons. Non-alcoholic beverages are promoted at events and guidelines for such are set forth in the institution's AOD policy. The following highlights campus alcohol and substance-free venues and activities.

Bronco Student Center

The Bronco Student Center (BSC) is the social hub on campus for all things student related. The BSC embraces its motto "eat, meet, study and play!" and strives to meet the diverse needs of our students. Whether students need to unwind in the Games Room, Etc., grab a bite at the food court with numerous restaurant options, a café and market, study in the newly renovated study lounges, or simply hang out with friends, the BSC is the perfect place for all student needs. The BSC hosts student events, and clubs and organizations may reserve meeting or event space at no charge. ASI Conference and Events enforces the campus policy that student clubs cannot host events with alcohol.

Bronco Recreation and Intramural Complex (BRIC) and Campus Recreation

ASI Campus Recreation provides students, staff, and faculty with a state-of-the-art recreation facility, including fitness equipment, indoor rock wall, group fitness classes, personal training, an indoor track, racquetball, and basketball facilities. Campus Recreation hosts alcohol-free events and programs, certification courses, and SCUBA and adventure trips throughout the year. Membership to the BRIC is free for students and available for purchase by the Cal Poly Pomona community.

Children's Center

ASI-CPP Children's Center provides subsidized and non-subsidized childcare for students with dependents, staff, and community members. As an accredited site, their quality childcare program provides a safe and enriching learning experience for children ages 18 months to 5 years. Their partnership with CEIS allows current Broncos to gain service and intern hours on site as they pursue their academic endeavors. In addition to care, the Children Center has expanded services to students with dependents across the institution, creating a centralized location for parenting students to connect with on and off campus resources. In addition to resources, programs offered specifically for parenting students encourage students to connect, build community and find their sense of belonging here at CPP.

Associated Students, Inc. Programs

ASI programs enhance student life at Cal Poly Pomona. Programming staff evaluate student needs and create programs that facilitate growth and learning for students while staying current with popular trends. For example, BEAT creates traditional programming throughout the year. Their large-scale events typically involve multiple activities throughout the event and are effective in attracting and engaging students. Campus Recreation programs encourage students to consider their holistic wellbeing. ASI also collaborates with University Housing Services, the Village, campus clubs and organizations, the Office of Student Life & Cultural Centers, and other departments to promote evening and weekend programming. Currently, ASI BEAT (Bronco Events & Activities Team) also provides a unique volunteer opportunity for students. Volunteers are needed to assist every BEAT member in coordinating, facilitating, and executing programs and services during the course of the year. BEAT Volunteers gain access to events and valuable programming experience.

Weekend Student Activities

ASI implements intentional weekend events and activities to provide students with healthy alternatives that promote substance free recreation and build community and culture. These programs have been very effective and ASI and collaborators continue to expand upon this model.

University Athletics

Cal Poly Pomona has a highly regarded Division 2 athletic program sponsoring 10 men's and women's sports. Athletic events are held regularly on campus throughout the academic year and attendance is free for students. University Athletics strives to be an integral part of promoting a healthy campus environment and student engagement. Athletics marketing and promotions aim to encourage student attendance and foster school spirit.

Student Involvement and Co-Curricular Activities

The Office of Student Life and Cultural Centers (OSLCC) mission is to empower students toward success through engagement, leadership, development, and diversity enrichment. Their vision is to create innovative learning-centered opportunities to develop students to become leaders in a global society. OSLCC registers approximately 380 student clubs and organizations annually and provides training for their student leaders. Students have a range of co-curricular opportunities, whether it be pledging a Greek Organization, working on the Cal Poly Rose Float, engaging with the Cultural Centers, attending the Bronco LEAD leadership academy, Cross Cultural Retreat, or other opportunities. The university has vibrant theatre, dance, and numerous music performance programs. Students may also participate in Student Government, on-campus employment, and workstudy positions, attend education and awareness programs and lectures, and art exhibits.

Normative Environment

The campus proactively creates a social, academic, and residential environment that supports health promoting norms. In March 2020 the campus shifted to virtual learning for the rest of the academic year due to the COVID-19 pandemic. The campus continued virtual learning operations during the Fall 2020 semester.

The academic schedule offers core classes primarily Monday-Friday and graduate courses on Saturday. Academic standards continue to increase, from admissions standards to academic standards and expectations within the classroom. Faculty expect and require students to attend classes and to actively participate in classroom activities and incentivize high student engagement.

Faculty are encouraged and, in some cases, required to engage in a higher level of engagement with students as faculty have academic advising responsibilities and many serve as advisors to clubs and organizations. Students have a wide range of opportunities to serve as peer mentors and/or advisors.

All freshman residence halls are substance free and housing policies prohibit students of legal drinking age from consuming alcohol in the presence of minors.

The Bronco Wellness Center has a very active peer health educator program. Peer Health Educators assist in the development, implementation, and evaluation of health promotion programs in topics such as stress management, physical activity, nutrition, sexual health, and alcohol, tobacco and other drugs. Peer health educators also facilitate CHOICES, an alcohol risk reduction program that is offered as a sanction option for students who violate the alcohol policy. Numerous Colleges and departments in Academic and Student Affairs have programs that also utilize their own peer health educators, such as the Disability Resource Center, ARCHES, Student Support and Equity Services and University Housing. All of these programs include health and wellness topics in their training programs.

Alcohol Availability

At Cal Poly Pomona, alcohol use is prohibited in public places. Use of kegs and other similar containers is also prohibited.

The university AOD policy clearly establishes policies and procedures regarding alcohol availability on campus and at university sponsored events. All student clubs and organizations receive guidelines for off-campus parties in the Student Organizations Handbook.

Alcohol Service

Alcohol service is limited to four venues on campus, two of which are associated with our hospitality management program. Alcohol may also be served as part of the hospitality management academic program. Round Table Pizza, a Bronco Student Center tenant, serves alcohol.

All alcohol servers receive mandatory training and consistently follow established guidelines and policy. At campus venues (non-academic setting), drinks are only served to individuals one drink at a time. Each individual needs to be present at the service counter with their identification to be served. All guests must present a valid identification to be served, regardless of appearance or assumption of age. In compliance with California state law, if a guest shows any signs of intoxication or impairment, whether it be from alcohol or another substance, they are not served. Service employees attend a mandatory orientation training, which includes identification requirements, how to verify authentic identification and common signs of altered identification, what identification types are acceptable by law, common signs of intoxication, and how to properly discontinue service when warranted. The training also covers laws surrounding servers' responsibility in ensuring an intoxicated person does not drive a motor vehicle, and the factors affecting an individual's blood alcohol content (BAC). All employees are required to acquire alcohol ServSafe certification within 30 days of hire and to maintain certification throughout the time of their employment. Staff meetings are held biannually and ServSafe practices are always emphasized. Educational print materials regarding BAC are posted prominently in the workspace to reinforce employee training.

Alcohol availability at off campus venues is not a primary issue, as there is not a highly concentrated number of alcohol outlets and/or outlets offering promotions or specials that promote excessive alcohol consumption adjacent to the university.

Marketing and Promotion of Alcohol

Guidelines for the marketing and promotion of alcohol are clearly stated in the University AOD policy. In 2005, The Board of Trustees of the California State University limited alcohol advertising to beer and wine on CSU campuses. Cal Poly Pomona prohibits sponsorship of any University activity or event by alcohol beverage manufacturers and/or the marketing or advertising of alcoholic beverages on the campus except: 1) In authorized food service facilities, in accord with all local and state laws, under regulation of the California Department of Alcoholic Beverage Control, and in compliance with CSU specified guidelines (Executive Order 966), or 2) In the Collins College, when associated with the wine, beer and spirits program or official college sponsored events, and in compliance with CSU specified guidelines (EO 966), or 3) In very limited circumstances, approved by the President or designee, where the University realizes some other substantial benefit, and in compliance with CSU specified guidelines (EO 966). Further, the AOD policy states that “advertisements shall not solely feature alcohol as an inducement to participate in any event. No reference shall be made to the amount of alcoholic beverages that will be available. The availability of nonalcoholic beverages must also be advertised.”

Research and Assessment

Employees

There is currently no research or assessment data available for employees regarding alcohol and drug use/abuse.

Students

In order to better understand student behavior, Cal Poly Pomona regularly surveys students regarding alcohol and other drug use. Based on the information obtained, the campus is better able to design and implement effective prevention strategies.

Spring 2020 American College Health Association - National College Health Assessment III

Biennially, Cal Poly Pomona conducts the American College Health Association’s *National College Health Assessment III* to gather needs assessment data regarding a number of health related topics, including alcohol and other drugs. This assessment was conducted in March of 2020. Ten thousand students were randomly selected to complete this survey and the response rate was 10.2%. Key alcohol and other drug findings are outlined below.

Driving under the influence

- 16.0 % of college students reported driving after having **any alcohol** in the last 30 days.*
**Only students who reported driving in the last 30 days and drinking alcohol in the last 30 days were asked this question.*
- 41.7 % of college students reported driving within 6 hours of using cannabis/marijuana in the last 30 days.*
**Only students who reported driving in the last 30 days and using cannabis in the last 30 days were asked this question.*

Estimated Blood Alcohol Concentration (or eBAC) of college students. Due to the improbability of a student surviving drinking episode resulting in an extremely high eBAC, all students with an eBAC of 0.50 or higher are also omitted from eBAC figures. eBAC is an estimated figure based on the reported number of drinks consumed during the last time they drank alcohol in a social setting, their approximate time of consumption, sex, weight, and the average rate of ethanol metabolism. Only students who reported drinking alcohol within the last 3 months answered these questions.

Estimated BAC	Percent (%)	Male	Female	Total
< .08		88.8	85.9	86.3
< .10		91.4	89.8	89.8
Mean		0.03	0.04	0.04
Median		0.01	0.02	0.02
Std Dev		0.05	0.05	0.05

***Reported number of drinks consumed the last time students drank alcohol in a social setting.**

Number of drinks	Percent (%)	Male	Female	Total
4 or fewer		77.0	87.4	82.9
5		6.9	5.7	6.3
6		5.0	2.3	3.3
7 or more		11.0	4.6	7.5
Mean		3.2	2.5	2.8
Median		2.0	2.0	2.0
Std Dev		2.6	2.1	2.4

**Only students who reported drinking alcohol in the last three months were asked this question.*

Reported number of times college students consumed five or more drinks in a sitting within the last two weeks:

	Among <u>all</u> students surveyed			
	Percent (%)	Male	Female	Total
Did not drink alcohol in the last two weeks (includes non-drinkers)		55.7	57.3	57.1
None		24.6	26.6	25.4
1-2 times		15.5	13.9	14.6
3-5 times		3.4	1.9	2.4
6 or more times		0.8	0.4	0.6

**Only students who reported drinking alcohol in the last two weeks were asked this question.*

***Among those who reported drinking alcohol within the last two weeks**

Male	Female	Total
55.5	62.2	59.1
35.1	32.4	33.9
7.6	4.5	5.6
1.9	0.9	1.4

***College students who drank alcohol reported experiencing the following in the last 12 months when drinking alcohol:**

	<i>Percent (%)</i>	Male	Female	Total
Did something I later regretted		12.8	15.9	14.7
Blackout (forgot where I was or what I did for a large period of time and cannot remember , even when someone reminds me)		6.7	9.1	8.3
Brownout (forgot where I was or what I did for short periods of time, but can remember once someone reminds me)		14.6	18.1	17.0
Got in trouble with the police		1.5	0.3	0.7
Got in trouble with college/university authorities		0.0	0.5	0.3
Someone had sex with me without my consent		1.2	0.5	0.7
Had sex with someone without their consent		0.6	0.0	0.2
Had unprotected sex		11.1	11.3	11.1
Physically injured myself		4.4	4.7	5.0
Physically injured another person		0.3	0.3	0.3
Seriously considered suicide		2.6	1.6	2.3
Needed medical help		0.6	0.5	0.5
<i>Reported one or more of the above</i>		16.3	21.2	19.5

**Only students who reported drinking alcohol in the last 12 months were asked these questions.*

Policy Development and Enforcement

A primary element in Cal Poly Pomona’s AOD prevention program is the development and enforcement of AOD policies on and off campus. The AOD policy was last revised in 2013 and became effective in 2015.

On September 11, 2019, a request to the academic senate was made to update the language in the section “California Law Governing Marijuana” of the AOD policy. First reading of the updated section was conducted on December 4, 2019, by academic senate. Second reading of the updated section took place on January 29, 2020, by academic senate. CPP president approved the updated section on March 5, 2020. AOD policy was then updated and distributed appropriately.

Enforcement Consistency and Effectiveness

AOD enforcement consistency is effectively documented. All campus unit/departments involved in the enforcement of AOD laws, policies and sanctions implement procedures on an ongoing basis to ensure consistent enforcement. The following highlights enforcement procedures and practice in primary campus departments/units.

University Police

University Police are committed to the consistent enforcement of all state and federal laws related to alcohol and other drugs (AOD). University Police officers have full knowledge of campus, University Housing, University Village, Athletics and local alcohol and other drugs policies and ordinances. In addition to considering criminal sanctions, police officers may refer students to Student Conduct and Integrity for disciplinary sanctions. Staff may be referred to Human Resource Services or Faculty Personnel for appropriate disciplinary action. Police officers may elect to pursue criminal action or campus administrative

action for students or employees who violate AOD laws. These processes may be concurrent. Police officers are mindful of the campus disciplinary process, recognize its value both as an educational and a preventive tool, and use judgment and discretion in determining appropriate action.

University Police enforcement data is maintained in the department's automated records management system. Police arrest and/or campus disciplinary referral statistics are published annually in the institution's Annual Security Report and Campus Safety Plan, which may be accessed online at https://www.cpp.edu/pdfs/annual_security_report.pdf and <https://www.cpp.edu/campus-safety-plan.shtml> respectively.

Student Residential Facilities – University Housing Services and the Village

Residential facilities are operated by University Housing Services and Foundation Housing Services (The Village). The two entities have separate operations and facilities and missions providing housing services to meet the diverse needs of our students. Despite the fact that they operate independently, University Housing and the Village have been very intentional in establishing identical AOD policies. Policies are effectively communicated and are documented in housing agreements. Violations of the law involving alcohol and other drugs are well documented and reported to the police department for inclusion in the annual security report. Other infractions relative to alcohol and other drugs may be handled internally and/or may be referred to Student Conduct and Integrity.

Student Conduct and Integrity

The office of Student Conduct and Integrity (SCI) is charged with investigating and adjudicating reported allegations of illegal use/misuse of alcohol and/or other drugs, and violations of University AOD policy. Although some minor offenses may be handled internally by Housing/Village, cases which may result in academic sanctions are referred to SCI. To ensure consistency and fairness, SCI investigations follow California State University system wide guidelines as set forth in the Executive Order 628. Educational development is always a primary component in the administrative adjudication process. If sanctions result, there is typically an educational component. The desired outcome is student learning, growth and avoidance of recidivism. While each incident or violation is reviewed on a case-by-case basis, considering all factors, there are consistent sanctions applied for more common offenses or violations of law or policy.

Conduct Meetings

Personnel in University Housing, University Village, Student Conduct and Integrity, and other relevant staff such as the Clery Compliance Officer, meet monthly to review incident reports, classify violations for reporting purposes, and to discuss current trends and proactive preventive strategies and/or actions to mitigate any potential factors contributing to AOD law or policy violations. These meetings have been very effective in promoting consistency, fairness, accuracy in reporting, and developing unified, consistent strategies in addressing trends and/or AOD concerns.

Athletics

The athletic department maintains a consistent approach to substance abuse. The department makes assist individuals who may have a substance abuse problem impacting their academic and/or athletic performance. Further, Athletics adheres to NCAA mandatory rules regarding the detection and restriction of certain banned substances (See Appendix B). Random drug testing has been increased to three times per year for all 10 sports.

Crime and Disciplinary Referral Statistics

Alcohol and drug law violations, arrests and disciplinary referrals statistics are reported annually in the Annual Security Report and Campus Safety Plan per federal and state statute, respectively. The table below reflect the statistics included in the reports issued during the reporting period.

2020 Annual Security Report- Clery Crime Statistics 2018-2020

OFFENSE	YEAR	ON-CAMPUS TOTAL	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY
Liquor Law Arrests	2018	0	0	0	0
	2019	0	0	0	0
	2020	1	0	0	0
Liquor Law Referrals for Disciplinary Action	2018	157	140	0	0
	2019	39	38	0	0
	2020	36	35	0	0
Drug Law Arrests	2018	11	1	0	2
	2019	9	0	0	4
	2020	8	0	0	1
Drug Law Referrals	2018	51	45	0	0
	2019	31	25	0	0
	2020	5	5	0	0
Weapons Law Arrests	2018	5	0	0	0
	2019	3	0	0	0
	2020	1	0	0	0
Weapons Law Referrals for Disciplinary Action	2018	6	6	0	0
	2019	1	1	0	0
	2020	0	0	0	0

Prevention, Education and Awareness Programs

AOD programs for students, including some designed for targeted populations, are conducted on an ongoing basis by a wide range of departments including Student Health and Wellness Services, Counseling Services, Orientation Services, University Housing, Office of Student Life and Cultural Centers, Greek Life, Associated Students Inc., University Athletics, and University Police.

Programs are also designed to target specific populations that may be vulnerable to illegal and/or “high risk” behaviors and/or use, such as students in residential housing, student athletes, Greek organizations and campus clubs and organizations. The following are highlights of campus prevention, education and awareness programs.

Welcome Week

Welcome Week is a three-day University Housing Services (UHS) residential welcome program for incoming first-year and first-year transfer students who will be living in the residential halls or residential suites. During Welcome Week in 2019, a presentation was provided by Health Educators from the Bronco Wellness Center. The presentations included information about standard drink size, alcohol poisoning, mixing alcohol with other drugs, protective behaviors, alcohol and the brain, and campus and housing alcohol policy. After staff from the Bronco Wellness Center presented on alcohol, the Title IX office and Survivor Advocacy services presented a program on sexual assault, affirmative consent, and communication. Welcome week occurs annually during the third week in August prior to the start of the academic year. Welcome did not occur in Fall 2020 due to the COVID-19 pandemic.

21st Birthday Program

From Spring 2019 to March of 2020, The Bronco Wellness Center sent an email to all students turning 21, which provides a link to educational information on safe party behaviors. The email informs them of their 21st Birthday Card waiting for them at the Bronco Wellness Center, along with a complimentary gift and a fact card providing information on standard drink sizes for alcohol. This program serves to not only educate students, but also to encourage students to utilize the Bronco Wellness Center and available resources when they come in to receive their birthday gift. In March of 2020 the 21st Birthday program was put on pause due to the COVID-19 pandemic. The Program remained paused for the duration of the reporting period.

Online Educational Program - eCheckUpToGo

Orientation Services continues to distribute eCheckUpToGo, which is a personalized online tool that provides students with feedback about their individual drinking pattern, risk pattern, aspirations and goals, and campus resources. ECheckUpToGo is offered to all students registered for orientation through an app listing it in their “to do” items. The survey is to be completed before students attend their orientation session. 1,893 students completed the assessment in the summer of 2019. 521 students completed the assessment in the summer of 2020.

Study Abroad

The International Center’s Study Abroad Office provides educational programs regarding general health and safety abroad, including local laws surrounding alcohol/drug use. The program encourages “moderation” and emphasizes safe and “responsible use”. All students applying to participate in Study Abroad programs undergo a screening for any previous campus disciplinary referrals. Should a student accepted into the program have any disciplinary sanctions, International Center professional staff hold a mandatory meeting with the student to provide additional education, safety concerns, and discussion of potential consequences for alcohol infractions abroad. Due to the COVID-19 pandemic, the study abroad program was put on pause for the duration on the reporting period.

University Housing Programs

University Housing Services offered numerous passive and active AOD education and awareness programs and campaigns throughout the year. AOD programs were conducted by UHS professional staff, student resident advisors and/or guest presenters, such Bronco Wellness Center Peer Health Educators, and the campus Survivor Advocate. These programs included a range of interactive activities and addressed topics such as alcohol safety, safe party practices, standard drink size, bystander intervention, alcohol-free stress

management, health consequences, alcohol impairment and BAC, DUI laws and legal and safety consequences, and campus AOD policies.

All About Alcohol

“All About Alcohol” is an educational program provided to the personal health class in the Foods and Nutrition department, University Housing Services, and other campus groups upon request. “All About Alcohol” is a harm reduction program that informs students of standard drink size, BAC, identifying the signs of alcohol poisoning and how to respond to someone who is showing signs of alcohol poisoning. The goal of this program in to inform students of protective strategies to prevent negative outcomes that can result from drinking.

Marijuana and other Drugs

This program utilizes a harm reduction approach to informing students about alcohol and commonly used psychoactive drugs that are considered sedatives, stimulants and 23 psychedelics. This interactive workshop aims to help students make informed choices and reduce the risk of a negative consequences due to alcohol or drug use/abuse. Topics include: a standard drink, how alcohol works in the body, risky situations involving alcohol, and alcohol poisoning.

Choices Program

Choices About Alcohol (Choices) is a peer-led harm reduction alcohol program offered as an educational sanction option for students who violate the institution’s and/or housings AOD policy. Conduct coordinators in University Housing, University Village and Student Conduct and Integrity may refer students to the Wellness Center to complete the program as a part of their sanction for AOD policy violations. The purpose of Choices is to provide alcohol education to students on standard drink size, factors influencing level of intoxication, BAC, preventing alcohol poisoning and protective strategies including considering mind set and physical setting before consumption of alcohol.

The following chart highlights AOD programs conducted during this reporting period.

Program Type	Frequency	Audience	Description
All About Education	Semesterly, By request Dates Provided: 4/12/2019, 8/5/2019, 8/23/2019, 9/17/2019, 9/23/2019 10/22, 2019 11/20/2019 4/10/2020	Students- Greek life (sorority & fraternity) University Housing training, orientation Resident Advisors, Orientation Leaders, Student residents	<i>See description in narrative</i>

	4/20/2020 8/6/2020 8/13/2020 9/4/2020		
Marijuana & Other Drugs	Semesterly, By request Dates Provided: 2/26/2020 9/1/2020 11/12/2020	Housing	<i>See description in narrative</i>
Health Hut- Alcohol Education	Ongoing Dates Provided: 10/24/2019	CPP students	The Health Hut mobile pop up station that provides students with a variety of prevention and intervention activities for healthy living on topics such as alcohol
Alcohol & Other Drugs Lecture	Semesterly Dates Provided: 9/17/2019, 10/24/2019	Students – Human Nutrition & Food Science	Alcohol/Other Drug health and safety lecture for academic course
Alcohol Education/CHOICES	On-going # of sessions provided: FY2019-2020 (52)	Students- Sanction for alcohol violations	<i>See description in narrative</i>

Treatment and Recovery Resources

During the 2019-2020 Biennial reporting time period, Cal Poly Pomona students seeking treatment/recovery were referred to Student Health and Wellness Services or Counseling and Physiological Services. Health and counseling providers make appropriate referrals to outside agencies. Faculty and staff at Cal Poly Pomona could seek treatment services through Empathia via the CPP Life Matters employee assistance program, or

through their own individual health insurance.

AOD Program Goals and Goal Achievement

Under the direction of the Associate Vice President (AVP) for Student Affairs or designee, the Alcohol Tobacco and Other Drugs Advisory Council (ATODAC) oversees campus AOD program efforts. The ATODAC reflects membership from across university departments and organizations where student groups and services are uniquely relevant to AOD prevention activities. The ATODAC annually develops goals, assesses the effectiveness of campus alcohol and other drugs policies and programs, and makes recommendations to the AVP or designee in support of maintaining a safe productive learning environment at Cal Poly Pomona. The following outlines the ATODAC goals for the review period.

ATODAC Goals 2019-2020

- Continual improvement of the Cal Poly Pomona AOD Program through broad representation on the ATODAC and resulting synergy and collaboration
- Increase visibility of the Alcohol, Tobacco and Other Drugs Advisory Council (ATODAC) and raise awareness of its role/contributions to the campus community
- Broadly disseminate policy across the Cal Poly Pomona community
- Gather required data and complete ATOD reports including 2014-2016 DFCA Federally mandated Biennial Program Review, California State University Chancellor's Office Biennial Report, and other CPP campus documents
- Identify proactive use of the AOD education/intervention software program for Cal Poly Pomona
- Examine available research data (NCHA, CIRP, etc.) to identify areas of concern
- Conduct problem analysis by 1) Gathering data on the nature and scope of the AOD problem; 2) Examine existing resources and assets; 3) Analyze and summarize the information to clarify needs and opportunities
- Identify proactive use of the AOD education/intervention software program Sponsor ATOD education and prevention programs
- Increase visibility of the Alcohol Tobacco and Other Drugs Prevention Message

Summaries of AOD Program Strengths and Weaknesses

Strengths

- Health and well-being is a priority of the university as evidenced by inclusion in the strategic plan, and increased financial and personnel resources dedicated to employee and student well-being.
- Alcohol-free options, events and programs are widely available and actively promoted.
- The AOD policy is widely distributed and broadly and consistently included in employee and student policy and procedure manuals and handbooks, housing license agreements, and other documents.
- Educational programs and workshops utilize a harm-reduction approach and principles to ensure a welcoming and inclusive experience for students.
- ATODAC consist of member representation from all areas of the campus, who are actively engaged in policy enforcement, education and programming.
- AOD issues and concerns are considered and included in other prevention and education programs (ex. sexual health, health and wellness, stress management, sexual assault).

Weaknesses

- The university AOD policy is in need of revision to reflect changes in state law, as well as university and department organizational changes.
- AOD Policy summaries are needed to make policy information and guidance more accessible and user-friendly for students and employees.
- Lack of consistent documentation of campus alcohol and drug related activities and programs make it challenging to accurately capture all AOD prevention program efforts.
- Improvements could be made to better assess sanctions for violations of AOD policies and to ensure equity in enforcement and sanctions.
- Consider adoption of an amnesty policy to better promote the health and safety of the campus community. The current safety-first guidance states--- “The goal of “Safety First” is to ensure that students receive prompt medical attention for any health or safety emergency, and to ensure there are no impediments to reporting incidents of alcohol or other drug intoxication, harassment, violence or assault (including physical or sexual).” The university may consider amnesty, or an exemption from sanctions, if a student calls for help when reporting incidents of alcohol and drug intoxication.
- Consider assessment of employee incidents and sanctions related to alcohol and other drug abuse/misuse and/or violations of related laws and campus policies to determine if expanded prevention programs and response strategies are needed.

AOD Policy Contents and Distribution

Policy Contents

In compliance with the Drug-Free Workplace and Drug-Free Schools and Campuses Regulations of the Drug-Free Schools and Communities Act (DFSCA), Cal Poly Pomona annually provides to all current employees and enrolled students electronic distribution of a summary of the Drug-Free Workplace Policy, which includes information on, and a link to, the full version of the University Alcohol and Other Drug Policy. Hard copy distributions of the policy are available upon request.

The University's Drug-Free Workplace Policy describes standards of conduct that clearly prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on the University campus. The abuse of alcohol is also prohibited on campus and university sponsored activities or events off campus. The policy includes (1) a description of the applicable legal sanctions under federal and state laws for the unlawful possession or distribution of illicit drugs and alcohol; (2) a description of the health risks associated with the use of illicit drugs and abuse of alcohol; (3) a description of drug and alcohol programs (e.g. counseling, treatment, and rehabilitation) that are available to employees and students; and (4) a clear statement that the University will impose disciplinary sanctions on employees and students for violations of the policy and standards of conduct. The AOD policy was last revised in August 2015.

The Alcohol and Other Drugs policy is available online at:

https://www.cpp.edu/~policies/university/administrative/alcohol_policy_alcohol_and_other_drugs.shtml

Policy Distribution

The AOD Policy notification with a direct link to the full AOD policy is distributed via email to all University/State, Foundation and auxiliary employees (Associated Students, Inc.) and enrolled students on an annual basis. All new students enrolling after the initial distribution period receive a summary of the Drug-Free Workplace Policy included in their new Student Resource Guidebook distributed during mandatory Orientation.

Cal Poly Pomona Human Resources and Associated Students, Inc. Human Resources include a copy of the notification in the New Staff Orientation online program. The orientation is provided to all new staff hires year-round. New Foundation employees are given a form to sign acknowledging that they will read the online employee handbook, which contains a summary of the policies and references the location of the full AOD policy.

Other Policy Distribution

The AOD Policy is also distributed and/or referenced in the following: University Policies Web Page, Annual Security Report, University Catalog, Associated Students, Inc. (ASI) Employee Policy and Procedure Manual, Student Code of Conduct, University Housing

License Agreement, University Village License Agreement and Community Standards, Athletics Student Athlete Handbook, and the Student Clubs and Organizations Handbook.

See Appendix D for online links to related AOD campus policies

Recommendations for Revising AOD Prevention Programs

The Biennial Program Review team considered possible actions to address programmatic gaps and the problems faced by students and the community, and offer the recommendations outlined below for future AOD efforts.

- Review the AOD program, and revise if needed to align with the university's strategic plan.
- Review annual notification and consider expanding content.
- Consider changing Biennial Program Review period from calendar to academic year to align with campus program timelines and reporting. Biennial Program Review report would be published no later than December 30th following review period.
- Consider implementing a Restorative Justice approach in sanctioning activities to strengthen individual and community outcomes.
- Explore options for improved assessment of sanctions to ensure consistency, equity, and to determine impact on student success.
- Improve AOD Program assessment efforts. Consider utilization of Student Affairs Assessment personnel to enhance assessment capabilities, capacity, and activities.
- Increase visibility of Alcohol and Other Drug Program (e.g. presentation at Fall Conference, to academic senate, President's cabinet) to increase awareness and institutional support.
- Consider how to institutionalize and effectively utilize student involvement in AOD program activities.
- Consider establishing a sub-committee/working group to facilitate intentional and collaborative programming, develop and disseminate educational modules, centralize program data collection, and oversee expanded assessment activities

Appendix

Appendix A – Annual Notification- Drug-Free Workplace- Students, Employees



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Office of the President

Memorandum

Date: September 3, 2019

To: Campus Community

A handwritten signature in blue ink that reads "Soraya M. Coley".

From: Soraya M. Coley, Ph.D.
President

Subject: Drug-Free Workplace

Cal Poly Pomona recognizes its responsibility to help provide a safe and productive educational and work environment. The following summary complies with the Drug-Free Workplace, and the Drug-Free Schools and Communities Acts. The university strongly endorses the Drug-Free legislation and wishes to inform all students and employees of:

- the health risks associated with alcohol and drug abuse,
- the standards of conduct required of university students and employees,
- the disciplinary action that results when the policy is violated, and
- the help available when treatment is needed.

The following information summarizes the university's commitment to, and compliance with, Drug-Free legislation. The entire policy is published in the University Policies Website at www.cpp.edu/~policies.

There is significant medical evidence demonstrating the health risks associated with the abuse of alcohol, drugs, and other controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited at Cal Poly Pomona. The abuse of alcohol is also prohibited.

University employees must perform in a safe and productive manner and students must pursue educational activities unimpaired by alcohol or other drugs. Violations of this policy will result in appropriate disciplinary action up to and including termination or expulsion from Cal Poly Pomona.

Cal Poly Pomona recognizes that addiction is a treatable illness.

Students: Students are encouraged to seek assistance and participate in appropriate treatment programs. Confidential assistance for students is available through Student Health & Wellness Services at www.cpp.edu/~health and Counseling & Psychological Services (CAPS) at www.cpp.edu/~caps/.

Employees: Faculty and staff have access to CPPLifeMatters, an Employee Assistance Program (EAP). The EAP services, consisting of assessment, referral and short-term counseling, are provided through Empathia, a private consulting firm, and are both free and confidential. For more information, visit www.cpp.edu/~employee-assist.

Appendix B – University AOD Policy and Policy Distribution

University AOD Policy

https://www.cpp.edu/policies/university/administrative/alcohol_policy_alcohol_and_other_drugs.shtml

Annual Security Report

https://www.cpp.edu/pdfs/annual_security_report.pdf

University Catalog

<https://catalog.cpp.edu/>

<https://catalog.cpp.edu/index.php?catoid=51>

Student Code of Conduct

<https://www.cpp.edu/studentconduct/documents/studentconductcodecpphyperlink.pdf>

Student Clubs and Organizations Web Page

<https://www.cpp.edu/oslcc/student-life/club-and-organizations/club-resources.shtml>

Student Service-Learning Plan

Log-in Required

Associated Students, Inc. (ASI) Employee Policy and Procedure Manual

http://asi.cpp.edu/wp-content/uploads/2014/09/student_handbook.pdf

Faculty Resource Guide

<https://www.cpp.edu/cppbit/docs/faculty-resource-guide-71018.pdf>

Appendix C – University Housing Agreement



University Housing Services 2020-2021 POLICIES AND REGULATIONS

- I. **Behavior and Welfare**
 - A. University Policies
 - B. Alcohol
 - C. Community Responsibility
 - D. Controlled Substances (Drugs)
 - E. Dangerous Behavior
 - F. Damage to Residential Facilities
 - G. Failure to Comply
 - H. Gambling
 - I. Physical/Written/Verbal Abuse or Harassment
- II. **Community Standards**
 - A. Appliances
 - B. Bicycles/Skateboards/Skates/Motor Vehicles
 - C. Communicable Diseases
 - D. Fire Safety/Evacuation
 - E. Gatherings
 - F. Guest Conduct and Policy
 - G. Loitering
 - H. Musical Instruments
 - I. Animals
 - J. Quiet Hours
 - K. Sales and Solicitation
 - L. Security
 - M. Smoking
 - N. Trespassing
 - O. Vandalism/Theft
 - P. Weapons
- III. **Facilities and Operations**
 - A. Alteration of Premises
 - B. Building Exterior
 - C. Common/Public Areas
 - D. Decorations
 - E. Dining Services Policies and Regulations
 - F. Furnishings
 - G. Keys
 - H. Improper Room Transfer
 - I. Posting
 - J. Restricted Access
 - K. Room Care
 - L. Storage
 - M. Community Kitchens
 - N. Swimming Pool
 - O. Residential Hall Garden
 - P. Volleyball Court
 - Q. Fitness Express
 - R. Bicycle Storage
 - S. Use of Housing Facilities
 - T. Abandoned Property
 - U. Recording Devices
- IV. **Computers and Technology Acceptable Use Policy**

The Policies and Regulations section is part of the Student Housing License Agreement. Acceptance and agreement to abide by the regulations listed herein is acknowledged through the online completion and electronic submission of the Student Housing License Agreement.

All policies listed here are in effect for all University Housing Services (UHS) property which includes, but is not limited to all the Residential & Traditional Halls, the Residential Suites, the Lyle Center for Regenerative Studies, temporary housing accommodations, University Housing Services grounds, La Cienega, Fitness Express, Residential Parking Lots, Centerpointe Dining Commons, Denny's and Vista Convenience Store, La Naranjita Center (Java the Hut) and at all University Housing Services sponsored events, including those off-campus.

Residents who are believed to be in violation of one or more policies may be referred to an official of University Housing Services, the University Police, and/or other administrator from the Division of Student Affairs.

As a resident of University Housing Services, you are responsible for abiding by the Policies and Regulations. The policies have been designed to benefit individual students, as well as the entire residential community. All residents who, by virtue of their behavior toward themselves or other residents, show an inability to live in a group setting under the policies listed below, or refuse intervention by the Residence Life Staff and/or other university official(s) will be asked to leave the University Housing Services Residences or commit to a behavioral contract which may involve the intervention of other sources as prescribed by the Executive Director of University Housing Services (UHS) or a designee. Sanctions for violating any one or more Policies and/or Regulations may range from community service to eviction from University Housing Services property.

Violations of Law; and/or any forms of abuse, assault or harassment; weapons violations; and fire/evacuation safety violations usually result in eviction from University Housing Services property on the first offense.

I. BEHAVIOR AND WELFARE

Definitions

The following definitions apply to resident occupied living area:

Unit is defined as the Licensee's suite or residence hall room.

Room/Space is defined as a bedroom in Licensee's suite or bed space in a residence hall room.

Area is defined as a location or place, usually with specific details, such as "common area" referring to any residential building space that is shared by the community.

- A. University Policies
 1. In addition to the Student Housing License Agreement, the Licensee is required to abide by all university policies and CSU Executive Orders. All university policies and Cal State Executive Orders can be found on the [Cal Poly Pomona University Policies](#) webpage.
- B. Alcohol
 1. All Licensees and their guests are subject to the following statement from the Alcohol Beverage Control Act: *"Every person who sells, furnishes, gives or causes to be sold, furnished, or given away, any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor"* (Business and Professions Code 2568A).
 2. Misuse of alcohol or illegal behavior may result in disciplinary action and/or arrest by the police.
 3. Possession of any alcohol (open or unopened) shall be interpreted as consumption of alcohol.
 4. Consumption, possession, or storage of alcoholic beverages (including empty alcohol containers) by any Licensee under the age of 21 is prohibited.
 5. If all Licensees of a space are 21 years of age or older, the Licensee(s) may choose to responsibly consume alcohol only in the privacy of their own space with the door closed. Consumption and possession of alcohol in the presence of others under the age of 21 is prohibited.
 6. Possession/use of any empty or full keg, party ball, or other mass drinking

device (e.g., beer bong) is prohibited.

7. Possession or consumption of alcohol in a public place (including but not limited to outside or indoor stairwells, outside balconies/patios/porches, hallways, lounges, swimming pool, basketball courts, volleyball court, community garden, grounds and or any other common areas) is prohibited.
8. Obvious intoxication by Licensees or their guests within the residences or grounds is prohibited.
9. Brewing alcohol is strictly prohibited for all residents, regardless of age.
10. Drinking games are prohibited; this includes, but is not limited to beer pong, quarters, flip cup, or king's cup. Simulation of such drinking games as water pong, Gatorade pong, etc., is prohibited.
11. Violation of other University policies and procedures while under the influence of alcohol is a violation of this policy.
12. Inability to exercise care for one's own safety and/or the safety of others due to intoxication is a violation of this policy.
13. The campus has a "Safety First" clause for alcohol-related medical emergencies. The goal of "Safety First" is to ensure that students receive prompt medical attention for any health or safety emergency (alcohol or drug intoxication, physical violence, etc.), and to ensure there are no impediments to reporting incidents. A Safety First policy benefits our campus by encouraging students to make responsible decisions in seeking medical attention in serious or life-threatening situations that result from alcohol and/or other drug abuse and in any situation where medical treatment is reasonably believed to be appropriate. If a student is so intoxicated or drugged that s/he is unable to be awakened, letting that person "sleep it off" is not a reasonable alternative to getting him/her the necessary medical help. Failing to seek assistance for a fellow student who appears to be dangerously under the influence of alcohol or other drugs will result in disciplinary action.

C. Community Responsibility

1. Community members are expected to comply with all reasonable requests for courtesy towards others, including, but not limited to, issues regarding noise, use of common area space, and trash disposal.
2. Failure of Licensees to prevent a violation, especially within their space of any stated regulation violates their responsibility as a student and member of this community.

D. Controlled Substances (Drugs) – Foundation/ University Housing Services enforces a zero tolerance stance for the use or possession of controlled substance. **Any violations may result in eviction from University Housing Services property on the first offense.**

1. Cal Poly Pomona complies with the Drug-Free Workplace and the Drug-Free Schools and Communities Act. Sale of, use of, being under the influence of, distribution of, storage of, and/or knowingly possessing illegal drugs, controlled substances, or narcotics, as those terms are largely used under Federal law or in the California Statutes, is prohibited. The misuse of any drug, including prescription or over-the-counter medications, is prohibited.
2. The use or possession of marijuana in any form for recreational or medicinal use is prohibited. The California Compassionate Use Act does not apply to administrative cases involving use and possession of marijuana that violate CSU Student Conduct Code or the Student Housing License Agreement. Residents are NOT protected by the California Compassionate Use Act.
3. The possession of a 215 medical marijuana card will not be recognized nor

honored by Cal Poly Pomona University, nor by Foundation/University Housing Services.

4. Possession or use of drug paraphernalia is also prohibited. Drug paraphernalia includes, but is not limited to, bong, pipes, hookahs, vaporizers, vaporize pens, e-cigarettes and/or other devices that may be used to facilitate consumption of illegal drugs.
5. The use of Salvia is not permitted on Foundation/University Housing Services grounds.
6. Violation(s) of other University policies while under the influence of controlled substances is a violation of this policy.
7. The inability to exercise care for one's own safety and/or the safety of others while under the influence of controlled substances is a violation of this policy.
8. The campus has a "Safety First" policy for drug-related medical emergencies. The goal of "Safety First" is to ensure that students receive prompt medical attention for any health or safety emergency (alcohol or drug intoxication, physical violence, etc.), and to ensure there are no impediments to reporting incidents. A Safety First policy benefits our campus by encouraging students to make responsible decisions in seeking medical attention in serious or life-threatening situations that result from alcohol and/or other drug abuse and in any situation where medical treatment is reasonably believed to be appropriate. If a student is so intoxicated or drugged that s/he is unable to be awakened, letting that person "sleep it off" is not a reasonable alternative to getting him/her the necessary medical help. Failing to seek assistance for a fellow student who appears to be dangerously under the influence of alcohol or other drugs will result in sanctions.

E. **Dangerous Behavior** – University Housing Services enforces a zero tolerance stance for dangerous behaviors. **Any violations may result in eviction from University Housing Services property on the first offense.**

1. Any activity that can be interpreted as endangering or harming oneself, any community member, or guest is prohibited.

F. **Damage to Residential Facilities**

1. Acts that result in damage in or around the residential facilities and/or interfere with others' normal use of facilities are prohibited.

G. **Failure to Comply**

1. Licensees and their guests are required to comply with official requests or directives of university staff (verbal or written) while performing their duties. Failing to provide information to staff, interfering with staff while they are performing their duties, failing to identify yourself, leave the building during an evacuation drill or open your door at a staff member's request or similar failures to cooperate,) or being verbally abusive to staff is a violation of University Housing Services policy.
2. Presenting information or documents (i.e., identification) which are fabricated, falsified, or misrepresentative to a university official is prohibited.

H. **Gambling**

1. Gambling in any form is prohibited.

I. **Physical/Written/Verbal Abuse, Harassment, or Sexual Assault** – **Any violations may result in eviction from University Housing Services property on the first offense.**

1. Cal Poly Pomona supports a Zero Tolerance Policy on Campus Violence. Threats, violations of Executive Order 1097 (including subsequent revisions), or severe or pervasive harassment by any member of the Cal Poly Pomona

community or guest toward an individual or group is prohibited. Engaging in activities that undermine the ability of a student to participate in the educational experience, such as by causing physical harm or a reasonable apprehension of physical harm, engaging in sexual harassment or misconduct, stalking, or dating or domestic violence, will result in disciplinary action and/or arrest by the police, as appropriate. Severe or pervasive harassment of any person and/or group, through any medium, including the Internet, is not permissible.

II. COMMUNITY STANDARDS

A. Appliances

1. Licensee shall NOT possess any electrical appliances used for heating or preparing food other than those with enclosed heating elements.
2. Toasters and other cooking devices with open heating elements are permissible only in the Residential Suites and should be used in the kitchen areas only. Appliances must be directly supervised at all times while in use.
3. Hot plates, grills with open/exposed heating elements and/or the fuel materials for such grills are prohibited.
4. Personally owned refrigerators up to a maximum of 3.7 cubic feet are allowed only in the Residence Halls or Center for Regenerative Studies. Refrigerators are not allowed in the Residential Suites without the expressed permission of University Housing Services.
5. Residents may be held responsible for any damages or charges caused by appliances brought into the residences, or improper and unsupervised use of any appliances.
6. All policies under Decorations and Fire Safety apply.

B. Bicycles/Skateboards/Skates/Motorized Vehicles - Bicycles may be registered with the Campus Police for extra protection.

1. Riding bicycles, skateboards, roller blades/skates, scooters or any coasting device is prohibited on University Housing Services property.
2. Bicycles must be stored in either the bicycle racks or storage located within the housing communities, or in a resident's unit ONLY with prior permission from all roommates. Bicycles stored in a resident's unit may not block emergency access to the unit's window(s) or door(s). Bicycles may not be parked, locked or stored in any other area, including unit patios and balconies. Bicycles left in unauthorized areas (e.g., stairwells, hallways, lobbies, etc.) or abandoned in bicycle racks will be impounded at the owner's expense.
3. Parking, locking or riding any motorized vehicle (with the exception of service vehicles such as wheelchairs) within the residences or at any location other than paved roads or paths specifically designated for such use is prohibited.
4. Hover boards, electric scooters, and similar motorized devices are prohibited on University Housing Services property due to safety and potential fire hazard concerns.
5. Due to health and safety hazards, public safety officers may remove any motor-driven vehicle from a housing unit without notice to Licensee and/or owner.

C. Communicable Diseases – **Any violations may result in eviction from University Housing Services property on the first offense.**

1. Any Licensee diagnosed with a communicable disease by Student Health

Services or by his/her health care provider will be sent home during the infectious period, or isolated in an assigned room as directed by University Housing Services in consultation with the Student Health Services, and/or the Licensee's health care provider (as permitted by the resident). Non-campus housing and travel arrangements are made at the student's expense. Student Health Services and/or the Licensee's health care provider will clear the Licensee to return the University Housing Services facility, dining services and classes (in consultation with the Licensee's health care provider, as appropriate).

2. Any Licensee suspected of having a communicable disease could be quarantined in his/her room or another assigned room while waiting for a diagnosis. Any Licensee exposed to a communicable disease should make an appointment with a physician at Student Health Services, to discuss the possible exposure, symptoms and treatment (if any treatment is available). Examples of communicable and infectious diseases may include: chicken pox, hepatitis, measles, tuberculosis, and influenza-like illnesses.
3. In the instance of an outbreak, University Housing Services will follow university and local emergency protocols.

D. Fire Safety/Evacuation – **Any violations may result in eviction from University Housing Services property on the first offense.**

1. All persons are required to evacuate the building any time an alarm sounds and follow evacuation instructions given by the University Housing Services staff. During an evacuation, University Housing Services staff may enter individual units or spaces to verify evacuation. No person is allowed to re-enter the building during an evacuation until approved by University Housing Services staff or emergency personnel.
2. Intentional misuse of, tampering with or obstruction of the fire safety system or firefighting equipment (e.g., fire alarm, fire extinguisher, emergency "EXIT" signs, smoke detectors, fire sprinkler heads, etc.) is a misdemeanor violation in accordance with City of Pomona Ordinance #3286.
3. Possession, storage or use of ammunition, explosives (firecrackers fireworks, smoke bombs, etc.), flammables (gasoline, propane, butane, kerosene, etc.), candles or any item with an open flame in the housing facilities (including on balconies and patios) is strictly prohibited.
4. Burning any material, including incense, is prohibited except when specific prior approval is obtained from the building Coordinator for the purpose of religious observances only.

E. Gatherings

1. A gathering of more than 10 people in any residential suite, or of more than 6 people in any residence hall room, without the prior written approval of the building Area Coordinator is a violation.

F. Guest Conduct and Policy

1. **Licensee:** A Cal Poly Pomona student who has a housing license agreement (also referred to as the resident) with University Housing Services and who is assigned to a specific room or suite within a residence.
2. **Host:** A resident who is entertaining guests.
3. **Guest:** Any individual (including another Cal Poly student, resident, parent, relative, girlfriend/boyfriend, etc.) who is visiting a resident in his/her unit or space, or anywhere within the residential community.

4. **Non-Approved Guests:** Guests who do not follow the policy outlined below for approved guests.
5. Guests must be escorted at all times, including when they are in the Licensee's room. Releasing the keys to a Guest is prohibited.
6. Licensees are responsible and accountable for the conduct of their guests while on University Housing Services property, immediately adjacent areas, or at University Housing Services -sponsored or supervised activities. Guests must not infringe on the rights of roommates or other Licensees.
7. Overnight guests are to be temporary and infrequent.
8. University Housing Services reserves the right to deny access to any guest whose behavior is deemed inappropriate.
9. When any guest is under the age of 18, the Licensee assumes all liability and responsibility for the guest.
10. Minors cannot be brought to the housing facility for the purpose of babysitting (for reasons of safety and liability).
11. Overnight Guests: Licensees wishing to host an overnight guest(s) must obtain the approval from all other Licensees in the unit, present or not, and in advance of the overnight stay. Licensee may have a guest(s) stay overnight for up to two (2) nights per calendar month without charge. Licensees who have an overnight guest must register the guest with University Housing Services, using the online Overnight Guest Request form available here. A prorated per night fee will be assessed to the host for nights beyond the second night per calendar month and/or for violations of this policy.
12. Non-Approved Guests: Licensees will be charged a prorated per night fee for each night a "non-approved" guest is hosted, regardless of the length of stay. Licensees in violation of the guest policy are subject to University Housing Services /University Conduct proceedings. "Non-approved" guests are subject to University Housing Services /University Conduct proceedings and/or prosecution, as appropriate.

G. Loitering

1. No Licensees or guests may sleep in the lounges, lobbies, or other public areas unless it is in conjunction with an official University Housing Services sponsored event and approved in writing by the Coordinator of the building.

H. Musical Instruments

1. No excessive sound from musical instruments (amplified or non-amplified) will be allowed in University Housing Services facilities unless it is in conjunction with an official University Housing Services sponsored event and approved in writing by the Coordinator of the building.

I. Animals

1. Licensee shall not harbor, feed, or possess any animal in or around the residential property with the exception of a registered service animal and/or an emotional support animal. Students are required to request approval of an emotional support animal and file proper documentation with the Disability Resource Center and University Housing Services prior to bringing an emotional support animal into their unit.
2. No "visiting" animals are allowed in student units or in the residential properties with the exception of a registered service animal.

3. Only fish are allowed (provided they are not illegal to own). Fish tanks in excess of 10 gallons are not permitted.
4. Cleaning, damage, and/or pest control resulting from fish, support animals or unauthorized pets will be charged to the Licensee.

J. Quiet Hours

1. All students must abide by quiet hour guidelines. Sunday-Thursday quiet hours are 10:00 p.m. – 10:00 a.m. Friday-Saturday quiet hours are 12:00 a.m. – 10:00 a.m. During these times, all noise shall be held to a minimum. During all other times, reasonable respect of noise should be shown. During finals week, "Quiet Hours" are extended to 23 hours per day.
2. At all times, the ability to occupy one's unit for the purpose of studying, sleeping or engaging in activities in an atmosphere of peace and quiet takes precedence over other activities. Engaging in unreasonably loud activities, which are defined as: (a) a level of noise which may be deemed an undue disturbance by another member of the community or, (b) creating noise – including, but not limited to, voice, musical instruments and stereos – which is audible outside of one's unit during quiet hours, either inside or outside the residential properties is prohibited.

K. Sales and Solicitation

1. Advertising, sales, promotion, commercial transactions and/or solicitation by residents or off-campus persons is prohibited in all areas unless approved by University Housing Services and with written approval by the building's Area Coordinator.

L. Security

1. All residential facilities are locked 24 hours per day. Call phones are located outside the main front entrance of each residence hall and buildings 60 & 61 (Vista Bonita and Vista del Sol) at the suites. These phones may be used to contact the RA on Duty or front desk. Providing access to buildings to those other than residents, staff, or attended guests by any means – including but not limited to failing to lock or secure doors, propping entrance doors, removing a window screen, allowing a person entrance into a building and leaving them unattended in a public area – is prohibited.
2. Resident Advisors are available via the Duty Cell phone and there is an Area Coordinator on-duty 24 hours a day.

M. Smoking

1. In compliance with Executive Order 1108, all California State Universities have adopted a campus-wide "Smoke Free" policy.
2. Smoke Free: "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products including e-cigarettes, vapor devices and other like products are prohibited on all University properties.
3. Smoking: "Smoke" or "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cigarillo, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoke" or "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
4. Tobacco Free: "Tobacco Free" means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all

University properties.

5. Tobacco Product: A product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, and snuff.
6. Tobacco Device:]An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. Any component, part, accessory of a tobacco product, whether or not sold separately. "Tobacco product" does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is market and sold solely for such an approved purpose.

N. Trespassing

1. Use of the University Housing Services Residences is limited to the Licensees, their escorted guests and other persons specifically authorized by University Housing Services.
2. The presence in any residential property of any nonresident or person who is not currently listed as a Licensee of that property and who is not authorized by University Housing Services constitutes a trespass. Those trespassing on the premises of the residential property may be arrested. Trespassers may be asked to leave University property at any time.

O. Vandalism/Theft

1. Damages to or theft of university property, or to other property located on university property, willfully or negligently caused by a resident or guest is prohibited.
2. Unauthorized removal, possession, use or misuse, defacing, tampering, damage or destruction of any property belonging to a community member or a guest thereof is prohibited.
3. Restitution for clean-up repair or replacement related to violations will be made by the responsible resident(s).

P. Weapons – **Any violations may result in eviction from University Housing Services property on the first offense.**

1. Possession, use or threatened use of any weapon deemed by the campus authorities to be deadly is prohibited. This includes, but is not limited to, firearms, switchblade knives, ammunition, dangerous chemicals, daggers, machetes, slingshots, water guns, stun guns, BB guns, paint ball guns and other weapon-like instruments (including air/water/gas propelled guns or any projectile devices) or weapons commonly known as black jacks, sand clubs, Billy clubs, and metal knuckles, etc. Metal pipes, pepper spray, bars, razors with unguarded edge, or any knife being used for a purpose other than food preparation are also considered weapons and are prohibited.

III. FACILITIES AND OPERATIONS

Appendix D – University Village Community Standards ATOD Polices

University Village Community Standards Cal Poly Pomona Foundation, Inc. 2019-2020

The University Village is committed to maintaining a safe, healthy, living and learning environment for all residents and staff. Each member of the community should choose behaviors that contribute toward this end. Students are expected to be good citizens, engage in responsible behaviors, be respectful to one another, and contribute positively to community life. (adapted from the Cal Poly Pomona Student Code of Conduct) <http://www.cpp.edu/~studentconduct/student-conduct-code.shtml>

Community Rights and Responsibilities:

These Community Standards exist to promote, ensure, create, and protect an environment conducive to academic, personal, and social growth. Every resident both benefits from the results created by the community standards and also has an obligation to participate in how they are upheld. As a University Village resident, we expect your participation with regard to resolving conflicts with other residents such as roommate mediations, the student conduct process, requests for information, working towards understanding others' needs in a respectful way, and conducting yourself in a responsible way. The contents of this document are intended to make you aware of your community rights and responsibilities and are guided by the following principles:

Community Rights:

- A. Residents have the right to live in a respectful environment
- B. Residents have the right to live in a safe and clean environment
- C. Residents have the right to an environment that is conducive to sleep
- D. Residents have the right to an environment that is conducive to studying
- E. Residents have the right to an impartial conduct review process

Community Responsibilities:

- A. Residents are responsible for being aware of and abiding by all of the Community Standards
- B. Residents are responsible for your personal actions
- C. Residents are responsible for respecting the differences of those around you
- D. Residents are responsible for taking an active role in the safety of your community
- E. Residents are responsible for holding other community members accountable for their actions

University regulations, federal, state, and local laws:

Executive Orders and Office of Equity, Inclusion, and Compliance Policies

As a resident of the University Village, you are required to abide by all University policies regarding student conduct and applicable federal, state, and local laws. Including, but not limited to, those included in the Cal Poly Pomona University Catalog and Handbook, and those included in the Standards for Student Conduct found in Article 2 of Subchapter 4 of Chapter 1 of Part V (Section 41301) of Title 5 of the California Code of Regulations. The University Village License Agreement and the use of the housing facilities are subject to Articles 5 and 6 of Subchapter 5 of Chapter 1 of Part V (Sections 42000 through 42103) of Title 5 of the California Code of Regulations.

Your Educational Experience:

The University Village strives to offer a professional staff to work with residents to maintain a community that enhances students' educational experience at the University Village. Additionally, the University Village works to create social, educational, developmental, and recreational opportunities.

Community Standard Violations:

These Community Standards are designed to encourage residents to take responsibility for their actions and to ensure that the rights of all community members are respected. The University Village Conduct Review Process exists to address violations of the Community Standards outlined in this document and any inappropriate or illegal conduct. Any University Village Conduct Review Process may take place prior to or concurrently with University or criminal processes. Residents believed to be in violation of the Community Standards will be referred to the University Village Conduct Review Process. As a resident, you agree to participate in the University Village Conduct Review Process and to complete any resolutions issued. Should you fail to prevent or report Community Standard violations, you will be held accountable for not doing so, as outlined in your Community Rights and Responsibilities.

Failure to respond to conduct-related communication (email, phone call, letter, et al.), attend conduct review meetings, or complete assigned resolutions constitutes Failure to Comply. Failure to Comply violations could result in NOTICE TO QUIT.

I. Behavior and Welfare

Zero Tolerance Policy for Threats or Acts of Violence – available at: [President's Memorandum](#)

“Cal Poly Pomona is committed to creating and maintaining a working, learning, and social environment that is free from violence. The university has zero tolerance for threats or acts of violence against members of the campus community.”

Abusive Behavior, Bias/Hate Crime, and Hazing

- A. The University Village is a community committed to fundamental human dignity and equality. Any hate incident and acts of violence will be reported to appropriate authorities and has **zero tolerance**.
- B. Abusive behavior, the use of profanity, and/or threats or any attempts to obstruct UV staff from accomplishing their duties is prohibited.
- C. Creating an environment that endangers or threatens the safety or wellbeing of oneself or others is prohibited. Any action or creation of any situation for the purpose of initiation into or affiliation with any organization that recklessly or intentionally endangers another person's psychological, mental, or physical health is prohibited.
- D. Bias-related incidents are defined as behavior which constitutes an expression of hostility against the person or property of another because of the targeted person's age, creed, ability, ethnic or national origin, gender, gender identity, gender expression, marital status, political or social affiliation, race, religion, or sexual orientation and are prohibited.
- E. Hate crime includes, but is not limited to, a violation of Section 422.6. Any criminal act against a protected identity may be classified as a hate crime and is prohibited. Please refer to Cal Poly Pomona's Response Protocol for Hate Crimes <https://www.cpp.edu/~cppbit/docs/hate-crime-response-2018-11.pdf>
- F. A hate crime (CA Penal Code 422.55) is a criminal act and will be reported to authorities.
- G. Hazing, or conspiracy to haze, is prohibited. Hazing is defined in Penal Code 245.6 as any method of initiation or pre-initiation into a student organization which is likely to cause serious bodily injury, physical harm, personal degradation or disgrace. See <http://www.cpp.edu/~studentconduct/student-conduct-code.shtml>
- H. It is the responsibility of every member of the community to take any threat of violence seriously. All threats must be reported to the appropriate authorities. Failure to report any threat is subject to disciplinary action.

Alcohol

- A. Providing or selling of any alcoholic beverages to any person under the age of 21 is prohibited.
- B. Consumption, possession, or storage of alcoholic beverages by any Resident under the age of 21 is prohibited.
- C. Residents under the age of 21 may be in the presence of an alcoholic beverage in their housing unit only if another Resident of his or her housing unit is 21 years of age or older. Any other guests or Residents under the age of 21 may not be present while alcohol is being consumed.
- D. Possession of bulk alcoholic beverages, defined as amounts that is excessive for responsible personal use is prohibited. Possession/use of any keg, party ball, or other mass drinking device (i.e. beer bong) is prohibited.
- E. The brewing of alcohol is prohibited.
- F. Possession, consumption, and display of alcoholic beverages or bottles/cans (full or empty) in a public view or place (patio/balcony, walkways, windows, pool, basketball court, etc.) are prohibited.
- G. Detectable intoxication of Residents or guests, and/or inability to exercise care for one's own safety and/or the safety of others is prohibited.
- H. Drinking games are prohibited at the University Village; this includes but is not limited to beer pong, quarters, flip cup, or king's cup. Simulation of drinking games such as water pong, Gatorade pong, etc. is prohibited. ***The University Village has an Act for Safety Policy for alcohol/controlled substances related medical emergencies. Please see page 4 for University Village Act for Safety Policy.***

Community Responsibility

- A. Residents are expected to comply with all reasonable requests for courtesy towards others, including, but not limited to, issues regarding noise, use of common area space, and trash disposal.
- B. Failure of Residents to prevent a violation, especially within their space of any stated regulation violates their responsibility as a student and member of this community.
- C. We expect that all residents and staff be an active bystander and intervene if assistance is needed to prevent stalking, harassment, dating/domestic violence and sexual assault. Additional information: <https://www.cpp.edu/~survivoradvocacy/index.shtml>

Controlled Substances/Illegal Drugs

Foundation Housing Services & University Housing Services enforce a zero tolerance stance for the use or possession of controlled substances. **Any violation may result in a NOTICE TO QUIT from University Village property on the first offense.**

- A. Possession, purchase, consumption, being under the influence of, odor, or use of illegal drugs or non-prescribed prescription drugs is prohibited.
- B. Distribution, sale, or supply of illegal drugs, controlled substances, narcotics, or prescription drugs is prohibited.
- C. The use or possession of marijuana in any form for recreational or medicinal use is prohibited. The California Compassionate Use Act does not apply to cases involving use and possession of marijuana that violate the Student Conduct Code or the University Village License Agreement. Residents are NOT protected from disciplinary action under the California Compassionate Use Act, the Drug-Free School and Communities Act, and the Drug Free Workplace Act.
- D. Medical Marijuana Identification Cards (also referred to as a 215 medical marijuana card) are **not recognized** through Cal Poly Pomona or the University Village.
- E. Possession of paraphernalia commonly used for drugs and smoking materials (including, but not limited to: bongs, vaporizers, glass, wood, and water pipes) are prohibited and will be confiscated by University Village staff and disposed of by the University Police Department (UPD).
- F. The misuse of any drug, including prescription or over the counter medications is prohibited.
The University Village has an Act for Safety Policy for alcohol/controlled substances related medical emergencies. Please see page 4 for University Village Act for Safety Policy.

Dangerous Behavior and Disorderly Conduct

- A. University Village enforces a zero tolerance stance for dangerous behaviors. **Any violations may result in a NOTICE TO QUIT.**
- B. Any behavior that can be interpreted as endangering or harming oneself, any community member, or guest is prohibited.
- C. Residents should report concerning behavior immediately. Resources include Counseling & Psychological Services: <https://www.cpp.edu/~caps/contact-counseling.shtml> (see page 9 formore)
- D. Any obstruction or disruption of the University Village's educational or administrative processes is prohibited.
- E. Engaging in lewd, indecent, offensive or obscene behavior on property or sponsored event is prohibited.
- F. Public display of obscene or offensive matter that contributes to an unsafe or threatening environment is prohibited on University Village property; this includes items hung on apartment doors or any other area of public view.

Failure to Comply

- A. University Village has the right to enter the premises occupied by Resident for the purpose of emergency, health, safety, maintenance, management, enforcement of Community Standards, inspection of premises, delivery of University Village information/newsletter, or for any lawful purpose.
- B. Residents agree to abide by directives given by University Village staff acting in the performance of their duties.
- C. Failing to provide information to staff, interfering with staff while they are performing their duties, failing to identify yourself or guest, not opening the door when a staff requests, or being verbally abusive to staff is prohibited.
- D. Residents participating in a conduct investigation process must respond and not withhold information.
- E. Residents should not provide false information, attempt to obstruct the investigation, threaten or intimidate individuals participating in the investigation process or evidence in an investigation.
- F. Residents participating in the conduct process should not discuss their case outside of their meeting and should respect the privacy of all involved.
- G. Residents agree to comply with the University Village Conduct Process, outcomes, deadlines, and resolutions.
- H. Residents are required to complete a Community Living Agreement (CLA) with your roommates within 4 weeks of moving in. Failure to complete a CLA will result in a conduct review.
- I. **Disciplinary actions for Failure to Comply may result in a NOTICE TO QUIT.**

Gambling

- A. Residents shall not gamble or bet with exchange of money or other items or services on University Village property.

Act for Safety Policy

- A. Residents' health and safety are the primary concerns for the University Village community. Residents are expected to contact the Resident Advisor (RA) on Duty or UPD when they believe that assistance is needed for an intoxicated/impaired person. UPD will decide if transportation is needed to medical facilities. If off property, in case of medical emergency, residents should call 911 for assistance by local police, fire safety or medical professionals.
- B. Residents are expected to recognize and report concerning behavior.
- C. Residents who proactively seek assistance for themselves or others will not be subject to the regular University Village conduct process. Residents who actively invoke the Act for Safety Policy will participate in an alternate educational process focused on health and well-being. If repeated incidents occur there will be additional judicial action
- D. The policy does not preclude disciplinary action from other violations such as: physical harm, sexual abuse, damage to property, harassment etc.
- E. This policy does not preclude disciplinary action by University, state, or local authorities.

Physical, Written, and Verbal Abuse

- A. Threats, assault, or physical, psychological, verbal, or written abuse (including online or electronic) to harm someone or endanger the safety of others is prohibited and has **zero tolerance**.
- B. Harassment in any form towards any person and/or group, through any medium (including online) is prohibited.

Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence and Stalking: [Executive Order 1097](#)

- A. We are committed to creating and sustaining a positive living and working environment, free of discrimination, including sexual violence, sexual assault, domestic/ dating abuse, stalking and has **zero tolerance**.
- B. Sexual assault, sexual battery, or rape of any person is prohibited. This behavior includes any sexual activity that is carried out without the express consent of all parties involved, including, but not limited to attempted or completed non-consensual sexual acts. For purposes of these Community Standards, anyone under the influence of alcohol or controlled substances is deemed to be incapable of giving consent to sexual activity.
- C. Sexual harassment/sexual violence towards any person is prohibited. Sexual harassment includes such behavior as unwanted sexual advances, sexual gestures, unwanted requests for sexual favors, creating a hostile or offensive environment, and other unwanted verbal or physical conduct of a sexual nature directed towards another person.
- D. Stalking means a repeated course of conduct directed at a specific person (when based on gender or sex) that places that person in a reasonable fear for his/her or others' safety, or to suffer substantial emotional distress.
- E. University Village staff (including RA's and student leaders) have a duty to report any incidents of sexual assault and violence even when the person has requested anonymity as mandated by Federal law under Title IX and [Executive Order 1095](#).
- F. For definitions or report an incident: <https://www.cpp.edu/~officeofequity/definitions/index.shtml>

II. Community Living & Policies

Emotional Support Animals/Service Animals/Pets*

- A. In compliance with the Fair Housing Act (FHA) residents with Emotional Support Animals (ESA) and Certified Service Animals are given reasonable accommodations, but must complete the below ESA process with the University Village Operations staff prior to arriving on property.
- B. Certified Service Animals are categorized as trained to do a specific task or service for their owner.
- C. Emotional Support Animals (ESA) are **NOT** considered "pets". ESA's benefit their owners emotionally/physically and have been approved to be classified as an ESA for their assistance.
- D. Prior to a resident bringing an ESA onto University Village property, the resident must follow and complete the following:

University Village Emotional Support Animal Process:

1. University Village receives a Memorandum of Understanding (MOU) from the Cal Poly Pomona Disability Resource Center (DRC).
 2. Resident meets with University Village Operations staff member to review additional documents:
 - a. Emotional Support Animal Addendum (initial and sign)
 - b. University Village Emotional Support Animal Roommate Agreement (all roommates sign)
 - c. Provides verification of: vaccinations, spay/neutering, license, microchip #, and picture of their ESA
 3. Once approved the University Village Operations staff will provide signage for the Resident's apartment window.
 4. This sign must be displayed and returned at the end of the academic year, or whenever resident moves out.
- G. Only non-carnivorous fish are permissible "pets" allowed on property; tanks may not exceed 10 gallons in size.
- H. Harboring, feeding, or possessing any pets/ unapproved animal on University Village property is prohibited.

Fire Safety, Fire Evacuation and Emergency Procedures

- A. Highly flammable materials, liquids, or instruments which pose a risk of damage or injury are prohibited. These items include, but are not limited to: candles, incense, space heaters, fireworks, gasoline, helium tanks, tiki torches, explosives, toxic chemicals, propane or other gas cylinders, biological agents, etc.
- B. Misuse of the stove or leaving a lit stove or oven unattended is prohibited.
- C. Power strips, extension cords, and string lights are permissible as long as they are UL approved and meet minimum fire safety regulations for indoor use. Plugging multiple extensions cords and power strips into one another is prohibited.
- D. It is a misdemeanor violation to tamper or obstruct fire safety system or equipment in accordance with the City of Pomona # 3286. This includes tampering or breaking fire alarms, fire equipment, hanging/covering fire safety items or making false reports.
- E. Sending false alarms is prohibited. Residents will be charged for the replacement of any fire safety device lost, discharged, or damaged by resident or guest.
- F. Resident shall not block space in any manner as to block emergency access to the window(s) or door(s).
- G. A maximum of 8 people, including Residents, are allowed in a unit (including porches/patios) at any given time.
- H. "Live cut" trees, such as Christmas trees, are prohibited. Artificial Christmas trees are allowed if under 4 feet.
- I. Hoverboards and similar motorized devices are prohibited on University Village property.
- J. All persons are required to evacuate for emergencies and University Village training evacuations.
- K. Tampering or removing the University Village evacuation map on the back of your housing unit front door is prohibited. The emergency procedures and evacuation map should be viewed by all Residents and their guests.

Guests*

- A. The term "guests" constitutes as any individual(s) not assigned to a housing unit which they are visiting. Guests must be with a resident assigned to the housing unit being visited at all times.
- B. Residents are responsible and accountable for the actions of their guests while on University Village property, immediately adjacent areas, or at University Village-sponsored or supervised events. Residents agree to inform guests of all policies and procedures as set forth by the Community Standards.
- C. Guests must not infringe upon the rights of other residents. The University Village reserves the right to deny access to any guest whose conduct is deemed inappropriate.
- D. Residents must have approval of all roommates prior to the presence of a guest. Guests are limited to a maximum of 12 total overnight stays per semester, including non-overnight stays when the guest leaves near or during Quiet Hours. An administrative fee per guest per night will be charged to residents who violate this policy.
- E. Underage guests are prohibited from the pool area at all times.
- F. No more than eight (8) people (including residents and guests) are allowed in a housing unit (including porches/patios) at any given time.

Noise

- A. Residents and guests must abide by the established courtesy hours by maintaining a reasonable noise limit at all times. Any excessive sound that can be heard beyond your housing unit is prohibited.
- B. "Courtesy Hours" are in effect (24) hours a day, seven (7) days a week. Community members must maintain a reasonable noise level at all times, including during non-Quiet Hours.

- C. "Quiet Hours" are from 11:00pm to 8:00am (Sunday evening through Friday morning) and 1:00am to 10:00am (Friday evening through Sunday morning). Please note: 24-hour quiet hours will be enforced during finals week beginning the Friday leading into finals.
- D. Courtesy Hours and Quiet Hours are enforced in all areas on of University Village property.
- E. The pool and basketball court close nightly at 11:00pm.
- F. Contractors and University Village staff shall abide by all quiet hours, except in a maintenance emergency or during planned construction projects.

Security, Theft and Vandalism

- A. Residents are responsible for adopting practical safety habits including locking their front door at all times and closing windows when not at home. If Village staff finds doors unlocked they lock the doors for safety.
- B. Code Blue Phones are available around property for any emergency and will connect directly to UPD.
- C. Suspicious persons or activity should be reported immediately to University Village front office or RA on Duty.
- D. RAs on Duty are available for assistance at (909) 762-8286 and can receive call/text when the University Village front office is closed. (Office is open Monday- Friday 8:00am-5:00pm except on posted holidays)
- E. Theft, vandalism, or non-accidental damage to University Village property or possessions is prohibited.

Smoking: [Executive Order 1108](#)

- A. Smoking/use of tobacco products in University Village buildings/apartments and on University Village property is prohibited.
- B. Effective September 1, 2017, all California State University campuses shall be 100% Smoke Free and Tobacco Free. Smoking, the use or sale of tobacco products, and the use of designated smoking areas are prohibited on all California State University properties. Members of the CSU community are expected to fully comply with the policy.
- C. Smoke Free: "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products including e-cigarettes, vapor devices and other like products are prohibited on all University properties.
- D. Smoking: "Smoke" or "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cigarillo, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoke" or "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
- E. Tobacco Free: "Tobacco Free" means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties.
- F. Tobacco Product: A product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, and snuff.
- G. Tobacco Device: An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. Any component, part, accessory of a tobacco product, whether or not sold separately. "Tobacco product" does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is market and sold solely for such an approved purpose.
- H. The policy applies to students, staff, faculty, guests, and visitors. This policy also applies to vehicles located on University Village property.

Solicitation and Posting

- A. Advertising, sales, and/or solicitation are prohibited, unless otherwise approved by the University Village Assistant Director for Community Standards & Wellness at VillageResEd@cpp.edu.
- B. All posted materials must be submitted to the Assistant Director for Community Standards & Wellness for approval. Individuals may not post their own fliers or printed materials.
- C. You shall not use your housing unit or University Village property for any commercial purposes.

Weapons

- A. Possession, use, or threatened use of any object, weapon, deemed by the campus authorities to be deadly is prohibited. This includes, but is not limited to: decorative swords, switchblade knives, daggers, machetes, fireworks, explosives, propane or other gas cylinders, dangerous chemicals, laser pointers, firearms, ammunition, sling shots, wrist rockets, stun guns/Tasers, black jacks, sand clubs, billy clubs, chukka sticks, throwing stars, metal knuckles, and other weapon-like instruments, including air, water, gas propelled guns (pellet guns, BB guns, paintball guns, etc.), or any projectile devices. Storage of any of the aforementioned weapons or banned items should be done off property.
- B. Any knife with a fixed blade longer than 2.5 inches is in violation of CA Penal Code 626.10 (b) and prohibited on property. These items include, but are not limited to: switchblades, butterfly knives, or any knife that opens automatically or has more than one sharp edge.
- C. Kitchen knives are permitted without a length limit because of their intended use and necessity for typical living purposes at the University Village. Kitchen knives that are used as a weapon are prohibited.
- D. Intentional misuse of personal defensive devices, including but not limited to pepper spray, with the intent of causing physical or psychological harm is prohibited.

III. Facilities Ownership

Alteration and Care of Premises*

- A. Alterations, changes, remodeling, renovating, tampering, or removal (including but not limited to: painting, wallpapering, ceiling, electrical/mechanical fixtures, blinds, windows, window screens, cabinets, doors, landscaping, construction/building, etc.) of University Village property is prohibited.
- B. Throwing, projecting, dropping, shaking, hanging, climbing, or passing any object from the exterior (balcony, patio, porch, window, railing, roof, or ledge) of University Village property is prohibited.
- C. Placing, storing, hanging, affixing, or exhibiting any object (planter, hammock, clothesline, exterior television-radio aerial, satellite dish, signage, wiring, lighting, electrical appliance, etc.) on exterior wall, ceiling, window, roof, overhang/soffit, railing, or ledge of University Village property is prohibited.
- D. Outdoor patio chairs, small tables, and planters are permissible on exterior balcony, patio, and porch provided emergency exits/doors are not blocked. Items that are excessive or are not designed for outside use are prohibited.
- E. Use of the balcony, patio, porch, or window as a means of non-emergency entry or exit is prohibited.
- F. Exercise equipment and bulk furniture is prohibited.
- G. You are required to keep the housing unit and premises in a clean and sanitary condition. If your unit is found to be a health and safety violation, University Village staff may have the housing unit cleaned at the expense of the Resident, including pest control services if necessary.
- H. Storage and clutter on balcony, patio, porch, and landing is prohibited. Garbage or any other items, which contribute to the decline in the aesthetic or general condition of University Village property is prohibited. Excessive clutter and items stored in unauthorized areas will be removed and disposed of by University Village staff at the Resident's expense.
- I. Residents are responsible for notifying University Village staff immediately regarding maintenance and pest control issues; not doing so will result in a resident being charged for damages, repairs, and services.
- J. Health and Safety Inspections will occur at least once per semester. The purpose of these inspections is to identify and address any health, safety, sanitation, and/or maintenance issues in University Village apartments. Residents will receive notification of the Health and Safety Inspection.

Barbeques

- A. Residents may possess, and use personal charcoal barbecues a minimum of twenty-five (25) feet from any University Village building. Gas and propane barbecues are prohibited.
- B. Residents must remain with hot BBQ's at all times, dispose of all extinguished coals/ash in a trash receptacle, and clean the area after every use. BBQ's are to be stored in a location not blocking any emergency exit or egress.
- C. Lighter Fluid and charcoals cannot be stored in the outdoor storage closet due to the water heater.
- D. The proper storage location for lighter fluid and charcoal are:
 - Phase I:** Under the kitchen sink or inside the kitchen/hallway closet
 - Phase II:** Under the kitchen sink or inside the kitchen/hallway closet
 - Phase III:** Under the kitchen sink, inside the hallway closet, or in the side nook in the housing unit (next to dining room table)

Bicycles/Skateboards/Scooters/Motorized Vehicles

- A. Bicycles are permissible on University Village property; however, resident and guest assume all responsibility for damages to bicycle, or damage to your housing unit due to bicycle storage.
- B. Bicycles may only be stored in the following designated areas and must not block an emergency exit or egress.
 - Phase I:** Storage closet, outside bike rack, and housing unit living room with permission of all Residents within the housing unit (bicycle must be out of the way)
 - Phase II:** Bed space, storage closet, and outside bike rack
 - Phase III:** Bed space, side nook in housing unit (next to dining room table), outside bike rack, or on the railing underneath the stairwell on the first floor only
- C. All CPP campus, city, and state laws pertaining to bicycles and skateboard safety must be adhered.
- D. The riders of bicycles, skateboards, scooters, etc. should enter, exit, and travel within and throughout University Village property with extreme caution, be aware of car traffic, and stay within their lane. No riding/weaving in the middle of the street.
- E. The use of bicycles, skateboards, scooters, etc. around/near/inside of the Community Center (300) or Recreation Center (200) is prohibited.
- F. Street and trick skateboarding is prohibited at the University Village. This includes but is not limited to “ollying” off curbs, flip tricks, grinds/slides on curbs, and other dangerous or noisy skating.
- G. Residents agree to abide by all state and local driving laws and limit speed to under 10 miles per hour.
- H. “Tailgating” another car into University Village property is prohibited (one car per gate card swipe).
- I. Residents are prohibited from parking in “Village Staff” spaces (white) or in Service Vehicle spaces (orange) at all times.
- J. Motorized vehicles are not allowed in apartments or walkways. They must be stored in designated parking areas.
- K. Guests/Visitors/Non-residents should only park in visitor-approved parking lots: U-Lot and the Visitor Lot, and are not allowed to park in the University Village.

Furnishings and Appliances*

- A. Additional furnishings (including, but not limited to: couches, loungers, loveseats, sofas, beds, tables, desks, beanbag chairs, storage containers, amplifiers, mattresses, chairs, game tables, dart boards, exercise equipment, large bookshelves, large entertainment centers, kitchen carts, etc.) are prohibited.
- B. Prior approval by University Village staff must be obtained for additional small furnishings (limited to: bookshelves, TV stands, and night stands). The approval process includes an email to the Assistant Director for Community Standards and Wellness. The email should include: resident name and apartment, picture of item, and dimensions.
- C. Residents may request to replace a University Village-provided bed with a futon supplied by resident for use in resident’s bed space only. Approval is contingent on adherence to fire safety and egress regulations. A University Village furniture removal/replacement form available at the University Village front office and storage charge (\$50.00) is due when requested. University Village staff will remove item upon approval of a request. Futon requests can be submitted at the University Village front office.
- D. Removal of University Village-provided furniture from the housing unit, or storage in outdoor storage closet is prohibited.
- E. Mini-refrigerators greater than 3.5 cubic feet, in-line water purification systems, lofts, electrical appliances used for heating or preparation of food (portable stoves, hot plates, etc.), portable dishwashers, halogen lamps, waterbeds, and washers or dryers are prohibited.
- F. Microwaves, toasters, and other cooking devices are only allowed in kitchen area for fire safety. Appliances must be directly supervised at all times while in use.

Keys*

- A. Duplication or loaning of keys or gate cards is prohibited.
- B. Each Resident is responsible for their keys/gate cards and a fee will be charged if replacement needed.
- C. Residents are responsible for carrying their keys with them at all times.

Pool, Recreation and Shared Areas*

- A. Residents and guest (1) are permitted to use the pool and recreation areas (basketball court, barbeque and picnic area, etc.) between the hours of 8:00 a.m. to 11:00 p.m. (Monday through Friday) and 10:00 a.m. to 11:00 p.m. (Saturday and Sunday). Unauthorized access to pool area after operating hours is prohibited.
- B. Residents are given priority in use of pool/recreation areas. The University Village reserves the right to refuse use of the pool. All persons under the age of 18 years old are prohibited from use of the pool and surrounding area.
- C. Alcohol and glassware is prohibited in pool and recreation areas.
- D. Camping on University Village property is prohibited.
- E. The Community Center and Recreation Center (including study areas and recreation areas) are for residents and guest use during posted operational hours. University Village Staff has priority over these areas, but residents do have the right to submit a [space reservation request form](#) to reserve certain communal areas for student club/organization activities by emailing the form to VillageResEd@cpp.edu. Your request must include the Resident's name, club/organization, and activity details.
- F. The Laundry Room is to be used by residents only. Residents must abide by the guidelines posted.
- G. The Computer Lab is to be used by residents only. Residents must abide by all guidelines outlined in the Cal Poly Pomona Acceptable Technology Use Policy.
- H. Community Garden: For information, policies and guidelines, please email cppvillagecommunity@gmail.com.
- I. The use of Unmanned Aerial Vehicles (UAV) and Drones are prohibited, in accordance with Cal Poly Pomona's environmental health and safety policy. Approval may be granted by request with an approved Certificate of Authorization from the Federal Aviation Administration.

**These policies may differ for University Village staff professionals who are required to live on the University Village property.*

Additional Resources:

Cal Poly Pomona University Police	909-869-3070	LA County Department of Mental Health	1800-854-7771
After Hours Counselor	909-869-3220	Veterans Crisis Hotline	1800-273-8255
House of Ruth (24 Hr Hotline)	1877-988-5559	Suicide Prevention Lifeline	1800-273-TALK

Appendix E – University Sanctions for AOD Violations Sanctions

Violations related to alcohol and other drugs are normally referred to the supervising employee relative to their living quarters or to Student Conduct and Integrity if living off campus or if the infraction is more serious in nature. Students may also be referred to the Wellness Center to include self-examination of the student's alcohol and other drugs use, done in consultation with a health educator.

Students who violate campus alcohol and drug policy may be required to complete one of the following options:

1. Attend CHOICES, an alcohol risk reduction program centered on individual choices one can make in regards to alcohol consumption, designed for first-time offenders. This program is led exclusively by trained campus Peer or Professional Staff Health Educators. The objective of this program is to reduce the risk of alcohol-related health and impairment problems by providing accurate and unbiased information on personal health risks. The program is comprised of two workshop sessions.

2. 3rd Millennium Classrooms, an online company which provides evidence-based intervention combined with personalized feedback. Administrators of the online site receive immediate notification of course completion, which is relayed to Student Conduct and Integrity, University Housing, University Village or any other referring party. 3rd Millennium is comprised of three options:

- Alcohol-Wise is an online prevention tool best used for population based first-time college students. The course takes about 1.5 hours and also includes a mandatory 30-day follow-up module to measure change in attitude and behavior.

- Under the Influence is the intervention course used for alcohol related violations and to help students clarify their thinking about alcohol. The course consists of 9 interactive lessons, taking about 3 hours to complete, with pre and post-tests providing measurements of knowledge gained. An "In Your opinion" exercise encourages self-reflection and change. The e-CHUG assessment includes comparative social norms and encourages responsible behavior. The course includes a 30 day follow-up that acts as a mini-intervention and documents behavior and attitude changes during this time period.

- Marijuana 101 is an online marijuana education course used as a first intervention response to marijuana use or paraphernalia possession. It includes e-TOKE, a personalized marijuana self-assessment with 6 interactive lessons taking about 3 hours to complete. Pre- and Post-Tests provide measurements of knowledge gains and the e-TOKE assessment includes comparative social norms.

3. The Alcohol e-CheckUpToGo is an interactive educational web assessment that allows CPP students to enter information about their drinking patterns and receive feedback about their use of alcohol compared to their peers on campus. The assessment takes about 10-15 minutes to complete, is self-guided, and requires no face-to-face contact time with a counselor or administrator. Because it is offered online, the program can provide quick, confidential feedback in multiple settings. This also allows a student to complete a personal 'check-up' on multiple occasions to track changes in use and risk behavior.

4. One-on-One meeting(s) with a health educator to discuss alcohol or cannabis use. This option utilizes a harm reduction approach to educating students about alcohol and/or other drugs. This is a personalized session to help students reflect and have a greater understanding of their relationship with alcohol and other drugs. The goal of this program is to provide students with resources and tools to promote their academic success and wellbeing.

Student Conduct and Integrity, University Housing Services, University Village, University Police, and the Clery Compliance Analyst all subscribe to the same database to track infractions, referrals and sanctions related to AOD.

In addition to using the online education options outlined above, their consistent sanctions may include, restricting privileges or requiring additional written reflections or assignments from their offenders.

Appendix F – Athletics Drug and Alcohol Testing

Drug and Alcohol Testing and Education

- Student-athletes must sign the NCAA consent form to test prior to the start of the season. Information on the NCAA testing and education policy is provided to each student-athlete.
- All student-athletes receive one drug education presentation per year.
- Athletes are subject to random drug testing for all 10 team sports three times per year. Testing is administered by Drug Free Sport company, who also performs testing for professional athletes. Testing is a regular part of post-season competition and individuals, and teams are subject to severe penalties if banned substances are detected. If the athletic training staff or the coaching staff has reason to believe that a student athlete has an alcohol or substance abuse problem, the student-athlete may be asked to submit to a drug test at Student Health Services.
- Students may also secure assistance on their own by contacting Students Health Services.
- Any student-athlete known to be under the influence of drugs or alcohol while representing Cal Poly Pomona as a member of an athletic team is subject to **LOSS OF GRANT-IN-AID AND MAY BE SUSPENDED OR DISMISSED FROM THE TEAM.**
- If a student-athlete is under the legal age of eighteen and has demonstrated an alcohol or substance abuse problem, the Director of Athletics may deem parental notification appropriate.
- A student-athlete is allowed to self-disclose a drug or alcohol abuse problem prior to testing only once in their college career at Cal Poly Pomona. Self-disclosure allows the student-athlete to seek counseling. After sufficient time for counseling to take place and the problem to be addressed, a re-test follows.
- The drug testing process is done using a random selection method. The testing is unannounced and revolves around team practice or meeting times. If a student-athlete is selected, they are called out of practice for the collection to be taken. The head coach or head athletic trainer may also request a test if there is any suspicion of a drug or alcohol abuse problem.
- The alcohol and substance abuse policy is philosophically an educational rather than punitive policy