



California State Polytechnic University, Pomona

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

ALCOHOL AND OTHER DRUG REPORT

BIENNIAL PROGRAM REVIEW

December 2016

Introduction

The California State Polytechnic University, Pomona (CPP) Alcohol, Tobacco and Other Drugs Advisory Council (ATODAC) Compliance Sub-Committee certifies that the federally mandated biennial review for the two-year period beginning January 1, 2015 and ending December 31, 2016, of the CPP drug and alcohol prevention program, has been completed. The committee reviewed the [Department of Education's Complying with the Drug-Free Schools and Campuses Regulations \[EDGAR Part 86\]: A Guide for University and College Administrators](#) as a guide to improve the university prevention program by reviewing requirements and relevant legislation.

The review found marked improvement in the Alcohol and Other Drug (AOD) abuse prevention programming and outreach materials readily available to students, faculty and staff. 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. The campus community has successfully collaborated to unify sanctions and permanent institutional AOD policies, as noted in the "Summaries of AOD Program Strengths and Weaknesses" (Section VII) which has resulted in positive outcomes for educating the community regarding these policies .

The ATODAC Compliance Sub-Committee consisted of the following university employees:

Debbie Jackley, Student Health and Counseling Services, Marketing Coordinator and Sub-Committee Co-Chair

Kristin Surber, University Police, Administrative Services Coordinator and Sub-Committee Co-Chair

Ty Ramsower, Student Health and Counseling Services, Interim Director of Student Health and Wellness Services, ATOD Committee Chair

The content of the biennial program review, along with former reviews, will be posted on the CPP AOD Web site at:

<http://www.cpp.edu/~alcohol-drugs/index.shtml>



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I. Policy and Annual Notification

In compliance with the Drug-Free Workplace and Drug-Free Schools and Campuses Regulations of the Drug-Free Schools and Communities Act (DFSCA), California State Polytechnic University Pomona provides annually to each employee and each student electronic distribution of a summary of the Drug-Free Workplace Policy, which includes information on where to find the full version of the campus 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. The policy also 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 sanctions for violations of the policy and standards of conduct.

The complete policy can be found at:

http://www.cpp.edu/~policies/administrative/interim_alcohol_policy_alcohol_and_other_drugs.html The revised AOD policy was updated from "Interim" status to "Permanent" status in August 2015.

AOD Policy notification is distributed to all University employees (including those employed by the Foundation, Inc. and Associated Students, Inc.) and enrolled students on an annual basis via e-mail with a link to the full AOD policy. Any 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. CPP Human Resources and Associated Students, Inc. Human Resources include a copy of the notification in the information packet distributed to all new 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 content.

A summary of the University Policy on Alcohol and Other Drugs is published in the University Catalog and the Annual Campus Security Report, both of which are available online.



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II. Program Goals

Under the direction of the Vice President for Student Affairs, the ATODAC annually develops and reviews goals, assesses the effectiveness of campus alcohol and other drugs policies and programs, ensures compliance with Drug-Free Schools and Campuses Regulations, and makes recommendations to the President in support of maintaining a safe, productive learning environment at Cal Poly Pomona.

Goals for 2015-2016:

1. Increase visibility of the Alcohol, Tobacco and Other Drugs Advisory Council and raise awareness of its role and contributions to the campus community
2. Broadly disseminate the AOD policy across the Cal Poly Pomona community
3. Complete the 2015-16 DFSCA Federal Mandated Biennial Program Review
4. Gather required data for completion of future DFSCA and CSU reports
5. Complete the annual Division of Student Affairs ATODAC report
6. Ensure consistent disciplinary procedures and enforcement of sanctions
7. Develop strategies to collect data on Place of Last Use from students who violate policy
8. Examine available research data (e.g. NCHA II, CIRP) to identify areas of concern
9. Identify proactive implementation of the ATOD education and intervention software programs for Cal Poly Pomona
10. Conduct problem analysis by:
 - gathering data on the nature and scope of AOD problems or related issues on campus
 - examining existing resources and assets to address AOD problems
 - analyzing and summarizing the information to clarify needs and opportunities
11. Sponsor ATOD education and prevention programs and initiatives



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12. Host the annual campus-wide alcohol awareness event, B.E. S.M.A.R.T., in conjunction with the Student Health and Counseling Services (SHCS) annual wellness fair.
13. Broadly disseminate policy surrounding tobacco and nicotine dispensing devices across the Cal Poly Pomona campus community
14. Develop strategies to change the tobacco use culture at CPP by providing knowledge, skills, and tools to create local change for healthier communities (adapted from CYAN 2014)
15. Promote Cessation Strategies to encourage CPP students to reduce or discontinue tobacco use
16. Explore the implementation process, timeline and implications in becoming a “smoke free” campus



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III. Program Elements

The ATOD Council is comprised of faculty, staff and students from across university divisions, departments and organizations where student groups and services are uniquely relevant to Alcohol, Tobacco and Other Drug prevention activities. Listed below are the various programs and services enacted during the two year reporting period.

- A. Alcohol-free events and other activities continued to be pushed out to student clubs and organizations, and were monitored by campus officials on a regular basis. A social marketing campaign, #SubstanceFreeCPP to promote substance free events and branding was continued through Spring 2015. Photos at the various events were uploaded to Instagram with the aim of promoting substance free events and reducing high risk substance use among college students.
- B. In partnership with the Black Faculty & Staff Association, the SHCS Wellness Center conducted the Holiday Hero Program to prevent drinking and driving. Various educational components, including protective behavior messages, were widely distributed through social media and promoted at other campus events and venues.
- C. The campus continues to improve the quality of social, recreational, and residential substance free options through the promotion of ASI *First Friday* events. The Bronco Recreation and Intramural Complex (BRIC) is also a popular venue for substance free activities and events.
- D. Community service was strongly promoted and monitored by the Center for Community Engagement, dedicated to ensuring adequate opportunities exist for students both on campus and in the surrounding community. Numerous academic classes offered course credit for volunteer service. SHCS continued to actively operate the “Healthy Bronco Volunteer” program to encourage students to get involved with educational programming and events on an as-needed basis.
- E. SHCS continues to send an email to all students about to turn 21, which provides a link to educational information on risk reduction strategies to celebrate safely, safe . The email informs them of their 21st Birthday Card waiting for them at the SHCS Wellness Center, along with a complimentary gift. This program serves to not only educate students, but also encourages the students to utilize the Wellness Center and available resources when they come in to receive their birthday gift.



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- F. An on-campus Alcoholics Anonymous (AA) group was established Fall 2014 by students, and has since been formalized through the leadership of a faculty member. This program gives support and encouragement to any CPP individual who is in the stages of recovery.
- G. University Housing, Student Conduct and Integrity (formerly Judicial Affairs), and University Village (off-campus apartments) continue to use Maxient, a commercial program for tracking policy offenders. This method now allows all three areas to view the same individual who may have incidents or violations in multiple settings. These three areas now meet regularly to ensure that policies and sanctions are used uniformly throughout the campus.
- H. The campus is awaiting a finalized Executive Order from the Chancellor's Office and will move forward with implementation of a smoke/tobacco free campus initiative for September 2017.
- I. SHCS continues to purchase the electronic newsletter "Student Health 101." Published each month, it often contains relevant articles on ATOD use and abuse. The magazine's assessment data indicates that students are utilizing many of the tips and strategies introduced each month. In order to increase readership, the link has been shared with various departments around campus for their websites; the newsletter was made available from the student Health Portal, Bronco Health Manager; and students are routinely asked when they enter the Wellness Center whether or not they want to subscribe to the newsletter. Several thousand students are exposed to this information on a monthly basis.
- J. Orientation Services continues to offer eCheckUpToGo (See Appendix A, #3) to all students registered for orientation through an app listing it in their "to do" items. This soft mandate is to be completed before students attend their orientation session. Results of both summer 2015 and 2016 showed that more than 60% of students completed the assessment.
- K. The annual educational alcohol awareness event, "B.E. S.M.A.R.T." (Better Educated Students Managing Alcohol Responsibilities Together), is combined with the annual wellness fair, and was moved from an annual event in the fall, to one held spring 2016, incorporating general health enhancing information into a fair-type atmosphere. Departments across campus participated with booths designed to educate on drink serving sizes, protective strategies to help student stay safe if they choose to drink, and when to intervene if someone has had too much to drink and/or prevent alcohol or other drug misuse.
- L. SHCS collaborated with Survivor Advocacy Services and created a video focused on alcohol education and bystander intervention to be used as a tool in future programming.



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- M. Targeted prevention education programs were conducted and materials distributed by various Division of Student Affairs departments including; Student Health and Counseling Services, University Housing, Office of Student Life and Cultural Centers, Associated Students Inc., University Athletics, University Police, Greek Life and University Foundation. These programs focused on residential housing, student athletes, Greek organizations and campus clubs. Many of their constituents and leaders completed the online educational course eCheckUpToGo which has been evaluated for its effectiveness in changing behavior relative to alcohol and tobacco use.
- N. Policy violation education process and programs. (see appendix A)



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VI. Enforcement Consistency

Enforcement consistency is effectively documented. All campus unit/departments involved in enforcement of alcohol and other drugs policies and sanctions have procedures in place to ensure consistent enforcement. The following highlights enforcement policy and practice in primary campus departments/units.

1. **University Police:** University Police are committed to the consistent enforcement of all state and federal laws related to alcohol and other drugs. University Police officers have full knowledge of campus, University Housing, University Village, Athletics and local alcohol and other drugs policies. In addition to criminal sanctions, police officers may refer students to Student Conduct and Integrity for disciplinary sanctions; and staff may be referred to Human Resource Services for appropriate disciplinary action. Police officers are mindful of the value of the campus disciplinary process, and use judgment and discretion in determining appropriate action. Enforcement is measured via arrest and disciplinary referral statistics. (see departmental Annual Security Report 2016 online at <http://www.cpp.edu/~police/annual-security-report.shtml>)
2. **Student Conduct and Integrity:** Each case referred to Student Conduct and Integrity regarding allegations of misuse of alcohol and/or other drugs is fully investigated following the guidelines of Executive Order 628. As in virtually every other case referred to Student Conduct and Integrity, there is an educational basis for any sanctions levied against students who are found responsible for policy and/or legal violations (see chart below for further data).
3. **Student Residential Facilities:** Residential facilities have community policies that extend well beyond the expectation that student residents obey all state and federal laws. Policies are effectively communicated when students contract for housing, and enforcement and guidelines for sanctions are objective and applied fairly. 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 on an individual basis or in addition may be referred to Student Conduct (see chart below for further data).



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Data Compiled January 1, 2015—December 31, 2016

Home Office	# of Alcohol Cases	# of Drug Cases	# of Cases w/ Alcohol & Drugs	Totals
Student Conduct	109	34	11	154
University Housing Services	276	135	16	427
Foundation Housing Service	105	75	14	194
Total:	490	244	41	775

- Athletics:** The Athletic Department complies with the NCAA bylaws educating student-athletes about NCAA banned drugs and the products that may contain them. In addition, athletics maintains the same position on substance abuse as that of the overall campus and partners with other campus departments in the development and implementation of effective alcohol education projects. The department makes every effort to understand and provide assistance to individuals with a substance abuse issue and educate students about the risks involved with the misuse of alcohol and other drugs. . The NCAA mandates that the University follow established 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. During the course of the last two years, infractions have increased slightly with all infractions being marijuana related.



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VII. Strengths and Recommendations for Improvement

Strengths:

- Cal Poly Pomona has an active Alcohol, Tobacco and Other Drugs Advisory Council comprised of key stakeholders on campus.
- Multiple evidence-based prevention and education programs are offered by trained staff and peers educators through a variety of modalities.
- Partnerships have been strengthened between policy violation referring entities and SHCS Health Education to ensure consistency in the enforcement of disciplinary sanctions for ATOD policy violations.
- Data has been and continues to be collected to determine the scope of the problem and is used to inform program planning and development.
- Implementation of responsible beverage service training program (ServSafe) is ongoing.
- The formal approval of the permanent AOD policies has increased awareness among student clubs and organizations for their need to adhere to its content.

Recommendations for Improvement:

- Increase visibility of the Alcohol, Tobacco and Other Drugs Advisory Council and raise awareness of its role and contributions to the campus community.
- Provide adequate resources to support students with substance abuse issues and support for students in recovery.
- Continue to move prevention efforts towards an *environmental management* approach that focuses on environmental change, to reduce both the appeal and availability of alcohol, tobacco and other drugs.
- Campus departments that are engaged in ATOD educational efforts need to provide on-going documentation to the ATODAC for inclusion in future biennial reviews.



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Appendix A:

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 ATOD 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.



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- *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.

Student Conduct and Integrity, University Housing Services and University Village 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.



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Appendix B

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.