

Subject: Alcohol and Other Drugs

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1. Purpose

Consistent with the Commonwealth's policy, it is Tidewater Community College's objective to establish and maintain a learning and work environment free from the adverse effects of alcohol and other drugs. The effects of alcohol and other drugs could undermine the effectiveness of the teaching and learning process and the productivity of the college's workforce. The adverse effects of alcohol and other drugs create a serious threat to the safety and welfare of the college community and to others. Therefore, TCC adopts the following policy and procedures to regulate the sale and service of alcoholic beverages on college property and to inform the college community of state and federal laws and penalties concerning substance use and abuse; health and behavioral risks of drug use; and resources for treatment and educational programming in accordance with Federal law and Virginia Department of Human Resource Management policy.

2. Policy

Tidewater Community College students or employees shall not possess, sell, use, manufacture, give away, or otherwise distribute illegal substances including drugs or, where prohibited, alcohol while on campus, attending a college sponsored off-campus event, or while serving as a representative of the college at an off-campus meeting, event, or other function. Students or employees who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules. Further, students or employees who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia or city government for investigation and, if warranted, prosecution.

It is the responsibility of every member of the college community to know the risks associated with substance use and abuse. This responsibility obligates students and employees to be aware of relevant college policies and federal, state, and local laws, and to conduct themselves in accordance with these laws and policies. To these ends, TCC publishes the following information regarding college policies and sanctions, laws and penalties concerning substance use and abuse, health and behavioral risks of drug abuse, and resources for substance abuse issues.

2.1. Alcohol

Virginia State laws concerning the purchase, possession, consumption, sale and storage of alcoholic beverages include the following:

1. Any sale of an alcoholic beverage requires a license from the Virginia Alcoholic Beverage Control (ABC) Board.
2. Alcoholic beverages are not to be given, sold or served to persons under 21 years of age.
3. Alcoholic beverages are not to be given, sold or served to persons who are intoxicated.

4. State law prohibits: drinking in unlicensed public places; possession of an alcoholic beverage by a person under 21 years of age; falsely representing one's age for the purpose of procuring alcohol; and purchasing an alcoholic beverage for a person who is under 21 years of age.

Tidewater Community College assumes no responsibility for any liability incurred at any event not sponsored by the college where alcohol is served and/or sold. College employees and students are expected to conduct themselves in accordance with the laws of the Commonwealth of Virginia and to assume full responsibility for their activities and events.

2.1.1. Areas of Emphasis

1. Any use of alcohol on college property must be approved in advance in writing by the COO, Facilities and Public Safety. Additionally, any use of alcohol at a college function at which TCC students will be present must be approved in advance in writing by the Executive Vice President for Academic Affairs & Student Affairs.
2. Alcoholic beverages must not be served at any college function or event on college property that will be attended by underage TCC students. Requests for exceptions must be presented to the Executive Vice President for Academic Affairs & Student Affairs.
3. Alcoholic beverages must be purchased with private funds. Under no circumstances may state or local funds be used to purchase alcoholic beverages.
4. Non-alcoholic beverages and food items should be present at college functions where alcoholic beverages are served.
5. Alcoholic beverages may not be mentioned in the advertising or publicizing of a college function. (This does not apply to courses that involve the tasting or consumption of alcoholic beverages.)
6. Sponsors serving alcohol at college functions shall not permit the entry or exit of persons with beverage containers.
7. Sponsors must check for proper age identification before serving alcohol to individuals attending events on college property or sponsored by the college.
8. A member of the college community may not let another person use his or her I.D. for the purpose of obtaining an alcoholic beverage, nor may a member of the college community use another person's I.D. to obtain alcoholic beverages.
9. Any organization, as well as its leadership, sponsoring an event on college property will be responsible for following all federal and state laws and college policies which apply to the serving and/or selling of alcoholic beverages.

2.1.2. Sanctions

Any student found in violation of this policy is subject to the entire range of disciplinary sanctions described in the current *Student Handbook*, including suspension and expulsion. College employees found in violation of this policy are subject to appropriate personnel sanctions up to and including dismissal.

2.1.3. Alcoholic Beverages at College Functions

The consumption of alcoholic beverages is not permitted on TCC property or at TCC-sponsored functions, except as specifically authorized for college events or functions sponsored by external organizations authorized to use college property. An alcoholic beverage (banquet-special event) license must be secured for any function at which alcoholic beverages will be available. A license is also required for any course or class that involves the tasting or consumption of alcoholic beverages. No person under the age of 21 is permitted to consume alcoholic beverages at any function on college property or college-sponsored function.

2.2. Drugs

Unauthorized manufacture, distribution, and possession of “controlled substances” are prohibited by both state and federal law and are punishable by severe penalties. The college does not tolerate or condone such conduct. Students and employees who violate state or federal drug laws may be referred by college authorities for criminal prosecution.

2.2.1. Drug-Free Workplace Policy.

The use of alcohol or illegal drugs by all employees while on college property, including meal periods and breaks, is absolutely prohibited. The use of alcohol may be authorized in advance by the college for approved TCC functions. No employee will report to work while under the influence of alcohol or illegal drugs. Violations of these rules by an employee will be reason for evaluation/treatment for a substance use disorder or for disciplinary action, up to and including dismissal.

2.2.2. Federal and State Penalties

Federal and state law penalizes the unlawful manufacturing, distribution, use, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or fines up to \$10 million. Penalties may include forfeiture of property, including vehicles used to possess, transport or conceal a controlled substance, and the denial of professional licenses or Federal benefits, such as

student loans. Convictions under state law may be misdemeanor or felony crimes with sanctions ranging from probation to life imprisonment and/or fines of up to \$1 million.

Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance on or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. A similar state law carries sanctions of up to five years imprisonment and up to a \$100,000 fine for similar violations.

2.2.3. Sanctions

Whether or not criminal charges are brought, all students and employees are subject to college discipline for illegally manufacturing, distributing, possessing, or using any controlled substance (i) on college property, (ii) at college functions, or (iii) under other circumstances involving a direct and substantial connection to the college.

Any student found in violation of this policy is subject to the entire range of disciplinary sanctions described in the current *Student Handbook*, including suspension and expulsion. College employees found in violation of this policy are subject to appropriate personnel sanctions up to and including dismissal.

2.3. Employee Responsibility to Report Conviction

As required by Virginia Department of Human Resource Management policy, all employees must notify their supervisors of any conviction for a violation of: (i) a criminal drug law, based on conduct occurring in or outside of the workplace; or (ii) an alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Notification of a conviction must be made in writing and delivered no later than five calendar days after such conviction. An employee's appeal of a conviction does not affect the employee's obligation to report the conviction.

2.4. Adherence to State Policy

TCC will adhere to [Virginia Department of Human Resource Management Policy 1.05](#), Alcohol and Other Drugs, in all matters related to employees and their use of such substances.

2.5. Health and Behavioral Risks

TCC will make available to all members of the college community information about the negative physical and mental effects of the use of alcohol and other drugs. Use of these drugs may cause: blackouts, poisoning, and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to learn and remember information; and

psychological problems including depression, psychosis, and severe anxiety. Risks associated with specific drugs are described in [Appendix A](#) to this policy.

2.6. Substance Abuse Resources

Those needing help with drug and alcohol problems should contact a campus Counseling Center, where referrals are made to the Community Services Board in the student's or employee's city of residence, or to private providers of professional services. In addition, each campus offers a variety of programs that empower students to make well-informed decisions about drugs and alcohol and to help them better cope with the behavior of their peers. Information is shared in new student orientations, Student Success Skills classes, direct emails to students, posters and flyers, and as part of specific events at the campuses such as Mocktails and Munchies, a promotion of alternatives to drinking alcohol, and MADD: Drunk Driving Seminar - Victim Impact Panel.

Members of the college community concerned about their own health or that of a friend should consult a physician or mental health professional. Any supervisor who becomes aware of an employee with a problem related to the use of alcohol or other drugs will refer the employee to TCC's Office of Human Resources for potential referral to the Employee Assistance Program (EAP).

2.7. Notification and Review

As required by U.S. Department of Education regulations for institutions of higher education that receive federal funds or financial assistance, TCC will:

1. annually, notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and college policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs; and
2. conduct a biennial review on the effectiveness of its alcohol and other drug programs and the consistency of sanction enforcement.

3. Responsibilities

The COO, Facilities and Public Safety, in consultation with the Executive Vice President for Academic Affairs & Student Affairs, shall develop and promulgate procedures to implement the policy delineated above.

4. Procedures

The following procedures implement the college's policy on alcohol and other drugs.

4.1. Use of Alcohol at College Events or on College Property

A "[Request for Authorization to Serve Alcoholic Beverages](#)" form (Appendix B) must be completed and approved before an event at which alcoholic beverages will be served or consumed can be scheduled.

Any college unit, organization, or employee intending to organize or sponsor a college function or event at which alcoholic beverages will be served must have the request approved by the COO, Facilities and Public Safety. The request for any event at which TCC students will be present must also have the approval of the Executive Vice President for Academic Affairs & Student Affairs.

Student organizations are not permitted to sponsor or organize functions or events at which alcoholic beverages will be consumed.

The sponsor or organizer of a function or event is responsible for ensuring compliance with all federal, state, and local regulations governing the serving of alcoholic beverages and, specifically, that individuals under the age of 21 do not consume alcoholic beverages during the function or event. The sponsor or organizer is responsible for securing the appropriate [Virginia Alcoholic Beverage Control license](#). For college-sponsored events, only the COO, Facilities and Public Safety may submit the license application as the "Applicant." The event sponsor will insure that the completed application form is provided to the COO, Facilities and Public Safety at least three (3) weeks in advance of the planned event for his signature. Upon receipt of the license, the original will be provided to the sponsor or organizer to be available at the event and a copy retained by the COO, Facilities and Public Safety.

Any external organization or community group sponsoring an event on college property, including the TCC Roper Performing Arts Center, at which alcoholic beverages will be served must have the request approved by the COO, Facilities and Public Safety. Such organizations or groups must (1) state their intent to serve alcoholic beverages in the request to use TCC facilities; (2) comply with all federal, state, and local regulations governing the serving of alcoholic beverages; and (3) certify in writing to the COO, Facilities and Public Safety that all legal requirements will be met. A copy of the appropriate license will be provided to the COO, Facilities and Public Safety at least three (3) days prior to the scheduled event.

For events that are professionally catered and the caterer holds the license to serve alcoholic beverages, a copy of the license will be provided to the COO, Facilities and Public Safety at least three (3) days prior to the scheduled event.

The COO, Facilities and Public Safety will notify the Director of Public Safety of all approved events.

4.2. Annual Notification

Annually in the fall semester, the COO, Facilities and Public Safety will notify all TCC employees and students by e-mail of:

1. standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities;
2. a description of the applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol;
3. a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. a description of any drug or alcohol counseling, treatment, rehabilitation, and re-entry programs that are available to employees or students; and
5. a clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with federal, state, or local law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

4.3. Biennial Review

At the conclusion of each even-numbered calendar year, the COO, Facilities and Public Safety and the Vice President for Student Affairs will conduct a joint review of the effectiveness of the college's alcohol and other drug programs and the consistency of sanction enforcement.

The Associate Vice President of Human Resources will maintain records of personnel actions taken in response to violations of this policy by TCC employees. Each campus dean of student services will maintain records of reports of violations of this policy by students and any disciplinary action imposed. Such records shall be provided to the respective vice president for the biennial review.

4.4. Adherence to State Policy

Each new TCC employee will be provided a copy of [Appendix C](#), the Summary of the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, a copy of which with an original signature certifying receipt will be kept in the employee's personnel file. Upon request, the Office of Human Resources will provide a copy of this policy or the [Department of Human Resource Management Policy 1.05](#), Alcohol and Other Drugs, to any TCC employee. The DHRM policy will be posted in at least one location frequented by employees on each TCC campus, at the Visual Arts Center, the Regional Automotive Center, and in the District Administration Building.

An employee convicted of an alcohol or drug offense as delineated in Section 2.3 above must notify the supervisor in writing within five (5) calendar days after such conviction. The obligation to report is not affected by an employee's appeal of a conviction. Within three (3) calendar days of notification by an employee of such a conviction—or of any other violation of this policy by an employee—the supervisor will consult with the Associate Vice President of Human Resources regarding the appropriate action to be taken.

Regardless of how the information is derived (i.e., notification by the employee or by a co-worker, newspaper article, etc.), in the event that an employee is convicted for a criminal drug law violation occurring in the workplace, the supervisor will notify the Associate Vice President of Human Resources whether the employee is working under a federal contract or grant. If the employee is working under a federal contract or grant, notification will be provided to the Director of Grants and Sponsored Programs who will notify the appropriate federal contracting or granting agency within ten (10) calendar days, if necessary.

5. Definitions

Alcohol, Alcoholic Beverage. Any product or beverage defined as such in the Alcoholic Beverage Control Act, [§ 4.1-100](#) of the *Code of Virginia*, including beer, wine, liquor, and grain alcohol.

College Community. Currently enrolled students; faculty and staff; student, employee, and alumni organizations; college departments.

College Property. Includes on- and off-campus facilities, vehicles, and property owned, managed, or leased by TCC (or the State Board for Community Colleges) and under the care, custody, and control of college employees.

Controlled Substance. Any substance defined as such in [§ 54.1-3401](#) of the *Code of Virginia*.

Conviction. A finding of guilty (including a plea of guilty or *nolo contendere*), or imposition of sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug laws, alcohol beverage control laws, or laws that govern driving while intoxicated.

Other Drug. Any substance other than alcohol that may be taken into the body and may impair mental faculties and/or physical performance.

Workplace. College property or any site where employees are performing official duties.

6. References

[Part 86, the Drug and Alcohol Abuse Prevention Regulations \(Education Department General Administrative Regulations \[EDGAR\]\)](#)

[Code of Virginia § 54.1-3401](#)

[Code of Virginia § 4.1-100](#)

[Virginia DHRM Policy 1.05, Alcohol and Other Drugs](#)

[VCCS Policy Manual](#)

7. Review Periodicity and Responsibility

The COO, Facilities and Public Safety shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This revision to the policy is effective upon its approval by the College President on August 22, 2017.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.
President

Matthew J. Baumgarten
COO, Facilities & Public Safety

9. Review and Revision History

The initial version of this policy was approved on April 9, 2009.

Approved April 9, 2009 by President Deborah M. DiCroce

- Revision 1 provides changes to the policy reflecting changes to the professional titles of three staff members.

Approved August 22, 2017 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 2 updates position titles, transitions the responsibilities from one department to another and updates changes made to Appendix B.

APPENDIX A
TIDEWATER COMMUNITY COLLEGE POLICY
ALCOHOL AND OTHER DRUGS

HEALTH AND BEHAVIORAL RISKS

The negative physical and mental effects of the use of alcohol and other drugs are well documented. Use of these drugs may cause: blackouts, poisoning, and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to learn and remember information; and psychological problems including depression, psychosis, and severe anxiety. Risks associated with specific drugs are described later in this section.

Impaired judgment and coordination resulting from the use of alcohol and other drugs are associated with acquaintance assault and rape; DUI/DWI arrests; hazing; falls, drownings and other injuries; contracting sexually-transmitted infections including AIDS; and unwanted or unplanned sexual experiences and pregnancy.

The substance abuse of family members and friends may also be of concern to individuals. Patterns of risk-taking behavior and dependency not only interfere in the lives of the abusers, but can also have a negative impact on the affected employees' job performance or students' academic work, emotional well-being, and adjustment to college life.

Individuals concerned about their own health or that of a friend should consult a physician or mental health professional. More information and assistance can be obtained by contacting one of the college's substance abuse resources listed in this policy or a community resource listed in the yellow pages of the telephone directory.

Alcohol: Alcohol abuse is a progressive disorder in which physical dependency can develop. Even low doses of alcohol impair brain function, judgment, alertness, coordination and reflexes. Very high doses cause suppression of respiration and death. Chronic alcohol abuse can produce dementia, sexual impotence, cirrhosis of the liver, and heart disease; and sudden withdrawal can produce severe anxiety, tremors, hallucinations, and life-threatening convulsions.

Marijuana (Cannabis): Marijuana has negative physical and mental effects. Physical effects include elevated blood pressure, a dry mouth and throat, bloodshot and swollen eyes, decrease in body temperature, and increased appetite. Frequent and/or long-time users may develop chronic lung disease and damage to the pulmonary system.

Use of marijuana is also associated with impairment of short-term memory and comprehension, an altered sense of time, and a reduction in the ability to perform motor skills such as driving a car. Marijuana use also produces listlessness, inattention, withdrawal and apathy. It also can intensify underlying emotional problems and is associated with chronic anxiety, depression, and paranoia.

Hallucinogens: This category includes phencyclidine (PCP or “angel dust”), and amphetamine variants which have mind-altering effects. Perception and cognition are impaired, and muscular coordination decreases. Speech is blocked and incoherent. Chronic users of PCP may have memory problems and speech difficulties lasting 6 months to a year after prolonged daily use. Depression, anxiety, and violent behavior also occur. High psychological dependence on the drug may result in taking large doses of PCP. Large doses produce convulsions, comas, and heart and lung failure.

Lysergic acid diethylamine (L.S.D. or “acid”), mescaline and psilocybin (mushrooms) cause illusions, hallucinations and altered perception of time and space. Physical effects include dilated pupils, elevated body temperature, increased heart rate and blood pressure, decreased appetite, insomnia and tremors. Psychological reactions include panic, confusion, paranoia, anxiety and loss of control. Flashbacks, or delayed effects, can occur even after use has ceased.

Cocaine: Cocaine stimulates the central nervous system. Immediate physical effects include dilated pupils and increased blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use may destroy nasal tissues. Following the “high” of extreme happiness and a sense of unending energy is a cocaine “crash” including depression, dullness, intense anger, and paranoia. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis and other diseases. Tolerance develops rapidly and psychological and physical dependency can occur.

Crack or “rock” is extremely addictive and produces the most intense cocaine high. The use of cocaine can cause kidney damage, heart attacks, seizures, and strokes due to high blood pressure. Death can occur by cardiac arrest or respiratory failure.

Stimulants: Amphetamines and other stimulants include “ecstasy” and “ice” as well as prescription drugs such as Adderall and Ritalin. The physical effects produced are elevated heart and respiratory rates, increased blood pressure, insomnia, and loss of appetite. Sweating, headaches, blurred vision, dizziness, and anxiety may also result from use. High dosage can cause rapid or irregular heartbeat, tremors, loss of motor skills and even physical collapse. Long-term use of higher doses can produce amphetamine psychosis which includes hallucinations, delusions and paranoia.

Depressants: Barbiturates and benzodiazepines are two of the most commonly used groups of these drugs. Barbiturates include Phenobarbital, Seconal and Amytal; benzodiazepines include Ativan, Dalmane, Librium, Xanax, Valium, Halcion and Restoril. These drugs are frequently used for medical purposes to relieve anxiety and to induce sleep. Physical and psychological dependence can occur if the drugs are used for longer periods of time at higher doses. Benzodiazepine use can cause slurred speech, disorientation, and lack of coordination. If taken with alcohol, abuse can lead to coma and possible death.

Narcotics: Narcotics include heroin, methadone, morphine, codeine, OxyContin, Vicodin, and opium. After an initial feeling of euphoria, usage causes drowsiness, nausea, and vomiting. Effects of overdose include slow and shallow breathing, clammy skin, convulsions, coma and possible death. Physical and psychological dependence is high, and severe withdrawal symptoms include watery eyes, runny nose, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating. Use of contaminated syringes may cause AIDS and hepatitis.

APPENDIX B
TIDEWATER COMMUNITY COLLEGE POLICY
ALCOHOL AND OTHER DRUGS

REQUEST FOR AUTHORIZATION TO SERVE ALCOHOLIC BEVERAGES

This form should be submitted at least 1 month (30 days) prior to the proposed event—please print or type.

Request Approved <input type="checkbox"/> *	Request Denied <input type="checkbox"/>	Comments: _____
<i>*Sponsor must comply with applicable facility regulations including, but not limited to, security and crowd control requirements.</i>		
Signatures:		
_____	_____	Date: _____
Exec VP AA/SA (required if TCC students will be in attendance)		
_____	_____	Date: _____
COO, Facilities and Public Safety (required for all events involving alcohol)		

Name of Requestor: _____ Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Will Requestor be present at and responsible for the event? Yes No

If not, Event Host's Name: _____

Address: _____

Phone: _____ E-mail: _____

Name of Event: _____ Event Date: _____

Purpose of Event: _____

Nature of Event (i.e., guests, type of activities, food, refreshments, etc.): _____

Will TCC students be among the guests? Yes No
If yes, request must be approved by TCC Exec. VP Academic Affairs & Student Affairs

Will persons younger than 21 be among the guests? Yes – TCC Students Yes – Others No
If yes, indicate the percentage of guests who will be under the age of 21: _____%

Event Location: _____ Expected Number in Attendance: _____

Rain Location: _____ Rain Date: _____

Alcohol served from (start time): _____ to (end): _____

Status of License: Application Attached Other: _____

Copy of license must be provided to the COO, Facilities and Public Safety at least 3 working days prior to the event. The original of the license must be available for inspection at the event.

Adapted with permission from the University of Virginia's Policy on Use of Alcoholic Beverages and Prohibition of Other Drugs.

**Tidewater Community College
Alcohol and Other Drugs
Appendix B**

A. REQUIRED FOR ALL APPLICATIONS

Check all that apply:

1. Alcohol will be served by: Host organization Caterer Other: _____
2. Type or beverage service: Cash Bar Open Bar Other: _____
3. Type of alcohol served: Beer – Tap Beer – Individual Wine Liquor

Describe how compliance with Federal and State laws and TCC regulations regarding alcohol will be assured. Note: food and non-alcoholic beverages must be available and easily accessible throughout an event. Alcohol must be monitored at all times.

B. REQUIRED FOR ALL EVENTS WITH UNDERAGE GUESTS

Check all that apply:

1. Patrons (of-age or underage) will be identified by: Hand Stamp Wristband Other: _____
2. Alcohol access will be controlled by: Partition Roped Area Separate Room Other: _____

Describe procedures to prevent alcohol being served to or consumed by underage persons.

C. REQUIRED FOR EVENTS WITH STORED ALCOHOL

If alcohol must be stored for an approved event, how will it be secured?

By signing below, I agree to abide by TCC policies and the laws of the United States and the Commonwealth of Virginia, and to ensure that event attendees do so as well. I have read and understand the TCC Policy on Alcohol and Other Drugs and the Guidelines for Hosting a Safe Event.

Signatures:

_____ Date: _____
Requestor

_____ Date: _____
Event Host (if different from Requestor)

Submit completed form to Exe. VP for Academic Affairs & Student Affairs if TCC students will be in attendance. Otherwise, submit to COO, Facilities and Public Safety.

Guidelines for Hosting a Safe Event

General

- As the Event Host, you are responsible for taking reasonable steps to enforce and comply with state and federal laws and TCC regulations governing the use of alcohol.
- Be a good role model for others by modeling the behavior you expect of your guests. Model legal, safe, and appropriate behaviors.

If there will be guests under the legal drinking age of 21 present at your event:

- Clearly identify individuals who are of legal age and who possess and/or consume alcohol by a wristband, hand stamp, or other type of highly visible identification.
- For a large event, have an area designated for alcoholic beverage service. Have some type of physical barrier at which all access and egress is controlled. This may include a partition, a roped area, a separate room, etc. Only individuals of legal age should enter this area. Appropriate signage should be in place.

Beverages

- Serve all drinks to guests rather than having an unmonitored bar, especially for liquor. This allows you to monitor guests who may be overindulging. Remind bartenders that it is illegal to serve anyone who appears intoxicated. Bartenders must be 21 years of age.
- Appoint a beverage manager to be responsible for the supervision of individuals serving beverages and ensuring that beverage servers are in compliance with all laws and college policies.
- Make nonalcoholic beverages available and as accessible as alcoholic beverages. Be imaginative; serve a non-alcoholic drink that goes with the theme of the event.
- If you are serving alcohol, serve lower-alcohol beverages (i.e., beer or wine) and refuse to serve anyone who is visibly intoxicated.
- Have shot glasses/jiggers available to deliver measured amounts of alcohol. Guessing the amount of alcohol can lead to excessive drinking.

Food

- Make substantial food (e.g., pizza, cheese, meats, bagels, etc.) available and accessible throughout the duration of the event. Always have food when alcohol is served, as it slows the absorption of alcohol.
- Serve foods high in protein (e.g., cheese or meats), which slows the effects of alcohol.
- Avoid salty foods when possible since it will increase thirst and encourage people to drink more.

Event Management

- Create an environment that allows your guests to feel comfortable making “low-risk” drinking choices, including choosing not to drink.
- The Event Host may have a civil liability if a guest injures himself or others as a result of alcohol impairment. Appoint non-drinking drivers if your guests may need a ride home.
- Stop serving alcohol about one hour before you want the party to end. This will help ensure your guests’ safety on their way home.
- Do not allow guests to engage in drinking games or to chug their drinks. Drunk guests are the primary source of problems.
- If a guest is drinking too much, start a conversation to slow down consumption and offer a non-alcoholic drink or food.
- If someone becomes highly intoxicated, or arrives highly intoxicated, stay with the person and monitor breathing. If you have any concerns about the person’s safety, call 911 immediately.
- If there will be guests under the age of 21 present at the event, identify at least one person to serve to check identification for proof of legal age. The responsible party’s role is delineated below.
 - The responsible party primary duty is to check guests’ identification for proof of legal age and clearly identify individuals who are of legal age by a wristband, hand stamp, or other type of highly visible identification as specified in the approved Request for Authorization to Serve Alcoholic Beverages form.
 - The responsible party’s secondary duty is to assist the Event Host in following college policy regarding the service of alcohol. The responsible party should alert the Event Host to any observed policy violations (e.g., entry or exit of persons with beverage containers, lack of non-alcoholic beverages and/or food items, etc.). It is the Event Host’s responsibility to correct any policy violations.
 - The responsible party is not to drink prior to or during the event.
 - The Event Host should make her/himself known to the responsible party at the beginning of the event in order to handle any problems that may arise.

APPENDIX C
TIDEWATER COMMUNITY COLLEGE POLICY
ALCOHOL AND OTHER DRUGS

SUMMARY OF THE COMMONWEALTH OF VIRGINIA'S
POLICY ON ALCOHOL AND OTHER DRUGS

The Commonwealth of Virginia's Policy 1.05 on Alcohol and Other Drugs states that the following acts by employees are prohibited:

- I. the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs on the workplace;
- II. the impairment in the workplace from the use of alcohol or other drugs, (except the use of drugs for legitimate medical purposes);
- III. action which results in the criminal conviction for:
 a violation of any criminal drug law, based upon conduct occurring either in or outside the workplace, or a violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring in the workplace;
- IV. the failure to report to their supervisors that they have been convicted of any offense, as defined in III above, within five calendar days of the conviction.

All TCC employees, including full-time faculty (teaching, administrative, and professional), adjunct faculty, and classified and wage staff are included under this policy.

The workplace consists of any TCC owned or leased property or any site where TCC employees are performing official duties.

Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

A copy of the entire Commonwealth of Virginia's Policy on Alcohol and Other Drugs may be obtained from the TCC Office of Human Resources.

CERTIFICATE OF RECEIPT

Your signature below indicates your receipt of this policy summary of Policy 1.05, Alcohol and Other Drugs. Your signature is intended only to acknowledge receipt, it does not imply agreement or disagreement with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you.

Employee's Name: _____

Signature: _____ Date: _____