

RESPONSIBILITIES of the HOWARD UNIVERSITY ALCOHOL and DRUG PREVENTION SERVICES NETWORK

Responsibilities of each office and department identified in the **400-013 Alcohol and Drug Prevention Policy** are delineated here. Each year, the offices and departments comprising the Network shall review and assess the provision of prevention services and activities.

1. Howard University Department of Public Safety will:

- a. Enforce campus alcohol and drug policies and ensure that students, faculty and staff abide by University, state, and federal alcohol and drug laws. Responsibilities here include applying sanctions to persons who violate such policies, in accordance with the authority to do so under the law and University policy.
- b. Ensure that all reported alcohol and drug-related violations by students are forwarded, via referral, to Judicial Affairs in the Office of the Dean for Student Services.
- c. Advise students to report to the University Counseling Service when appropriate, and advise faculty and staff to contact the Employee Assistance Program (EAP) or other resource when appropriate, for assistance with substance abuse matters.
- d. Maintain statistics on the number of alcohol and drug-related violations and fatalities that occur on campus or as part of campus-related activities reported to campus officials. These statistics are disclosed in the biennial review.
- e. Create, update, and maintain a description of the applicable legal sanctions under local, state, and federal laws for the unlawful possession and/or distribution of illicit drugs and abuse of alcohol. Ensure that the description of these sanctions is distributed to each student, faculty member, staff member and other member of the University community, annually.
- f. Keep statistics of alcohol and drug violation referral and arrest data; determine the effectiveness of law enforcement actions in relation to recidivism and deterrence, and implement any policy and/or procedural changes, as needed.

2. Office of the Dean for Student Services will annually:

- a. Distribute to each student the HU Student Code of Conduct, which sets forth the standards of appropriate conduct and describes the prohibitions and penalties associated with alcohol use and illicit drug use, possession and distribution.
- b. Provide advisement to students seeking assistance for substance abuse.
- c. Collect data on alcohol and drug-related violations and fatalities that occur on campus or as part of campus-related activities; these numbers will be disclosed in the biennial review.
- d. Ensure that each student receives information that clearly describes the range of penalties/sanctions for violating University alcohol and drug policies up to and including expulsion. The information should also inform students that the Dean,

Office of Student Services has sole discretion to refer any alcohol and/or drug related violations to law enforcement for prosecution.

- e. Advise students who have violated the Student Code of Conduct of the consequences of their actions and what recourse they may have.
- f. Determine the number and type of sanctions that are imposed as a result of alcohol and drug-related violations and fatalities that occur on campus or as part of any of the campus-related activities; these numbers will be disclosed in the biennial review.
- g. Ensure that the sanctions are consistently enforced.
- h. Keep statistics of referral and sanction data to determine the effectiveness and implement any policy and/or procedural changes, as needed.

3. **Student Health Center** will annually:

- a. Ensure that each student receives information describing the health risks associated with the use of illicit drugs and the abuse of alcohol.
- b. Ensure that each student receives information describing where and how to receive available alcohol and/or drug counseling and treatment referrals.
- c. Maintain a log of student alcohol and/or drug counseling and treatment referrals and provide statistics on referrals to the Clery Act Compliance and Accreditation Officer for disclosure in the biennial review.
- d. Review data, assess referral services and recommend policy and procedural changes to enhance overall services.

4. **Office of Human Resources** will annually:

- a. Ensure that each University faculty, staff and other member of the campus community receives information on standards of conduct in the workplace that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and abuse of alcohol by students, faculty, staff, and those conducting business on the University's property or as part of any University-related activity.
- b. Ensure that each University faculty, staff and other member of the campus community receives a copy of a statement that clearly describes the sanctions associated with violating University alcohol and drug policies, and that such policies are consistent with local, state, and federal laws. Information should include a description of the sanctions up to and including termination of employment. The information should also inform faculty and staff that the Office of Human Resources may exercise the option to refer any alcohol and/or drug related violation to law enforcement for prosecution.
- c. Ensure that each faculty and staff member receives information instructing where and how to receive available drug and/or alcohol counseling, treatment, rehabilitation services offered through the Employee Assistance Plan and their respective health plan.

- d. Advise faculty and staff who have violated University policy of the consequences of their actions and what recourse they may have under the University's Faculty Handbook or Personnel Guidelines.
- e. Keep statistics regarding referral and sanctions data, for disclosure in the biennial review.
- f. Request recommendations from EAP on how services may be improved.

5. **University Counseling Service** will annually:

- a. Ensure that information describing the health risks associated with the use of illicit drugs and the abuse of alcohol is distributed to students, faculty, and staff.
- b. Ensure that information containing a description of any drug and/or alcohol counseling, treatment or rehabilitation program is available to students, faculty, and staff.
- c. Maintain a log, review data, assess referral services and recommend policy and procedural changes to enhance overall services.

6. **Center for Drug Abuse Research (CDAR)** will annually:

- a. Ensure that a substance abuse assessment of students and employees is conducted and data will used to analyze substance abuse activities/behaviors among students and employees and the effectiveness of prevention and awareness efforts of the Network;
- b. Serve as a technical resource on alcohol and drug abuse and prevention for Howard University and an information repository on substance abuse assessment.
- c. Sponsor substance abuse prevention and awareness initiatives and activities for students and employees, and provide information about each initiative and activity to the Clery Act Compliance and Accreditation Officer for disclosure in the biennial review, e.g. orientation training and workshops, on-line information dissemination and updates via list-serve, and website).
- d. Conduct a yearly review of the "Howard University Alcohol and Drug Prevention Notice" and update the health risk information for the current listed substances; list any new substances of abuse and their associated health risks, as necessary.
- e. Refer any calls that CDAR receives regarding alcohol and/or drug counseling and treatment to the Student Health Center and maintain a log of alcohol and/or drug counseling and treatment referrals and provide statistics on referrals and provide any information need to the Clery Act Compliance and Accreditation Officer for disclosure in the biennial review.

7. **Department of Public Safety Clery Act Compliance and Accreditation Officer** will annually:

- a. Prepare and update the Howard University Alcohol and Drug Prevention Notice that

- complies with the requirements of the Drug-Free Schools and Communities Act Amendment of 1989 for distribution to each student, faculty, staff, and other member of the University community that provides the following:
- i. Standards of conduct.
 - ii. Description of the applicable legal sanctions under local, state, or federal laws.
 - iii. Description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
 - iv. A clear statement that the University will impose sanctions on students, faculty, staff, and other members of the University community, consistent with local, state, and federal laws and describe the range of sanctions, up to and including expulsion for students or termination of employment for faculty and staff.
- b. Ensure that a biennial review of the University's Alcohol and Drug Prevention Services Network is conducted and that said report contains findings submitted by the Office of the Dean for Student Services, University Counseling Service, Student Health Center, Office of Human Resources, and the Howard University Department of Public Safety. Determine and disclose. The biennial report includes the following:
- i. The effectiveness of the Network based on reported information and data.
 - ii. The number of alcohol and drug-related violations and fatalities that:
 - 1) Occurred on campus or as part of any campus-related activities.
 - 2) Reported to campus officials.
 - iii. The number and type of sanctions that were imposed as a result of alcohol and drug-related violations and fatalities that occur on campus or as part of any of on-campus or as a part of any campus related activities.
 - iv. Ensure sanctions are consistently enforced.
- c. Ensure that a public copy of the Howard University Alcohol and Drug Prevention Supplemental, an information document, and results of the biennial review are made available to the Secretary of the U.S. Department of Education and the public, upon request.