



UNIVERSITY of HAWAII
HONOLULU
COMMUNITY COLLEGE

DRUG & ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

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INTRODUCTION, PURPOSE, AND GOAL

Honolulu Community College (HonCC) is committed to maintaining a drug free learning environment and workplace for our campus community. HonCC encourages all students and employees to seek assistance in overcoming alcohol and drug addiction or abuse issues. Early recognition and treatment are key to the success of rehabilitation and recovery.

The use of illegal drugs and unauthorized consumption of alcohol on HonCC property interferes with this mission and is strictly prohibited. The various federal and state laws and regulations applicable to students and employees of HonCC include: Federal Drug Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and Hawai'i Revised Statutes.

The Drug Free Schools and Campus Regulations (34 CFR Part 86) of the Drug Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as HonCC to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees, both on its premises and as a part of any of its activities.

At a minimum, each institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees 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.

The DFSCA further requires that the institution conduct a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- Ensuring that the sanctions developed are enforced consistently.

Through consistent enforcement of sanctions, awareness and prevention activities, counseling, campus support services and referrals to community resources and services, HonCC will maintain a safe, healthy and productive environment for students, employees and visitors, free from hazards associated with drug and alcohol abuse in accordance with the DFSCA.

STANDARDS OF CONDUCT & SANCTIONS

Students

The UH Student Conduct Code may be found in the UH Executive Policy, EP 7.208. Sanctions which may be imposed on violators of the alcohol and drug-related sections of the UH Student Conduct Code include:

- Written Warning - Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action. This sanction may be imposed by the Provost after a Conduct Committee hearing, or it may be imposed by the Dean of Student Services as part of the administrative disposition of any case. If a student, after being warned, is found to have committed further violations of this code, the student will usually be subject to more severe disciplinary action.
- Probation - A written notice placing the student on disciplinary probation for a specified period of time. The terms of the probation will be decided in each case. This sanction may be imposed by the Provost after a Conduct Committee hearing or it may be imposed by the Dean of Student Services as part of the administrative disposition of any case. If a student, while on disciplinary probation and after a hearing, is found to have committed further violations of this code, the student will usually be subject to more severe disciplinary action.
- Restitution - Reimbursement for damage to or misappropriation of property which may take the form of direct financial compensation, of service, or other forms of indirect compensation. This sanction may be imposed by the Provost after a Conduct Committee hearing, or it may be imposed by the Dean of Student Services as part of the administrative disposition of any case, provided that the student admits that he or she was responsible for the damages or loss. Any student who does not make restitution as required will be deemed to have a financial obligation and will be subject to the provisions of the University's policy regarding delinquent financial obligation.
- Temporary Suspension - In an emergency, the Provost or designee is authorized to alter or suspend the rights of a student to be present on campus or to attend classes for an interim period prior to a hearing provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter. An emergency will include such situations as when the Provost or designee believes that the student poses a danger of inflicting bodily harm on himself or others, or of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities, including classroom instruction.
- Suspension - Exclusion from classes and from other privileges or activities or from the campus itself for a specified period of time. This sanction may only be imposed by the Provost after a Conduct Committee hearing.
- Expulsion - Termination of student status for an indefinite period. This sanction may only be imposed by the Provost after a Conduct Committee hearing. Conditions for readmission, if any, shall be stated in the notice of expulsion. The Dean of Student Services will determine if the conditions for readmission have been met.

- **Rescission of Grades or Degree** - The cancellation of grades or the revocation of an awarded degree as the result of academic dishonesty or the discovery of a material misrepresentation relating to the completion of course or degree requirements. This sanction may only be imposed by the Provost after a Conduct Committee hearing.

Employees

The sanctions for employees in bargaining units 1 and 10 will be in accordance with the drug and alcohol testing provisions contained within the collective bargaining agreements. For all other employees, progressive discipline will be in accordance with the employee's applicable collective bargaining agreement: possible sanctions may include disciplinary action ranging from reprimand to termination, and may include suspension without pay, disciplinary reassignment, disciplinary transfer, and demotion.

University of Hawai'i Policy on Illegal Drugs and Alcohol Abuse

The purpose of Executive Policy 11.201 is to establish the University's values and its expectations of all faculty, staff, and students regarding substance abuse and, in particular, the use of illegal drugs; and to comply with the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug Free Workplace Act of 1988, as may be amended from time to time, which set forth requirements for continued receipt of federal funding.

Executive Policy 11.201 is available [here](#).

Management and Regulation of the Sale, Service and Consumption of Alcoholic Beverages on University Premises

The purchase, possession, or consumption of alcoholic beverages is regulated by state law. Under state law, no one under the age of 21 may purchase, possess, or consume alcoholic beverages on campus.

In addition, consumption of alcoholic beverages is forbidden in all public and common areas at HonCC unless a special permit for consumption of alcoholic beverages on campus has been issued by the Chancellor. Students, employees, and others found in violation of this policy are subject to criminal prosecution and/or college disciplinary procedures.

Executive Policy 11.202 establishes policies and procedures under which the sale, service, or consumption of alcoholic beverages may be permitted on each campus of the University of Hawai'i.

Executive Policy 11.202 is available [here](#).

Federal Sanctions

See Appendix A for Federal Sanctions.

State of Hawai'i Sanctions

Under the Hawai'i Penal Code, H.R.S. § 706-640, 659, 660, 663, crimes are of 3 grades according to their seriousness: felonies, misdemeanors and petty misdemeanors.

- Class A felony: fine not exceeding \$50,000 and/or an indeterminate term of imprisonment of 20 years without possibility of suspension of sentence or probation.
- Class B felony: fine not exceeding \$25,000 and/or imprisonment of not more than 10 years.
- Class C felony: fine not exceeding \$10,000 and/or imprisonment of not more than 5 years.
- Misdemeanor: fine not exceeding \$2,000 and/or imprisonment of not more than 1 year.
- Petty misdemeanor: fine not exceeding \$1,000 and/or imprisonment of not more than 30 days.

Further:

- Promoting (possessing, distributing and manufacturing) drugs (including marijuana) and intoxicating compounds can result in a Class A, B or C felony, misdemeanor or petty misdemeanor (H.R.S. § 712-1241-1250).
- Consuming or possessing intoxicating liquor while operating a motor vehicle or moped is fined not more than \$2,000 or imprisonment of not more than 30 days, or both (H.R.S. § 291-3.1).
- Consuming or possessing intoxicating liquor while a passenger in a motor vehicle is a petty misdemeanor (H.R.S. § 291-3.2).
- A person commits the offense of promoting intoxicating compounds if the person knowingly breathes, inhales or drinks any intoxicating compound or any other substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis or irrational behavior, or in any manner changing, distorting or disturbing the auditory, visual or mental processes; or sells, offers, delivers or gives to any person under 18 years of age, unless upon written order of such person's parent or guardian, any intoxicating compound or any substance which will induce an intoxicated condition when the seller, offeror or deliverer knows or has reason to know that such compound is intended for use to induce such condition. This offense is a misdemeanor (H.R.S. § 712-1250).
- A person commits the offense of promoting intoxicating liquor to a person under the age of 21 if the person recklessly sells, offers, influences the sale, serves, delivers or gives a person under the age of 21 intoxicating liquor; or permits a person under the age of 21 to possess intoxicating liquor while on property under his control. This offense is a misdemeanor (H.R.S. § 712-1250.5).

DRUG AND ALCOHOL TESTING FOR EMPLOYEES

Employee Random Testing

United Public Workers (UPW), Bargaining Unit 01 employees are subject to random alcohol and controlled substances testing. Test is intended to keep the workplace free from the hazards resulting from the use of alcohol and controlled substances.

Employees are notified of test, time, and location. Tests are conducted during work time.

Employee presents a picture identification card to test site, if employee does not have an identification, the supervisor or management will escort employee to the test site.

Employee Reasonable Suspicion Testing

UPW, Bargaining Unit 01 and HGEA, Bargaining Unit 03 & 04 employees are subject to reasonable suspicion alcohol and controlled substance testing. This alcohol and drug testing is intended to keep the workplace free from hazards of the use of alcohol and controlled substances.

Employees shall be subject to random testing, when a trained supervisor determines that reasonable suspicion exists. Supervisor shall have another witness observe the employee before directing employee to submit to an alcohol and or controlled substance test.

DRUG AND ALCOHOL PREVENTION PROGRAM INFORMATION

Health Risks

To disseminate information about the health risks associated with drug and alcohol use, HonCC uses the “Drugs of Abuse” resource guide published by the Drug Enforcement Administration (DEA). See Appendix B.

Campus Resources

The following resources are available:

- **HonCC Wellness Counseling:** HonCC students dealing with drug and/or Alcohol problems are encouraged to seek help. Individual short-term confidential counseling at the HonCC Wellness Center is also available for students who need assistance with substance & alcohol abuse issues and/or referral services.
- **Employee Assistance Program:** HonCC employees dealing with drug and/or alcohol problems are encouraged to seek help. The University’s Employee Assistance Program (EAP) provides confidential, short-term, professional counseling services to employees who may be experiencing personal problems that are affecting job performance. Eligible

employees may receive up to a maximum of 3 hours of free counseling. All regular, temporary and exempt employees, casual hires and 89-day hires are eligible for EAP services. Employee Assistance of the Pacific has been contracted to provide EAP services through a voluntary program that permits employees to seek help on their own. The Employee Assistance of the Pacific website is <https://www.eapacific.com/?customer=UH>.

Community Resources

In addition to the resources available at HonCC, there are also community resources that individuals can consider contacting. Some of the available community resources are provided below for informational purposes only. HonCC does not endorse these entities, and their products or services. Further, the information that are contained in the linked websites do not necessarily reflect the official views of HonCC.

| Organization | Phone | Address (Website) |
|---|----------|--|
| Al-Anon | 546-5647 | http://al-anonhawaii.org |
| Alcoholics Anonymous (AA) | 946-1438 | Oahu Central Office – 1188 Bishop Street, Suite 3406, Honolulu, HI 96813 https://oahuaa.org/ |
| Aloha United Way | 536-1951 | 200 N. Vineyard Blvd. Suite 700, Honolulu, HI 96817 http://www.auw211.org |
| Hina-Mauka – Oahu Main Facility | 236-2600 | 45-Po‘okela Street, Kaneohe, HI 96744 http://www.hinamauka.org |
| Hina-Mauka – Waipahu Outreach Office | 671-6900 | Waipahu Outpatient Office, 94-830 Hikimoe Street, Waipahu, HI 96797 http://www.hinamauka.org |
| Ku Aloha Ola Mau | 538-0704 | 1130 Nimitz Hwy, Suite C-302, Honolulu HI, 96817 http://www.kualoha.com |
| Mental Health Kokua | 737-2523 | 1221 Kapiolani Blvd. Suite 345, Honolulu, HI 96814 http://www.mentalhealthkokua.org |
| NA Hawai‘i- Narcotics Anonymous | 734-4357 | P.O. Box 89636, Honolulu HI 96830 https://na-hawaii.org |
| Po‘ailani, Inc. | 263-3500 | 45-567 Pahia Road, Kaneohe, HI 96744 http://poailani.org |

| Organization | Phone | Address (Website) |
|--|----------|--|
| Salvation Army | 595-6371 | Addiction Treatment Services, 3624 Waokanaka Street, Honolulu, HI 96817 |
| | 732-2802 | Family Treatment Services, 845 22 nd Ave. Honolulu, HI 96816 https://hawaii.salvationarmy.org |
| Wai'anae Coast Comprehensive Health Center | 697-3300 | 86-260 Farrington Hwy, Wai'anae HI 96792 http://www.wcchc.com |
| Wai'anae Coast Community Health Center, Inc. | 696-4211 | Hale Na'au Pono, 86-226 Farrington Hwy, Wai'anae HI 96792 http://www.wccmhc.org |

PROGRAM EFFECTIVENESS

The HonCC Drug and Alcohol Abuse Prevention Program (DAAPP) will be assessed based on several evidence-based metrics:

1. Employee disciplinary sanctions imposed
2. Student drug and alcohol abuse disciplinary sanctions imposed
3. Annual Clery Report statistics
4. Campus Security incidents
5. Referrals for counseling or treatment
6. Employee random drug and alcohol testing results
7. Number of students and employees attending the HonCC drug and/or alcohol abuse prevention and/or awareness activities
8. Number of approved campus events that alcohol will be served

BIENNIAL REVIEW

On every even numbered year (e.g. 2020, 2022), HonCC will conduct a biennial review to assess the effectiveness of its DAAPP and any changes needed will be implemented into the program. Another function of this review is to ensure HonCC is consistently enforcing the disciplinary sanctions for violating the standards of conduct.

The DAAPP biennial review will be conducted by a committee comprised of a broad representation of campus constituents that have a stake in promoting the health and safety of the campus community. This biennial review will assess the current HonCC DAAPP and identify strengths, weaknesses and strategies for continuous improvement.

Committee Membership

The Biennial Review Committee is composed of the following members:

- Chancellor or designee
- Vice Chancellor for Administrative Services
- Vice Chancellor for Academic Affairs
- Security Manager
- Human Resources Manager
- Dean of Student Services
- Behavioral Intervention Team Chair
- Mental Health Professional

Materials Reviewed

The Biennial Review Committee shall review the following materials:

- Official Notices to Employees and Students related to the DFSCA distribution requirement
- UH Executive Policy 11.201 – “Illegal Drugs, Alcohol and Substance Abuse”
- UH Executive Policy 11.202 – “Management and Regulation of the Sale, Service and Consumption of Alcoholic Beverages on University Premises”
- Most recent HonCC Annual Security Report
- HonCC website information related to the DAAPP
- Various resources available to students and employees regarding drug and alcohol abuse
- Incident reports related to possible infractions of any drug and alcohol policies
- Federal, state, and local laws related to drugs and alcohol abuse

The EDGAR Part 86 publication, "Complying with the Drug-Free Schools and Campuses Regulations" was used as a resource guide for the biennial review.

DISTRIBUTION OF NOTICE TO STUDENTS AND EMPLOYEES

The following procedure was developed to ensure HonCC is compliant with the DFSCA distribution requirement. This procedure ensures active delivery of UH Annual Notice and the DAAPP disclosure materials to every member of the campus community. Delivery will be made to all students who enroll for academic credit and to all employees, regardless of when they are enrolled or hired, and irrespective of the duration of enrollment or employment. The distribution includes both the HonCC DAAPP and the UH Official Notice to Employees and Students Regarding Drug-Free and Alcohol-Free Workplace Policies.

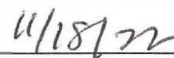
The distribution process is as follows:

- Distribution via HonCC website: <https://www.honolulu.hawaii.edu/why/policies/>
- UH Email Annual Distribution
 - The UH Official Notice to Employees and Students Regarding Drug- Free and Alcohol-Free Workplace Policies is sent annually to all current students and employees by UH System Office on or around October 1st. A copy of the email will be archived for evidence of distribution.
 - The HonCC DAAPP will be sent to all employees by the HonCC Human Resources Office and to all students by HonCC Student Services on or around October 2nd. A copy of the email will be archived for evidence of distribution.
- Additional Students Distribution
 - To account for new student enrollment, the UH Official Notice and the HonCC DAAPP will be sent two additional times a year to all students by HonCC Student Services after the census date of the spring and summer terms. A copy of the email will be archived for evidence of distribution.
- New Employee Distribution
 - New employees are directed to review and acknowledge understanding of the UH Official Notice and the HONCC DAAPP through the new hire onboarding checklist which sent by the HonCC Human Resources Office by the date of appointment. A copy of the checklist for each respective type of appointment (regular employee, lecturer, casual hire, etc.) will be archived for evidence of distribution.
- Printed Copies of the UH Annual Notice and the HonCC DAAPP
 - Employees may request printed copies from the HonCC Human Resource Office by contacting (808) 845-9144 or email honcchr@hawaii.edu
 - Students may request printed copies from the Office of the Dean of Student Services by contacting (808) 845-9235 or email hccdoss@hawaii.edu

APPROVAL



Honolulu Community College Chancellor



Date

Appendix A

Federal Sanctions

| DRUG/SCHEDULE | QUANTITY | PENALTIES | QUANTITY | PENALTIES |
|--|---|---|--|---|
| Cocaine (Schedule II) | 500–4999 grams mixture | First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. | 5 kgs or more mixture | First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. |
| Cocaine Base (Schedule II) | 28–279 grams mixture | | 280 grams or more mixture | |
| Fentanyl (Schedule II) | 40–399 grams mixture | | 400 grams or more mixture | |
| Fentanyl Analogue (Schedule I) | 10–99 grams mixture | | 100 grams or more mixture | |
| Heroin (Schedule I) | 100–999 grams mixture | | 1 kg or more mixture | |
| LSD (Schedule I) | 1–9 grams mixture | Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual. | 10 grams or more mixture | Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. |
| Methamphetamine (Schedule II) | 5–49 grams pure or 50–499 grams mixture | | 50 grams or more pure or 500 grams or more mixture | |
| PCP (Schedule II) | 10–99 grams pure or 100–999 grams mixture | | 100 gm or more pure or 1 kg or more mixture | |
| 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. | | | | |
| PENALTIES | | | | |
| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) | Any amount | First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual. | | |
| Flunitrazepam (Schedule IV) | 1 gram | | | |
| Other Schedule III drugs | Any amount | First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual. | | |
| All other Schedule IV drugs | Any amount | | | |
| Flunitrazepam (Schedule IV) | Other than 1 gram or more | First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual. | | |
| All Schedule V drugs | Any amount | | | |

Appendix B

Health Risks

The most recently published “Drugs of Abuse” DEA Resource Guide from 2020 is available at:

https://www.dea.gov/sites/default/files/2020-04/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20_0.pdf

The Drugs of Abuse Resource Guide identifies:

- Information from the Controlled Substances Act (CSA) including identifying which schedule a drug or other substance is placed.
- The risk of dependence.
- Effects, including effects on the body, effects on the mind, and overdose effects.