

# ATODA

(Alcohol, Tobacco, Opioid, and  
Other Drug Use and Awareness)

## **POLICY & PROCEDURES**

Annual Notification  
to Faculty, Staff, and Students

**2019-2020**



Frederick Community College

# Notification to Students, Faculty, and Staff

In accordance with the Higher Education Opportunity Act (HEOA) of 2008, each postsecondary institution in the United States that participates in Title IV student aid programs must annually distribute, in writing, to each student and each employee, information about the Drug and Alcohol Abuse Prevention Program.

This document includes standards of conduct for all faculty, staff, and students, a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol, a description of the health risks associated with the use of illegal drugs and alcohol, information regarding local drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available, and a statement of our disciplinary sanctions for faculty, staff, and employees.

In accordance with federal law, Frederick Community College (FCC) publishes an annual College Security and Fire Report that is available online for review by students, faculty, and staff. The report contains information of a historical nature and includes crimes that were committed on campus last year and the two years prior to that. The crimes are categorized for ease of understanding and identification.

To access the 2019 College Security and Fire Report visit [www.frederick.edu](http://www.frederick.edu). Select 'College Security' at the bottom of the page, and then select '2019 College Security and Fire Report.' Printed copies of the report are available by making a request to the Security Office located on the first floor of the Student Center (H-116).

For questions or comments related to these documents, please direct all correspondence to the appropriate College representative identified below.

## **Contact for Students:**

Jerry Haynes, Associate Vice President / Dean of Students  
Frederick Community College  
Office H-100, Student Center  
301.846.2469 • [jhaynes@frederick.edu](mailto:jhaynes@frederick.edu)

## **Contact for Faculty and Staff:**

Melissa Bard, Vice President for Human Resources  
Frederick Community College  
Office G-230, Gambrell Hall  
301.846.2677 • [mbard@frederick.edu](mailto:mbard@frederick.edu)

# Drug and Alcohol Abuse Prevention Program

FCC is committed to an alcohol, tobacco, opioid, and other drug-free learning and working environment and adheres to the responsibilities set forth in applicable local, state, and federal laws. With the exception of parking lots, the use of all tobacco products and vaping is prohibited on College premises by any member of the College community, visitor, or guest. *Please note the age to purchase nicotine is 21.*

The College provides education and prevention resources related to the use of alcohol, tobacco, opioids, and other drugs. The College utilizes educational strategies to increase awareness of drug, alcohol, or tobacco use. In response to the nationwide heroin and opioid epidemic, incoming full-time students are required to have in-person prevention awareness training unless impracticable. First-time college students and their parents attend trainings as part of New Student and Parent Convocation. Students and parents together attend a presentation from the Associate Vice President/Dean of Students regarding the College response to opioid education, intervention, and resources. Students learn more about the College education, training, and response in the classroom discussion facilitated by faculty members.

Incoming full-time students for whom face-to-face training is impracticable are required to participate in an electronic training session. Online resources regarding heroin and opioid addiction and prevention may be found on the College website at <http://www.frederick.edu/opioid-resources.aspx>.

Incoming part-time students are provided with resources that alert and educate them regarding heroin and opioid addiction and prevention. Resources may be found on the College website at <http://www.frederick.edu/opioid-resources.aspx>.

The College reserves the right to refuse any advertising or promotional activities which focus on the consumption of alcoholic beverages, tobacco, opioids, or other drugs that might encourage use or abuse. For the benefit of our students, faculty, and staff, the College complies with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986 as Amended in 1989, and the Heroin and Opioid Education and Community Action Act (Start Talking Maryland Act).

# Standards of Conduct

The unlawful manufacture, sale, distribution, dispensation, possession, or use of illegal drugs or controlled substances, and the unauthorized use or abuse (e.g., being intoxicated) of alcohol by anyone on College property (including any facilities leased or used by the College) or in College vehicles is prohibited.

The President, however, may approve, upon special request, serving alcoholic beverages at specific events to individuals 21 years or older. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by anyone at any College-sponsored or supervised activity off campus is also prohibited. The College reserves the right to refuse any advertising or promotional activities which focus on the consumption of alcoholic beverages, tobacco, opioids, or other drugs that might encourage use or abuse.

## Reporting Violations

Anyone who witnesses or has knowledge of violations of the Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness Policy (ATODA) occurring on College premises or at a College-sponsored activity should contact College Security. Call extension 2453 or 4444 from a main campus phone or a Monroe Center office phone or 301.846.2453 from any other phone. In case of an emergency, call or text 911.

## Violations by an Employee

An alleged violation of the ATODA Policy by an employee should be reported to the appropriate Senior Leader.

## Violations by a Student

An alleged violation of the ATODA Policy by a student should be reported to the Associate Vice President/Dean of Students.

## Employee Regulations

As required by the Drug-Free Workplace Act of 1988, and as a condition of employment, employees must abide by the terms of College policies and procedures and notify the Human Resources Office, in writing, of any criminal drug or alcohol statute conviction no later than five calendar days after such conviction. Lack of compliance with these requirements may subject the employee to immediate separation from employment.

Upon receipt of notification of a conviction, the College will take the following actions as required by law: 1) notify the appropriate federal agencies of such convictions within ten calendar days, 2) take appropriate personnel action against the employee, up to and including separation from employment; and/or 3) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

# College Sanctions

Any member of the College community who violates this policy will be subject to disciplinary action by the College and may be referred for prosecution by civil authorities. Depending upon the severity of the offense, the College will impose one or more of the following disciplinary sanctions:

- Sanctions for students – may include disciplinary reprimand, disciplinary warning, suspension, or expulsion from the institution (a complete list of disciplinary sanctions for students is included in the Code of Student Conduct);
- Sanctions for employees – reprimand, warning, suspension with or without pay, or separation from employment. The College may also require the completion of an appropriate rehabilitation program.

Interest in identifying violators of the College ATODA policy is not intended to be punitive, but rather to establish clear limits of conduct for members of the College community. The program is designed to encourage those persons habituated to drugs and/or alcohol to seek rehabilitation.

Conscientious efforts to seek such help will not jeopardize a student's academic standing or employee's job, and all information related to such efforts will be confidential. However, efforts to obtain assistance will not preclude other disciplinary action for any of the usual reasons, including policy violation or unacceptable job performance. Students or employees seeking or receiving assistance are subject to all College policies and procedures.

# Local, State, and Federal Law Descriptions Related to Alcohol and Other Drug Use

Students and employees at FCC are subject to federal, state, and local laws for the possession and distribution of illegal drugs.

Federal law states that it is unlawful to possess controlled substances including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. (Federal Law Title 21 USC, Sections 841 and 844 to 845).

1. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from five to 20 years.
  - a. In February 2000, a law was enacted to categorize gamma hydroxybutyrate (GHB), also known as a “date rape” drug, as an illegal drug. This means that anyone possessing, manufacturing, or distributing GHB may face up to a 20-year penalty.
  - b. For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000 and/or imprisonment up to three years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university, such as FCC. Additionally, any person who violates this law shall be liable for an amount up to \$10,000 in civil penalties.
  - c. In addition to federal laws, the state of Maryland has its own laws dealing with distribution, manufacturing, and possession of controlled substances. For instance, any person who unlawfully manufactures or distributes a narcotic drug may be fined up to \$25,000 and may be imprisoned for up to 20 years for a first offense.
2. Students and employees at FCC are subject to state and local laws for drinking and obtaining alcohol. It is illegal in the state of Maryland for any person under age 21 to drink alcohol (Md. Code Criminal Art. Section 5-608).
3. It is also illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol or possess alcoholic beverages with the intent to consume them (Md. Code Criminal Art. Section 10-113).
4. It is also illegal in most situations to furnish alcohol to a person under 21 (Md. Code Criminal Art. Section 10-114).

## Local, State, and Federal Law Descriptions Related to Alcohol and Other Drug Use (Continued)

5. The penalty is a fine of up to \$500 for a first offense and up to \$1,000 for repeat offenses (Md. Code Criminal Art. Section 10-117).
  - a. In addition, state law dictates that it is illegal to possess alcohol in an open container in any parking lot of any shopping center or retail store, unless given permission by the owner. The penalty is a fine of up to \$100.
6. It is also illegal to consume alcohol on any public property or highway unless authorized by the governmental entity that has jurisdiction over the property, with penalties including a fine of up to \$100 (Md. Ann. Code Art. 2B, Section 19-204).
7. Students and employees are also subject to state and local laws governing drinking and driving. A person may not drive or attempt to drive while impaired or under the influence of alcohol (Md. Ann. Code Art. 2B, Section 19-204).
8. Individuals under 21 with a Blood Alcohol Level (B.A.L.) of .02 (approximately one drink) will be charged with a violation of restricted license and result in a suspended license until the age of 21 (Md. Code Transportation Art. Sections 21- 902).
9. Any individual with a B.A.L. of 0.08 will be presumed to be driving under the influence of alcohol. An individual with a B.A.L. of .08 or more shall be determined to be under the influence of alcohol per se (Md. Code Transportation Art. Sections 16-113(b)).
10. Any of these violations will result in fines, imprisonment, or both. It is also unlawful to drive while impaired by any controlled dangerous substance whether or not it is illicit (prescribed or unlawfully obtained) (Md. Ann. Code Transportation Art. Sections 21-902).
11. A person can still be charged with these violations in Maryland even if they possess a driver's license from another state (Md. Code Transportation Art. Sections 21-902 (c) and (d)).

*Adapted and reprinted with permission from the University of Maryland, College Park University Health Center and the UMCP President's Legal Staff.*



## Substance Abuse Prevention Programs

The College provides resources to educate, prevent, and address alcohol, tobacco, opioids, and other drug use and abuse. Resources, including awareness information, counseling services, and referral services are available to faculty, staff, and students. A list of community resources is available to students and all employees through the following offices: Adult Services, Center for Student Engagement, Counseling and Advising, Human Resources, and the Vice President for Learning Support. For eligible employees and their families, the College provides an Employee Assistance Program (EAP) that offers a comprehensive set of support services and resources paid for by the College. The services are confidential and available 24 hours a day, 7 days a week, 365 days per year. Contact the Human Resources Office located in Suite G-223 of Gambrill Hall at 240.629.7854 for details.

The College, through the Center for Student Engagement and other College partners, offers numerous substance abuse prevention programs throughout the year. Past programs have included Woman to Woman Mentoring, Bystander Training, and Student Success Week activities. National Collegiate and Drug Alcohol Awareness Month is observed every October with events that address important issues of substance abuse prevention and awareness. The College has provided workshops and discussion panels covering the diagnosis and treatment of substance use disorders, recognizing and responding to students in crisis, an information, support, and recovery resource fair featuring numerous community partners from law enforcement, health-related fields, recovery centers, business, education facilities, and an Arrive Alive Drunk Driving Simulator. Additional programs included workshops that addressed personal and professional costs associated with driving while impaired, discussion panels regarding drug and alcohol use and abuse, overdose response training/NARCAN Intervention Training, and an open forum and viewing of the film, "Chasing the Dragon," which featured a panel of local experts including representatives from the Drug Enforcement Agency, Resident Agent in Charge, the Frederick County Sheriff's Office, Frederick Memorial Hospital, Frederick County Behavioral Health Services, FCC Counseling and Advising, and the Frederick County Health Department. FCC continues to provide access to counseling services through an agreement with the Frederick County Mental Health Association.

# Health Risks Associated with Alcohol and Drug Use

## Alcohol

Ethyl alcohol, the form of alcohol found in beer, wine, and liquor, is a psychoactive drug. It is classified as a central nervous system depressant, although its effects are often misinterpreted as stimulating.

Low doses of alcohol significantly impair the judgment and coordination required to safely operate a motor vehicle. Moderate to high doses cause marked impairments in higher mental functions and alter a person's ability to learn and remember information. Very high doses can cause respiratory depression and death.

About one in 10 people will find it difficult to control consumption, will have continuing problems associated with alcohol use, and will develop the disease of alcoholism. Even those who do not eventually develop alcoholism can experience and/or cause considerable harm to themselves, others, and the community.

Individuals with a family history of chemical dependency face a higher chance of developing alcoholism or other forms of drug addiction. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have irreversible physical abnormalities and/or intellectual disabilities. In addition, alcohol use has been found to be significantly related to the transmission of HIV and other sexually transmitted infections, unplanned pregnancy, fighting, assaults, vandalism, and the incidence of acquaintance rape and other crimes.

## Stimulants

Drugs included in this classification include cocaine (e.g., coke, crack), methamphetamine, Ritalin/Adderall, amphetamines (speed), high doses of caffeine, and other stimulants. Cocaine has been known to cause sudden death by causing the heart to beat in an abnormal rhythm resulting in a heart attack. The heart attack can be sudden and unexpected and can occur at any time when a person is using cocaine. Stimulants can cause a person to become emaciated, resulting from an increased metabolism and an extremely decreased appetite. Psychologically, cocaine and most amphetamines are extremely addictive and affect the pleasure center of the human brain.

Stimulant intoxication can lead to visual, auditory, and tactile hallucinations and delusional thinking. After a person develops dependence upon cocaine or an amphetamine, sudden or gradual cessation in use can cause markedly diminished interest or pleasure in most daily activities. Fatigue, insomnia, and feelings of worthlessness are also common and can possibly result in suicide attempts.

# Health Risks Associated with Alcohol and Drug Use

## (Continued)

### **Opioids**

Drugs included in this classification include opium, morphine, codeine, heroin, OxyContin, methadone, Percodan, Percocet, and other opium derivatives and synthetics. Narcotics are the most physically addictive illicit drugs. The first or second administration of narcotics may result in a tremendous euphoric feeling that cannot be repeated due to the rapid development of tolerance to the drug.

This leaves the user with high cravings and low benefits from continued drug use. The user must continue ingesting the drug in order not to develop withdrawal symptoms. A major physical risk associated with the use of narcotics is sudden death resulting from respiratory arrest. Other risks include infection due to IV drug use. Psychologically, cravings for narcotics can be severe.

### **Phencyclidine/Ketamine**

These drugs form a distinct category of their own because the effects produced are unlike any other drugs. Ketamine ("Special K") and Phencyclidine (PCP) act similarly to a hallucinogen, in some respects. In other respects, they act similarly to that of a central nervous system (CNS) stimulant as well as a CNS depressant.

Among their side effects are delirium, visual disturbances, hallucinations, and severe violence. Some evidence of long-term memory disorders and psychological disturbances resembling schizophrenia also has been linked to the use of these drugs.

### **Hallucinogens**

Drugs in this classification include LSD (acid), mescaline (peyote), mushrooms (psilocybin), amphetamine variants (ecstasy), and other hallucinogens. The greatest short-term risk associated with ecstasy is dehydration and overheating. Additionally, consequences that ecstasy may have on the brain include depression, anxiety, and effects on the brain's ability to think and store memories.

The greatest risk associated with LSD use is a "bad trip," which can occur at any time, even with individuals who have used the drug many times. A bad trip is a psychological reaction to the ingestion of LSD and is primarily based upon the user's mindset and environment at the time of administration. A bad trip can result in extreme paranoia, panic attacks, and a loss of self-control. The most extreme outcome of a bad trip can be permanent psychosis or even death.

# Health Risks Associated with Alcohol and Drug Use

## (Continued)

### **Nicotine**

Nicotine is the powerfully addictive substance in tobacco that can “hook” a user in as few as three cigarettes. Short-term health effects related to smoking can include wheezing, coughing, frequent colds, and decreased senses of smell and taste. Smoking can also trigger asthma symptoms. Long-term health effects can include chronic bronchitis, lung cancer, or cancer of the mouth, throat, bladder, pancreas, or kidney.

Vaping is the act of inhaling and exhaling the aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device. The term is used because e-cigarettes do not produce tobacco smoke, but rather an aerosol, often mistaken for water vapor, that actually consists of fine particles. There has been a recent outbreak of lung injuries associated with e-cigarette use or vaping.

### **Inhalants**

Inhalants include a wide variety of breathable chemicals that produce mind-altering results. The three major subcategories of inhalants include volatile solvents, aerosols, and anesthetics. The most commonly abused inhalants are gas, glue, paint, and nitrous oxide (including whippets). A major physical consequence in inhalant use is sudden death occurring from heart beat irregularities. Inhalants produce an inebriation effect with associated bizarre thoughts, dizziness, numbness, and a lack of coordination. The intoxicated person will have problems performing even the most mundane tasks, and serious accidents can result. Long-term effects can include brain damage, poor concentration, and memory loss.

### **Cannabis**

Drugs in this classification include: marijuana, tetrahydrocannabinol (THC), hashish, and hashish oil. Physical risks of marijuana use include damage to the lungs, chromosomes, and reproductive system. The most severe consequences of cannabis use affect brain functioning. Chronic marijuana use can result in changes in perception, motor activity, sensation, emotional response, motivation, memory, and states of awareness.

### **Depressants**

Drugs in this classification include Rohypnol and other barbiturates, benzodiazepines, Xanax, valium, Glib, and other depressants including alcohol. Depressants produce rapid tolerance. Severe withdrawal, including seizures and death, can occur if depressant use is immediately stopped. Depressants can also cause sudden death by respiratory arrest or by stroke resulting from a marked increase in blood pressure. Mixing alcohol with other depressants can be lethal.

## Getting Help

The College provides resources and referral services for students, faculty, and staff confronted with a problem of drug and/or alcohol abuse as part of our substance abuse awareness program. Employees may obtain information or referrals from the Human Resources Office. Students may obtain information or referrals from the Counseling and Advising Office or the Vice President for Learning Support.

## Area Drug and Alcohol Abuse Services

### Detoxification Services

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Frederick Memorial Hospital Emergency Room  
400 West 7th Street, Frederick, MD 21701 • 240.566.3500  
(For medical emergencies only)

Meritus Health  
11116 Medical Campus Road, Hagerstown, MD 21742 • 301.790.8000

### Inpatient Treatment Facilities

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Massie Unit  
10102 SE Country Club Road (cottages 3 & 4), Cumberland, MD 21502  
301.777.2285 • Outpatient services: 301.759.5050  
Residential treatment facility for adults experiencing the effects of alcoholism and other substance abuse disorders. Length of stay is individualized but averages 21 days. A holistic treatment approach is utilized to address the issues necessary to maintain an abstinent lifestyle.

Mountain Manor Treatment Center  
9701 Keysville Road, Emmitsburg, MD 21727 • 301.447.2360  
50-bed short term, high-intensity adult residential substance abuse treatment. Its 12-step program includes a detox track, relapse prevention, full medical and nursing services, and psychiatric support for dual diagnosis patients. The program also features a long-term residential track for pregnant and post-partum women who are substance abusers. Participants in this track may keep their young children and infants with them.

# Area Drug and Alcohol Abuse Services (Continued)

## Outpatient Services

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Frederick County Health Department

Substance Abuse Services – Adult Recovery Services (CORE)

350 Montevue Lane, Frederick, MD 21702 • 301.600.1755

Adult outpatient services, Intensive Outpatient Program, outpatient detoxification, in-house psychiatric consultations and assessments, narcotics treatment program, men's recovery groups, women's recovery groups, and other specialty groups and alternative health services.

Allied Counseling Group

306 West Patrick Street, Frederick, MD 21701 • 301.698.7077

Comprehensive mental health services, including state-licensed and certified treatment for substance abuse, relapse prevention, continuing care, in-patient referrals, and intensive outpatient treatment.

Crossroads Center of Frederick

511 West South Street, Frederick, MD 21701 • 301.696.1950

Adult and adolescent intensive outpatient counseling for persons with alcohol and drug problems, abuse, and dependence. MVA-approved DUI/DWI programs.

## Residential Treatment Facilities

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Wells House @ Gale Recovery

425 East Patrick Street, Frederick, MD 21701 • 301.662.7003

Provides evidence-based behavioral health services along a continuum of care. Services include outpatient, intensive outpatient, and low intensity residential services, case management, peer services, Telemedicine for Suboxone and Vivitrol prescriptions, partnership with the University Psychological Center to provide onsite mental health services for patients with co-occurring mental health issues, and more.

# Area Drug and Alcohol Abuse Services (Continued)

## Self-Help Groups

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West Central Alcoholics Anonymous  
301.662.0544

Cocaine Anonymous  
301.368.9202  
[www.tradition5.org/wmdvaca](http://www.tradition5.org/wmdvaca)

Narcotics Anonymous  
800.543.4670  
[www.cprna.org/our-areas/info/frederick-area/](http://www.cprna.org/our-areas/info/frederick-area/)

## 24-Hour Hotline Services

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Frederick County Hotline  
301.662.2255

Emergency Admissions for Alcohol  
& Drug Rehab  
1.800.252.6465

Business Health Services (BHS)  
(A confidential counseling and  
referral program for benefits-eligible  
employees and household members)  
1.800.327.2251  
[www.bhsonline.com](http://www.bhsonline.com)



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