



El Camino College

**2022 Biennial
Review**

Drug Free Schools and Communities Act



OVERVIEW

The Drug Free Schools and Communities Act

The Drug Free Schools and Communities Act require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a drug prevention program that prevents the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.

Drug and Alcohol Abuse Prevention Program (DAAPP)

El Camino College's DAAPP is annually distributed to students and employees, which include:

- 1) Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any of its activities;
- 2) A description of the applicable legal sanctions under local, State, or Federal 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, or rehabilitation or re-entry programs that are available to employees or students; and
- 5) A clear statement that the College will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal 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.

Biennial Review Report

As part of the Drug Free Schools and Communities Act, El Camino College's drug prevention program includes this biennial review report in order to:

- 1) Determine the drug prevention program's effectiveness and implement changes to the program if they are needed; and
- 2) Ensure that the disciplinary sanctions for violating El Camino College's standard of conduct are consistently enforced.

The current Drug and Alcohol Abuse Prevention Program (DAAPP) is available in electronic format on the College website at: www.elcamino.edu/support/health-safety/police/security-reports-and-crime-prevention/drug-alcohol-abuse-prevention.aspx

A hard copy may also be requested from the Campus Police Department. Contact them at 310-660-3100.

The timeframe for this review includes academic years 2020-2021 and 2021-2022.

Report Preparation

The following El Camino College departments provided information and/or input for this report:

- Campus Police
- Human Resources
- Institutional Research
- Student Development
- Student Health Services
- Vice President of Student Services

Materials Reviewed

- Electronic Code of Federal Regulations Title 34 → Subtitle A → Part 86 (Drug and Alcohol Abuse Prevention)
- U.S. Department of Education, Office of Safe and Drug-Free Schools, Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, *Complying With the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators*, Washington, D.C., 2006.
- El Camino College Board Policies and Administrative Procedures related to the DAAPP
- El Camino College Website, Catalog, Class Schedule
- El Camino College Annual Security Report
- El Camino College Maxient Incident Referral Reports

CAMPUS POLICIES

El Camino College Board Policies and Administrative Procedures

El Camino College is committed to having a drug and alcohol free campus. The College's Board Policies (BP) and Administrative Procedures (AP) are available to students, employees and the general public on the El Camino College website: <https://www.elcamino.edu/leadership/trustees/policies.aspx>. Full text of the following policies can be found on the website or applicable Collective Bargaining Agreements for employees.

- Board Policy 3550 (Drug Free Environment and Drug Prevention Program)

The District shall be free from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District. The District does not permit the possession, use, or sale of marijuana for any purpose on District property.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with District policies; local, state, or federal law; and/or collective bargaining agreements), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

- Board Policy/Administrative Procedure 3560 (Alcoholic Beverages)

The campus has been designated “Drug free” and “Smoke free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval.

Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

- Board Policy 3570 (Smoke & Tobacco Free Campus)

The El Camino Community College District prohibits the use of cigarettes, e-cigarettes, cigars, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco product. Smoke-Free means that smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e.g., “e-cigarettes”) will be strictly prohibited in indoor and outdoor spaces including parking lots.

- Students: Board Policy/Administrative Procedure 5500 (Standards of Student Conduct) and Administrative Procedure 5520 (Student Discipline Procedures)

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. Standards will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media. Violation of such laws, policies, and procedures (such as the ones listed below) will lead to student disciplinary action.

- 1) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed federal law Controlled Substances Act (21 U.S.C. §811) or in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in federal law Controlled Substances Act (21 U.S.C. §811) or in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions.
- 2) Smoking or using cigarettes, e-cigarettes, vape pens, cigars, cannabis, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco product.

- Employees: Board Policy 7365 (Discipline and Dismissals Non-Represented Classified Employees), Administrative Policy 7800 (Non-Represented Classified Supervisor, Manager and Directors), Collective Bargaining Agreements and Education Code.

Distribution of Policies

Information pertaining to El Camino College's DAAPP is disseminated to students and employees the following ways:

- Email notification of DAAPP to students Winter, Spring, Summer and Fall semesters
- Email notification of DAAPP to employees annually
- Printed DAAPP availability in the class schedule and ECC catalog
- Printed DAAPP copies in select locations around campus
- DAAPP information on the College website
- ECC's Annual Security Report is distributed to all students and employees and is posted on the ECC website
- DAAPP information is provided in new employee onboarding
- DAAPP information is provided as part of new student orientation

PROGRAMS, EDUCATION, AND OTHER INITIATIVES

AIMS (Assessment, Intervention, and Management of Safety)

AIMS is a multidisciplinary campus threat assessment and behavioral intervention team that guides the campus community ineffectively assessing and addressing threatening and/or concerning behaviors (including drug or alcohol issues). AIMS strives to assist the campus in intervening before behaviors reach a critical level.

Annual Security Report

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College publishes an Annual Security Report and all required statistical data (which include drug and alcohol arrests and disciplinary referrals). This can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security (which include alcohol and drug policies).

Brochures/Pamphlets

Brochures and pamphlets on various drug and alcohol related topics as well as resources for support are also available in the Campus Police Department and the Student Health Center.

Employee Assistance Service for Education (EASE)

El Camino College offers an EASE program to all employees and their family members in order to help maximize productivity and meet the challenges of modern life. EASE offers free confidential professional help, support and referrals in areas such as drug/alcohol use, family troubles, emotional distress, job stress, grief, life transition issues and more. The number for EASE is 800-882-1341.

Events/Workshops

El Camino College offers a broad range of events/workshops relating to drug and alcohol abuse awareness. Activities include the annual Substance Abuse & DUI Awareness Fair (Fall), the annual Spring Health Fair (Spring) and various Substance Abuse Workshops (Spring and/or Fall). Due to the COVID-19 pandemic, these events were virtual, hybrid, or postponed with an increase of in person activities as the college reopened.

Employee Onboarding and Leave

As part of the onboarding process, newly hired employees are provided information regarding the El Camino College's drug and alcohol policies and El Camino College's Annual Security Report. Employees may also be entitled to apply for a Family Medical Leave under the Family Medical Leave Act (FMLA) so that they may address a substance abuse problem prior to it impacting their ability to do their job.

Student Health Services

Student Health Services strives to engage, educate and empower El Camino College students in healthy behaviors through developing, implementing and supporting a wide range of wellness activities based on solid research and best practices. Consultations with Nurse Practitioners and licensed clinical psychologists are available.

In addition, students had the opportunity to complete eCHECKUP TO GO – a personalized, evidence based online prevention intervention system to give students a chance to participate in an anonymous assessment about drinking habits, marijuana use or tobacco use.

Information relating to drug and alcohol abuse is also available via Mediplay in the Health Center waiting room. Additional information and resources can be found online at: www.elcamino.edu/student/student-services/health/

Other Resources

El Camino College compiles and provides an extensive listing of student and employee assistance programs related to drug and/or alcohol abuse. These programs may be provided by El Camino College, the local community, or be nationally based. Contact information for these resources can be found in El Camino College's DAAPP or on the Student Health Services website.

DISCIPLINARY SANCTIONS

The Student Development Office enforces the College's Standards of Student Conduct. All students are expected not to engage in behaviors prohibited by the College's Standards of Conduct. When a student is found responsible for violating the Standards of Student Conduct, students are held accountable through sanctions pursuant to the Student Discipline Procedures.

The El Camino College Human Resources Office will guide management using the established processes in the applicable Board Policy/Administrative Procedure or Collective Bargaining Agreement to address any drug or alcohol violation by employees.

RESEARCH METHODS

In order to determine the effectiveness of El Camino College’s Drug and Alcohol Abuse Prevention Program (DAAPP), El Camino College conducted a policy review.

	Yes	Needs Improvement
Is the DAAPP distributed to all students and employees at least once a year?	X	
Does the means of DAAPP distribution provide reasonable assurance that each student receives the materials annually?	X	
Does El Camino College’s DAAPP distribution plan make provisions for providing these materials to students who enroll?	X	
Are individuals who have drug and/or alcohol abuse concerns referred to resources and/or treatment as needed?	X	
Are individuals attending on campus based programs and workshops relating to drug and alcohol awareness?	X	
Has El Camino College continued to host and publicize programs that include substance abuse related topics during the COVID pandemic?	X	
Has El Camino College addressed the drug and alcohol policies?		X

Does El Camino College maintain and annually provide to students and employees written materials that adequately describe and contain the following:	Yes	Needs Improvement
Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities?	X	
A description of the health risks associated with the use of illicit drugs and the abuse of alcohol?	X	
A description of the applicable legal sanctions under federal, state or local law for the unlawful possession or distribution of illicit drugs or alcohol?	X	
A description of applicable counseling, treatment, or rehabilitation or re-entry programs?	X	
A clear statement of the disciplinary sanctions the institution will impose and a description of those sanctions?	X	

Policy and Program Review

- Strengths
 - El Camino College’s board policy addresses the District’s stance regarding the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in facilities under the control and use of the District (BP 3550)

- El Camino College’s board policies and administrative procedures address the District’s stance regarding the possession, sale, manufacture or distribution of alcoholic beverages (BP/AP 3560)
- El Camino College’s board policy addresses the District’s stance regarding the use of cigarettes, e-cigarettes, cigars, snuff, snus, water pipes, pipes, hookahs, chews and other non-combustible tobacco product (BP 3570)
- El Camino College’s board policies and administrative procedures states that the District will impose disciplinary sanctions for violations of the District’s drug and alcohol policies and describes the sanctions (BP/AP 5500, AP 5520, BP 7365, AP 7800, applicable Collective Bargaining Agreements)
- Weaknesses
 - No weaknesses identified at this time due to the continual review of the policies (BP/AP 3550 scheduled to be reviewed in 2022-2023)
- Opportunities
 - The committee discussed the following opportunities: Educational programming, marketing of policies, enforcement, exploration of appropriate safe spaces
- Threats
 - Introduction of new legislation may require continual policy updates
 - New modalities may require a change of policy

VIOLATIONS* AND SANCTIONS IMPOSED

*Based on the Clery Act’s definition for counting disciplinary referrals for drug law violations and liquor law violations

NOTE: Due to the COVID-19 pandemic, the college campus suspended face-to-face instruction on March 13, 2020 and moved all instructional and business operations online on March 20, 2020. District sponsored travel for students and employees were also suspended at that time.

For calendar year 2020 and 2021, the Campus Police Department made zero~ arrests of students or employees for drug and/or alcohol related offenses on campus or part of its activities.

~These numbers do not match the crime statistics in the Annual Security Report because no arrestees were students or employees

For calendar year 2020 and 2021, the Campus Police Department documented no incidents of drug and/or alcohol related fatalities that occurred on campus or part of its activities.

The number of drug and alcohol disciplinary referrals as well as the sanctions for calendar year 2020 and 2021 are listed below. After a finding in the violation of the Standards of Student Conduct, the determination of sanction depends on the nature and severity of the violation, prior violation history and other factors.

Drug Disciplinary Referrals For Students and Employees

Calendar Year	Number of Drug Disciplinary Referrals
2020	0
2021	0

Liquor Disciplinary Referrals For Students and Employees

Calendar Year	Number of Liquor Disciplinary Referrals
2020	0
2021	0

Sanctions Imposed

- There were no drug or liquor disciplinary referrals in calendar year 2020 and 2021 so no sanctions were imposed.

SUMMARY AND RECOMMENDATIONS

El Camino College uses a comprehensive approach to address alcohol and other drug use on campus. Various components from the campus work together to ensure that El Camino College students and employees are provided information and resources in order to promote a safe and healthy environment.

The main goal of conducting this biennial review is to assess what we are doing with regard to our alcohol and drug programs and policies, and to determine if our efforts are effective. The following is a list of the identified strengths and weaknesses of the program, as well as recommendations for improvement.

Program Strengths

- El Camino College has comprehensive written policies regarding drug and alcohol prevention, as well as violations and sanctions based upon those policies and local, state and federal laws.
- Notifications of the College’s Drug and Alcohol Prevention Program are sent to students via email (every semester), are made available in writing in selection locations throughout campus, printed in the course catalog (annually), printed in the class schedules (4 times a year), and is made available on the Campus Police Department website.
- Annual notifications of the College’s Drug and Alcohol Prevention Program are sent to employees via email and information is provided during employee onboarding by Human Resources.
- Local, community and national resources for persons experiencing drug, alcohol or tobacco use issues are available at the Student Health Center. The Employee Assistance Service for Education (EASE) Program is also available to employees.
- El Camino College’s Annual Security Report, which provides information on the DAAPP, is prepared and distributed annually to students and employees, and is also posted on the Campus Police Department website.

- Throughout the COVID-19 pandemic, El Camino College has hosted virtual or in person workshops related to substance abuse.
- The Campus Police Department and Student Health Services have been available during campus events with information and opportunities to speak about concerns relating to drug and alcohol abuse.

Program Weaknesses

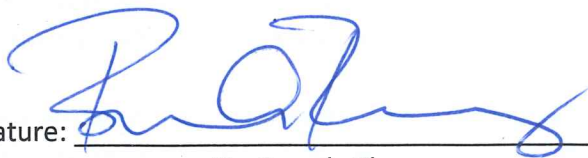
- In prior years, the campus community has expressed the need for increased enforcement; due to the COVID-19 pandemic that followed and the closure of the campus, enforcement of drug and/or alcohol policies on campus have remained consistent.
- During the COVID-19 pandemic and the shift to virtual instruction, the availability and participation of in-person substance abuse related programs have not been consistent.
- There is limited data for this reporting period regarding drug and alcohol awareness for student and employees.
- There is no data for this reporting period regarding drug and alcohol abuse for students and employees.
- There is not an official location on campus for students to openly discuss drug and alcohol abuse concerns.

Program Recommendations

El Camino College should continue with the comprehensive measures and activities it has undertaken to this point in its pursuit of a safe, drug-free educational and work environment. To supplement its efforts, the College should pursue the following recommendations.

- To ensure community support and involvement, continue to enhance and promote the DAAPP through the collaboration of cross-campus constituents.
- Continue to distribute the DAAPP to students and employees, and include distribution to students enrolled in all sessions after census.
- As the campus reopens after the COVID-19 pandemic, El Camino College will continue to bring back more in person drug and alcohol abuse expos/fairs and events/workshops for the campus community.
- Develop better data collection methods in regards to better understand substance abuse among our campus community.
- Have an appropriate safe zone/de-stigmatized area where students can discuss drug and alcohol abuse issues.
- Continue to evaluate areas of campus where there are allegations of drug use and continue to take steps to address policies.

President's Signature: _____



Dr. Brenda Thames

Date: _____

11/28/2022