

# 2024 Biennial Review Report



## El Camino College

### 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 Community 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 Community 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 Community 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](http://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 2022-2023 and 2023-2024.

## Report Preparation

The following El Camino Community College District's 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

## CAMPUS POLICIES

### El Camino Community College Board Policies and Administrative Procedures

El Camino Community 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 District's 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. Such laws are strictly enforced by the El Camino College Campus Police. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. 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 or devices. 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. The policy will apply to all El Camino College facilities, whether owned or leased. Sale and advertising of tobacco products is prohibited in college owned and occupied buildings and in college publications and website.

- 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.

## **DISTRICTION OF DAAPP**

Information pertaining to El Camino Community 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
- 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

**Warrior Safety Network (WSN), previously known as AIMS:** WSN is a multidisciplinary campus threat assessment and behavioral intervention team that guides the campus community in effectively assessing and addressing threatening and/or concerning behaviors (including drug or alcohol issues). WSN 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 Community College publishes an Annual Security Report and all required statistical data (which include drug and alcohol arrests and disciplinary referrals). This can be found at [www.elcamino.edu/annalsecurityreport](http://www.elcamino.edu/annalsecurityreport). This publication includes Clery crime statistics for the previous three years relevant to El Camino Community 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 Community 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 Community College District offers a broad range of events/workshops relating to drug and alcohol abuse awareness. Activities include the annual Substance Abuse & Mental Health Awareness Fair (Fall), the annual Spring Health Fair (Spring) and various Substance Abuse Workshops (Spring and/or Fall).

**Employee Onboarding and Leave:** As part of the onboarding process, newly hired employees are provided information regarding the El Camino Community College's drug and alcohol policies and El Camino Community 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 Community 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. Additional information can be found online at: [www.elcamino.edu/StudentHealthServices](http://www.elcamino.edu/StudentHealthServices)

**Other Resources:** El Camino Community 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 Community College, the local community, or be nationally based. Contact information for these resources can be found in El Camino Community College's DAAPP or on the Student Health Services website.

## **DISCIPLINARY SANCTIONS**

The Student Development Office enforces the District's Standards of Student Conduct. All students are expected not to engage in behaviors prohibited by the District's Standards of Conduct (BP/AP 5500). 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 (AP 5520).

Sanctions and/or methodology for handling drug and/or alcohol cases from the Student Development Office:

- Immediate safety assessment
- Individualized response and conduct review
- Restorative and educational sanctions
- Ongoing support and monitoring
- Community education and prevention

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

## **DATA REVIEW**

El Camino Community College District inventoried and reviewed the following events, workshops, and services in order to determine the effectiveness of our drug and alcohol prevention program:

- Fall semester 2022: Substance Abuse and Mental Health Awareness Fair (400+ participants)
- Fall semester 2023: Substance Abuse and Mental Health Awareness Fair (650+ participants), with availability of referrals to 20 community vendors (BHS, Didi Hirsch, AADAP, etc.)
- Once every semester: Quit tobacco/nicotine workshop (3-5 participants)
- Fentanyl/opioid and Narcan/naloxone workshops (150+ participants)
- Participation in tobacco study with Public Health Institute (20 participants)
- Student Health Services is available for alcohol or marijuana presentation/events: No requests
- 2022-2023: Data does not indicate EASE participants requested services related to addiction
- 2023-2024: 7% of EASE participants requested services related to addiction

## **VIOLATIONS\* AND SANCTIONS IMPOSED**

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

For calendar year 2022 and 2023, 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 2022 and 2023, 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 2022 and 2023 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
2022	0
2023	0

**Liquor Disciplinary Referrals for Students and Employees**

Calendar Year	Number of Liquor Disciplinary Referrals
2022	0
2023	0

Sanctions Imposed: There were no drug or liquor disciplinary referrals in calendar year 2022 and 2023 so no sanctions were imposed.

**SUMMARY**

El Camino Community College uses a comprehensive approach to address alcohol and other drug use on campus. Various components from the campus work together to ensure that students and employees are provided information and resources in order to promote a safe and healthy environment. The alcohol and drug prevention efforts and program appear to be effective as evidenced by:

- El Camino Community College District continues to have comprehensive written policies regarding drug and alcohol prevention, violations, and sanctions. These policies are on a policy and procedure review cycle in order to ensure they are maintained and up to date.
- Notification of the District’s DAAPP is sent to students via email (every semester), printed in the course catalog (annually), printed in the class schedules (4 times a year), provided during employee onboarding by Human Resources, and continues to be available on the Campus Police Department website.
- District, community, and national resources for persons experiencing drug, alcohol or tobacco use issues are available at the Student Health Center. Eligible students are also able to utilize free mental health counseling at the Student Health Center. The Employee Assistance Service for Education (EASE) Program is also available to employees.
- El Camino Community 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.
- Student Health Services has consistently offered events/workshops every year that are intended to educate and prevent drug and/or alcohol abuse.
- The Campus Police Department and Student Health Services are available during campus events with information and opportunities to speak about concerns relating to drug and alcohol abuse.

## RECOMMENDATIONS

El Camino Community 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 District 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
- Create a professional and/or peer group that is available on campus
- Create a community partnership with St. John's Community Health and other community groups for substance abuse and other health initiatives
- Strengthen campus partnerships to bolster restorative and preventative programming
- Continue to utilize Maxient for tracking and reporting of drug and alcohol violations and sanctions
- Continue to consistently enforce sanctions, if applicable
- Consider developing and including data collection and tracking measures relating to drug and alcohol use in order to determine program effectiveness

President/CEO's Signature:   
Dr. Brenda Thames

Date: 12/19/2024