



YORK COLLEGE

OF PENNSYLVANIA

Drug-Free Schools and Campuses Regulation [EDGAR Part 86] Biennial Review of
the York College of Pennsylvania Drug and Alcohol Prevention Program for Academic
Years 2021-2022 and 2022-2023

September 1, 2023

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Introduction

The following review has been conducted by York College of Pennsylvania's Clery Act Compliance Committee in accordance with the Drug-Free Schools and Campuses Regulations, EDGAR Part 86, to evaluate the effectiveness and consistency of policy enforcement of the Drug and Alcohol Prevention Program (DAAPP) of York College of Pennsylvania and to recommend changes to that policy. This biennial review was approved by the President of York College of Pennsylvania on August 22, 2023.

The Code of Federal Regulations, Section 86.100, states that an Institution of Higher Education's (IHE) drug prevention program must, at a minimum, include the following:

*The annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of--

- 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 its property or as part of any of its activities;
- 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 illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to employees or students; and
- A clear statement that the IHE 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 required by the first bullet, above.

*The law further requires a biennial review by the IHE of its program to--

- Determine its effectiveness and implement changes to the program if they are needed; and
- • Ensure that the disciplinary sanctions (as described in the fifth bullet, above) are consistently enforced.

The Clery Act Compliance Committee is comprised of the following members:

Ed Bruder, Director of Campus Safety

Angela Decker, Executive Assistant for Academic Affairs

Sara Goodwin, Assistant Dean of Student Development and Campus Life

Miguel Pereira III, Title IX Coordinator

Sharon Mulligan, Director of Undergraduate Recruitment

Darrell Wilt, Director of Counseling Services

Paul Saikia, Assistant Dean of Athletics and Recreation

Anthony Decocinis, VP of Finance and Campus Operations

Robert Bacon, Assistant Dean of Student Development and Campus Life

Lindsey Hobson, Assistant Director of Residence Life for Student Conduct and Operations

Rick Satterlee, Dean of Student Development and Campus Life

Alex Hernandez-Siegel, Director of Student Diversity and Inclusion

Vicki Stewart, Director of Human Resources

York College of Pennsylvania recognizes the serious effects of alcohol and other drug abuse on the performance and well-being of its students, faculty and staff. While respecting the independence of its community members, the college administration requires that all members of the campus community comply with local and federal laws, including those that govern use of alcohol and other drugs (AOD). To promote such compliance and to support a healthy campus culture, the College has implemented a Drug and Alcohol Prevention Program (DAAPP) that is designed to be comprehensive while addressing the needs of each population within the institution by articulating common standards for conduct, legal and institutional sanctions for violations, health risks associated with AOD abuse, and available resources such as counseling and treatment.

This document includes information regarding the dissemination of AOD policies to all members of the York College community; policy enforcement measures and statistics; a description and evaluation of current AOD programs, including goals and achievements; and recommended changes to the program to be pursued prior to the next review. In addition, this document includes copies of all policies and applicable emails sent to the community.

Annual Policy Notification Process

All York College of Pennsylvania undergraduates, including transfer and post baccalaureate students, receive a copy of the undergraduate Student Handbook each academic year via email prior to the start of the year. The Student Handbook contains:

- Alcohol and Drug Policies
- Information on alcohol effects, services, and referrals
- Health risks associated with the use of illicit drugs
- The Smoking Policy

Copies of each of these documents have been attached as appendices. All policies are available to all York College of Pennsylvania community members online (<https://www.ycp.edu/about-us/offices-and-departments/student-development-and-campus-life/daapp/>), and are included in the Student Handbook, which is available online at <https://catalog.ycp.edu/index.php?catoid=38>.

Policies regarding AOD that apply to the faculty and staff of York College of Pennsylvania appear in both the faculty and the staff handbooks. These handbooks and the AOD policies are available on the Human Resources website: <https://www.ycp.edu/about-us/offices-and-departments/human-resources/>. They are given to new employees on their first day of employment and are discussed during New Employee Orientation.

Drug and Alcohol Prevention Program (DAAPP)

York College of Pennsylvania's Drug and Alcohol Prevention Program (DAAPP) is comprised of various components discussed below.

Environmental Elements

York College of Pennsylvania has enacted the following programs and policies to minimize the importance of AOD in the lives of students and to ensure that students are aware of their responsibilities for events they host on campus.

1. Independent Living Policy
 - a. See Appendix B
2. Open Container Ordinance
 - a. In accordance with Pennsylvania State Law, York College of Pennsylvania does not permit any open containers of alcohol in any public space on campus, including outdoor areas and nonresidential buildings.
3. Social Programming, Extracurricular, and Recreational Opportunities
 - a. The Office of Student Activities and Orientation, student clubs, and athletic teams provide a wide range of social opportunities for the College community. All activities sponsored by the Office of Student Activities and Orientation, and any event where funding from the Student Senate is provided, are required to be alcohol-free.
4. Live Safe App & Other Safety Measures
 - a. The College uses a mobile app called LiveSafe to ensure the safe return of any student to campus. The app can be used to submit requests for an escort, request a friend to escort you home, request a friend watch you walk home using a GPS feature, etc. Students wishing to use the service can download the app for free. Download and installation instructions can be found on Campus Safety's website. Students can also request an Officer escort through Campus Safety. Students wishing to use this service must contact Campus Safety at 717-815-1314. The College also provides a free shuttle service at various stops around campus. Students can download an app to view the shuttle schedule.

Educational Elements

The educational programs and policies listed in this section provide opportunities for community members to learn about AOD issues.

1. Dorm Leadership Training
 - a. York College of Pennsylvania provides leadership positions for many students within the undergraduate residence halls. These positions include: Community Assistants, Resident Assistants, Desk Supervisors, and Desk Assistants. Students serving in these roles are required to attend a number of training sessions before their leadership positions begin and throughout the academic year. These trainings provide information on health and safety, including information regarding use of AOD. It is required that all members have a basic knowledge of and be able to refer other students to an appropriate resource for a number of issues, including substance use.
2. EverFi's AlcoholEdu for College Primary
 - a. Alcohol and drug education classes are required for all incoming students.
3. New Student Orientation

- a. All new students are required to participate in an orientation program during the summer and at the beginning of the fall semester, which offers programs and activities that provide information, education, and assistance in assimilation to college life. Sessions include information on drug and alcohol abuse prevention and personal safety.
4. First Year Seminar
 - a. All incoming first year students are required to enroll in and successfully complete the College's first-year experience course. This course encourages students to think about their physical and emotional well-being as an important part of their academic life. Topics covered include DEIA, academic resources, conflict resolution, stress management, community-building, and AOD.
5. Residence Hall Floor Meetings
 - a. Residence hall floor meetings are open forum discussions held during the academic year during which safety information is provided to students. Topics include sexual assault, domestic violence, and AOD awareness.
6. Faculty and Staff Awareness
 - a. The entire campus is educated about York College of Pennsylvania's DAAPP through the annual notification process described above. For employees who don't access email, a printed copy can be provided.

Intervention and Prevention

Drug and alcohol assessments, counseling, resources, and treatment for students are within the scope of services provided by the Health Center and Counseling Service. Students who need more intensive treatment are referred to off-campus health care providers and treatment facilities. The Counseling Service staff encourages student employees and first-year students to utilize the College's counseling services for consultation, education, and/or treatment related to drug and alcohol concerns/issues that may arise.

Campus Safety reports to the appropriate office any student who has had an unlawful and/or high-risk alcohol/controlled substance incident of which Campus Safety is notified. Each case is discussed with members of the appropriate office, including the Health Center and Counseling Service, and a case-specific course of action is determined. This course of action may include, but is not limited to, referral to the counselors who specialize in drug and alcohol education, assessment, and/or treatment.

The undergraduate student-led and student-staffed volunteer organization, York College Emergency Medical Service, works alongside York College of Pennsylvania's Campus Safety to provide immediate medical assessments to the College community. Student members of the York College Emergency Medical Service are certified Emergency Medical Technicians and have received extensive training.

The College's Employee Assistance Program (EAP) offers assistance to employees for AOD-related issues and concerns. The College's Health Insurance Program provides coverage for AOD treatment programs. Employees are made aware of these programs through both the Staff and Faculty Handbooks.

Assessment

York College of Pennsylvania's Department of Campus Safety tracks statistics on the number of calls involving alcohol and drugs, hospital transports, and arrests of undergraduates, which allows the College to monitor and respond to abnormal spikes in activity. The Office of Student Conduct tracks Administrative Hearings and Hearing Board cases which involve violations of AOD policies by undergraduates. All case files are kept in the Office of Student Conduct.

Enforcement of the AOD Policies

Violations of the College's AOD policies may come to the attention of the Student Development and Campus Life Office through a variety of avenues, such as a Campus Safety report or a direct report by a student or a member of the faculty or staff. The undergraduate Student Handbook notifies students that violations of the College AOD policies may result in an Administrative Hearing, a Hearing Board proceeding, or other College disciplinary actions. Each incident is reviewed on a case-by-case basis. A first infraction may result in a warning, completion of additional online tutorials, and/or other interventions. Any subsequent violations are likely to be referred to a Hearing Board and are cause for serious sanctions. Sanctions for violations of AOD policies range from formal warnings and mandated educational interventions to suspension or expulsion from the College. Provisions are made in the policies for more immediate interim actions when violence, the threat of harm, or sale/distribution of drugs and controlled substances are involved. Further information regarding the structure and process of a Student Conduct Hearing can be found in the Student Handbook.

Enforcement Statistics

The following statistics for the past two years, provided in compliance with the Clery Act and the Drug Free Schools and Communities Act, were calculated by academic year and include all incidents that occurred on any property owned/leased by the College. They are presented in the same format as in the College's Clery Act Report.

Liquor Law Violations: Judicial Referrals Per Year

Location	2021	2022
On Campus	75	51
Residential Facilities	53	42
Non-Campus	0	0
Public Property	0	1
Total	128	94

Drug Law Violations: Judicial Referrals Per Year

Location	2021	2022
On Campus	32	17
Residential Facilities	29	14
Non-Campus	0	0
Public Property	0	0
Total	61	31

Sanctions and Other Responses Per Year

Type of Sanction/Response	2021	2022
Completion of Alcohol Education	46	29
Completion of Marijuana Education	15	23
Completion of CHOICES Course	11	9

Program Goals and Achievements

York College of Pennsylvania's AOD prevention program meets the following goals:

- Notifying the community through print and electronic means each year of local, state, and federal laws and regulations, as well as health risks, campus policies, sanctions, and resources, regarding AOD possession, use and distribution.
- Reviewing and revising campus AOD policies when necessary.
- Offering education regarding the inherent risks associated with AOD use.
- Providing resources for substance misusers through referrals to counseling and other resources.
- Creating an environment that encourages abstinence by providing substance-free programming.
- Creating procedures to help ensure that any use of alcohol is legal and responsible.

Recommended Changes to DAAPP for AY 2023-2024

To further the College's goals of promoting awareness regarding the legal implications and health effects of AOD use, and providing further resources to those who would benefit from them, York College of Pennsylvania will:

- Increase targeted AOD outreach and education through residence hall programming.
- Continue to look for new and interesting ways to provide drug and alcohol education.
- Continue to explore new or additional methods of assessment for AOD policies and procedures.

Appendix A: Alcohol and Drug Policies

1. Alcohol Possession or Use On or Off Campus:

- a. Possession or use of alcohol under the age of 21.
- b. Providing alcohol to an individual under the age of 21.
- c. Operating a motor vehicle while intoxicated or under the influence of alcohol.
- d. Being intoxicated or drunk while in public to the extent that one is a threat to oneself or others or disrupts the educational environment.
- e. Possessing an open container of alcohol on campus property.
- f. Manufacturing any type of alcohol or alcoholic beverage while living in on-campus housing.
- g. Being in the presence of others violating the alcohol policy on and off campus.
- h. Possession of empty alcohol containers, shot glasses, and other alcohol-related paraphernalia in campus housing, except in designated Independent Living Areas (Country Club Manor Apartments, Richland Hall, Springettsbury House, Springettsbury Apartments, and Brockie Commons).
- i. Hosting a social event with alcohol which involves disruptive behavior, underage drinking, or other violations of College policy.
- j. Possession or use of alcohol by students age 21 or over on campus. (Exception: A student age 21 and over may only possess and use alcohol in designated Independent Living Areas (Richland Hall, Springettsbury House, Springettsbury Apartments, Spring Garden Apartments, and Brockie Commons) while no person under the age of 21 is present.)
- k. Any activity or device that promotes or encourages binge consumption of alcohol.

2. Drug Possession and/or Use On or Off Campus:

- a. Unauthorized use or possession of a controlled substance(s).
- b. Sale or distribution of a controlled substance.
- c. Operating a motor vehicle while under the influence of a drug.
- d. Manufacturing any type of drugs on or off campus.
- e. Being in the presence of others violating the drug policy.
- f. Possession of any drug-related paraphernalia, including, but not limited to devices commonly used for smoking marijuana and other drugs devices commonly employed in the use of drugs.
- g. Utilizing any item to mask the odor of marijuana and other drugs.
- h. Hosting a social event in which marijuana or other drugs is being used.
- i. Unauthorized use, possession, and/or distribution of prescription and over-the-counter medication.

Appendix B: Independent Living Alcohol Guidelines

Independent Living Alcohol Guidelines

The following general provisions apply to individual possession and/or use of alcoholic beverages in the designated independent residential living area, Richland Hall, Springettsbury House, Springettsbury Apartments, Spring Garden Apartments, and Brockie Commons:

1. Alcohol is not permitted in any individual apartment/room in Richland Hall, Springettsbury House, Springettsbury Apartments, Spring Garden Apartments, and Brockie Commons unless one of the residents is at least 21 years of age and the alcohol belongs to that resident.
2. Residents choosing to use alcohol must do so responsibly.
3. Alcoholic beverages may only be consumed within the confines of a private apartment, with the door closed. (i.e., the front door shall not be propped)
4. Alcohol is not permitted in any of the outside public areas within the Independent Living complex (Richland Hall, Springettsbury House, Springettsbury Apartments, Spring Garden Apartments, and Brockie Commons).
5. Alcohol may not be consumed within an apartment, if guests visiting the apartment are under the age of 21.
6. A guest may only possess or consume alcohol if the guest is over the age of 21 and is visiting a resident's apartment where at least one of the assigned student residents is also of legal drinking age (i.e., if a double-occupancy apartment is occupied by two students under the age of 21, those students shall not permit the consumption, possession or use of alcohol by anyone, including guests, in that apartment. However, if one of the roommates is over the age of 21, he or she may allow the possession or consumption of alcohol by guests who are over 21, provided the resident that is 21 is present).
7. The student's (or a guest's) possession, use or consumption of alcohol shall not infringe upon the privacy, peace or enjoyment of other students or guests in the residence hall. Nor should it infringe upon the educational mission of the institution.
8. Empty alcohol containers within the apartment may constitute evidence of alcohol consumption or possession, and may, therefore, be subject to inspection and seizure, and residents may be subject to disciplinary action, if found in violation.
9. Common alcohol containers and alcohol paraphernalia, including, but not limited to, kegs, taps, pony kegs, beer balls, box wines and containers greater than 750 ml. and mixed alcoholic punch are prohibited, whether the containers are empty or full.
10. Illegal items will be confiscated at the owner's expense (i.e., taps, kegs will not be returned).
11. Within Independent Living, students are limited to one six pack of beer or one bottle of wine no larger than 750ml per student over 21. Within the residential unit, liquor may not exceed 1 liter with no container larger than 750ml. Amounts in excess of this constitute a violation of the policy.
12. Alcoholic beverage containers, whether empty or full, are not to be displayed in any areas of the campus including residence hall/house/apartment individual rooms, public areas, and windows.
13. A resident student has a duty to know if there is or has been illegal use or possession of alcohol in his or her apartment. Therefore, the burden of proof shall be on the resident in cases where the resident claims no knowledge of such use.
14. Students who exhibit disorderly behavior inside residential buildings or on residential grounds as a result of intoxication may be held in violation of the Alcohol Policy whether or not the alcohol was consumed in a residential building. This policy applies to everyone, regardless of age or residency status.

15. All violations of the alcohol policy will be referred to the Office of Student Conduct.
16. Students/Apartments found in violation of the Independent Living policy may face disciplinary sanctions, which include but are not limited to, re-assignment, alcohol privileges for an apartment revoked; removal from housing, suspension, etc.
17. Persons possessing alcoholic beverages within residential facilities may be required, at any time, to provide proof of their legal right to possess those alcoholic beverages by providing a legal form of identification to a Residence Life staff member, Campus Safety, or other College Official. Should the person fail to provide valid proof of legal age, appropriate disciplinary action will be taken.
18. Selling, either directly or indirectly, of alcoholic beverages in the residential areas is prohibited. Advertisements of any kind soliciting attendance at a function or party in apartments where alcoholic beverages are to be consumed are not permitted. Drinking games are prohibited. Drinking games are defined as activities that accelerate the consumption of alcohol and foster binge drinking.

Appendix C: York College of Pennsylvania's Employee Alcohol and Drug Policies

It is in the interest of the entire College to maintain a workplace which is free from the presence of alcohol, drugs or other intoxicating substances and free from the impairments associated with alcohol or drug usage.

Concerns with respect to employee and student safety, employee health and corporate competitiveness require that York College take an active approach to the resolution of suspected or identified substance abuse situations. In order to protect the safety of its employees, customers and visitors, York College must maintain and enforce rules and regulations. York College will discipline employees for violation of its policy on drugs and alcohol or for other appropriate work-related reasons.

Employees may be tested for the following controlled substances: Marijuana, cocaine, opiates, amphetamines and phencyclidine. Employees will also be tested for alcohol.

An employee may use a substance administered by or under the instructions of a physician who has advised the employee that the substance will not affect the employee's ability to perform his or her position or affect the safety of the employee or others in the workplace.

Prohibited Conduct

The following shall be considered prohibited conduct:

1. The use or possession of alcohol or a controlled substance by an employee on York College's premises or during College-sponsored events or activities. Possession includes any situation where the employee exercises control over the controlled substance or alcohol, including carrying the item on his or her person, in a College office, in a College owned vehicle, or consumption on College property or during College events or activities.
2. The distribution of or receipt from others of any item listed within the scope of this policy while on York College's business or premises.
3. The use of a controlled substance or alcohol while not on College time, if an employee reports to work with the presence of the item in his/her bodily systems or if an employee's work performance is affected by use of the item.

If an employee engages in any of the prohibited conduct, the consequences of that action will be appropriate disciplinary action up to and including termination subject to state law requirements. Although York College may offer help to employees with their substance abuse problems, nothing in this policy will insulate an employee from discipline for poor work performance or attendance problems which may have been induced by drugs or alcohol.

Testing Conducted

1. Reasonable Suspicion (Probable Cause): Situations will present themselves when Supervisors/Senior Administrators will have a reasonable suspicion that an employee's performance is being impaired as a result of substance abuse, which may occur either on or off the job. Reasonable suspicion may exist by virtue of: (a) an employee's visible impairment on the job; (b) an objective evaluation of an employee's declining productivity, quality of performance or attendance; (c) a work-related accident or injury, or following an unsafe act; (d) otherwise unexplainable behavior by an employee; or (e) other objective signals.

In these situations York College may require employees to undergo testing for alcohol and controlled substances. Where employees refuse such testing they will be subject to disciplinary action, up to and including termination.

Return-to-Duty Testing and Follow-up Testing:

Any employee who returns to work after a positive alcohol test or who tests positive for a controlled substance and/or who undergoes a rehabilitation or treatment program must undergo follow-up testing at periodic intervals as determined by York College in accordance with applicable state laws.

York College will employ a breath alcohol or blood test for purposes of alcohol testing and a urine screen for purposes of controlled substance testing. In all cases, York College and its designated collection sites shall utilize procedures for collecting urine specimens which allow individual privacy; unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided. No test will be performed on any blood or urine sample other than a test to determine the presence of controlled substances or alcohol. York College will not use any such tests to gather medical information about an employee or applicant other than use of alcohol or controlled substances as defined in this policy.

The results of the testing will become part of the employee's medical file, but not the employee's personnel file. The employee will be provided with the written results of the test upon request.

York College respects the confidentiality of test results. Only those management personnel with a need to know will be provided access to test information.

Failure of any employee to undergo controlled substance and alcohol testing when required under this policy will be considered insubordination and will subject the employee to discipline up to and including immediate discharge. Efforts by employees to "beat" the test by any method including substitution or altering urine will result in immediate discharge.

York College reserves the right to alter, abolish or amend this policy and any other term or condition of employment at any time without the consent of its employees. The adoption of this policy and the provision of any benefit hereunder does not create a contract of employment for a specific term nor does it imply any right to continued employment.

Nothing in this policy should be construed to prohibit the College from its responsibility to maintain a safe and secure work environment for its employees or from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct by virtue of their having arisen out of the use or abuse of alcohol or drugs, or both.

Appendix D: Annual Notifications

2021-2022 Annual Notifications

DAAPP | York College of PA

ARCHIVE: 2021-22 DAAPP NOTIFICATION EMAILS

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October 6, 2021 - DAAPP Notification Email to Employees

October 6, 2021

As we begin a new academic year, I write to remind you of a few important policies that guide life on campus and resources available at York College of Pennsylvania.

To promote a safe and healthy campus environment, the College developed its Alcohol and Other Drug policies to assist community members in making decisions about alcohol or other drugs and to provide important information about resources available when addressing issues or situations involving alcohol or other drugs. These policies are contained within the faculty manual and administrator and staff handbooks, as well as on our Drug and Alcohol Prevention Program (DAAPP) webpage: <https://www.ycp.edu/about-us/offices-and-departments/student-development/daapp/>.

York College of Pennsylvania complies with the Drug-Free Schools and Campuses Regulations by notifying all community members annually of the College's Drug and Alcohol Prevention Program (DAAPP). The DAAPP includes York College of Pennsylvania's policies regarding the use of alcohol and other drugs, with which each community member must be familiar and comply. Our biennial review will also be available on the DAAPP website.

I hope you find these resources helpful. and I look forward to a healthy and safe year together.

With best wishes,

Vicki Stewart

Director, Human Resources

September 29, 2021 - DAAPP Notification Email to Students

September 29, 2021

Dear Students,

I write to remind you of a few important policies that guide life on campus and resources available at York College of Pennsylvania.

York College of Pennsylvania complies with the Drug-Free Schools and Campuses Regulations by

<https://www.ycp.edu/about-us/offices-and-departments/student-development-and-campus-life/daapp/>[5/26/2022 11:12:15 AM]

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I hope you find these resources helpful and look forward to a healthy and safe year.

Rick Satterlee, Ph.D., Dean of Student Development and Campus Life

2022-2023 Annual Notifications

ARCHIVE: 2022-23 DAAPP NOTIFICATION EMAILS

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October 3, 2022 - DAAPP Notification Email to Students

October 3, 2022

Dear Students,

I write to remind you of a few important policies that guide life on campus and resources available at York College of Pennsylvania.

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Rick Satterlee, Ph.D., Dean of Student Development and Campus Life

September 1, 2022 - DAAPP Notification Email to Employees

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I hope you find these resources helpful and I look forward to a healthy and safe year together.