



Trinity Valley Community College
Drug and Alcohol Abuse Prevention Program
2023 Biennial Review

Introduction

Trinity Valley Community College is deeply committed to supporting the safety and health of its students and employees, in furtherance of its mission to the institution's dedication to identifying and addressing community and area needs, providing assessable, affordable quality education and training, and provide opportunities for lifelong learning. As part of that commitment, the college has implemented a comprehensive alcohol and drug abuse prevention program. This program incorporates a series of strategies including policies/procedures, formal notifications, education, cross-campus collaboration, social opportunities, academic involvement, interventions, enforcement, analysis, and services.

The college monitors the effectiveness of this program. This report is the result of the biennial review of Trinity Valley's alcohol and prevention program, in compliance with the Federal Drug Free Schools and Campuses Regulations (34.C.F.R. Part 86).

Biennial Review Process

In support of the safety and health of its students and employees, and pursuant to its obligation to conduct a biennial review of its drug and alcohol abuse prevention programs, Trinity Valley has authorized an administrative review of those programs that is completed every other year. The purpose of this review is (1) to consider whether the college is meeting its obligations under the Federal Drug Free Schools and Campuses Regulations and (2) to summarize the programs, as well as related policies and procedures, and to recommend any appropriate enhancements to those programs, policies, and procedures.

Trinity Valley has formed a team to conduct the biennial reviews, the members are.

- Janene Dotts, Director of Human Resources
- Heath Cariker, Chief of Police
- Harold Jones, Director of Student Judicial Services
- Melinda Berry, Assistant Vice President for Student Advocacy Services

Annual Notification Process

Trinity Valley developed a notice that is sent to students and employees covering the following:

- Standards of conduct prohibiting unlawful possession, use or distribution of illicit drugs and alcohol on the institution's property or as part of its activities
- A description of the health and safety risks associated with the use of illicit drugs and abuse of alcohol
- A description of applicable legal sanctions under local, state and federal law
- A description of counseling or treatment programs

- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

In addition, a specific procedure has been developed to ensure this notice is provided in writing to students and employees annually, to students at various times throughout the year, and to employees at their time of hire.

Trinity Valley's notice and process for distributing that notice meets the requirements of the Drug-Free Schools and Campus Regulations.

This report is posted for the public on the Campus Police webpage at <https://www.tvcc.edu/police> and a link is emailed to all employees and students. Anyone wishing to receive copy of this report may request a copy through the Public Information officer.

The following specific policies and procedures related to alcohol and drugs were examined as part of the biennial review.

- 2022-2023 Catalog: <https://coursecatalog.tvcc.edu/archive/2022-2023/>
- 2023 Annual Campus Security and Fire safety Report: <https://www.tvcc.edu/Police/files/2024%20ASR%20Report%20Final.pdf>
- TVCC's Drug and Alcohol Abuse Prevention Information: <https://www.tvcc.edu/Student-Life/files/TVCC%20DAAPP%20Policy%20with%20Cover.pdf>
- Tobacco usage policy: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=623&code=FLBD#legalTabContent>
and <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=623&code=GDA#localTabContent>
- Employee standards of conduct – Alcohol and Drug Use: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=623&code=DH#localTabContent>
- Student conduct – Alcohol and Drug Use: <https://pol.tasb.org/Policy/Code/623?filter=FLBE>
- Employee welfare: <https://pol.tasb.org/Policy/Code/623?filter=DI>
- Student code of conduct: https://www.tvcc.edu/Continuing-Education/article_print.aspx?deptid=276&zoneid=250&articleid=701
- Student Athletic Handbook: <https://www.tvcc.edu/Athletics/files/handbook-12-13.pdf>

Programs

Trinity Valley Community College wants to ensure that all our students, faculty, and staff have a rich and worthwhile educational experience in a civil environment. To maintain such an environment, the institution's goal is to set clear policies that endorse an alcohol and drug abuse free surroundings to our campus community. Trinity Valley Community College will provide ongoing educational support and resources on alcohol and drug abuse for our institutional community.

Trinity Valley Community College goals will include the development of a strategic plan on alcohol and drug abuse tracking, utilizing social media to inform the campus community of health risks, and a drug and alcohol awareness event to promote safety to our campus community.

Trinity Valley includes several evidence-based strategies designed to limit alcohol and drug abuse in its community and activities. These include the following:

- New Student Orientation – This orientation is voluntary
- Mandatory online orientation is a graduation requirement for all students to attend to fulfill the requirements to obtain an associate degree. Alcohol and drug abuse is discussed.
- Student Life provides numerous activities throughout the academic year that are alcohol and drug free events.
- A health fair is conducted on the Athens campus each year. Drug and Alcohol abuse information is provided.

Enforcement

Analysis Enforcement of the College's policies and procedures concerning alcohol and drug use rests largely with Student Judicial Services and Human Resources. Trinity Valley's enforcement process for students includes the Director of Student Judicial Services gathering reports of conduct violations made by college personnel. The Director of Human Resources is responsible for employee conduct violations related to alcohol and drugs.

The tables below summarize the number of student incidents involving alcohol and drugs that were reported to campus officials. These violations occurred throughout all the Trinity Valley campus locations.

Alcohol violations submitted to student judicial services	2021	2022
	1	3

Arrests and citations based on alcohol violations	2021	2022
	0	0

Drug violations submitted to student judicial services	2021	2022
	2	10
Arrests and citations based on drug violations	2021	2022
	0	2

The table below summarizes the number of employee incidents involving alcohol and drugs that were reported to campus officials. These violations occurred throughout all of Trinity Valley's campus locations

Alcohol violations submitted to student to Human Resources	2021	2022
	0	0

Arrests and citations based on alcohol violations	2021	2022
	0	0

Drug violations submitted to Human Resources	2021	2022
	0	0

Arrests and citations based on drug violations	2021	2022
	0	0

Enforcement Consistency Analysis

The Team has assessed the consistency of imposed sanctions for violations of disciplinary standards and code of conduct and finds disciplinary actions to be consistent with each circumstance of policy violation.

The handling of the situations shows consistency by the College, regardless of the offending student's race, ethnicity, gender, or other protected category or the offending students' involvement in any student activity or athletic program.

Assessment

The team has considered the overall effectiveness of Trinity Valley's alcohol and drug abuse prevention programming. The team believes that, considering the College's position as a local community college, and its available resources and personnel the College's drug and alcohol abuse prevention program is effective.

During its review, the team identified the following strengths/positives with the College's drug and alcohol abuse prevention program during the two-year review period:

- Consistent sanctioning when enforcing drug and alcohol policies.
- Where there are conduct issues related to drug and alcohol abuse, the team found that they are limited to students residing in the College's student housing.
- An annual notification document has been developed that aligns with legal requirements.
- A procedure has been developed to ensure this notification document is appropriately distributed to students and employees.
- A procedure has been developed to ensure a biennial review occurs every other year.
- A "Drug and Alcohol Abuse Prevention Program" webpage on the College's website has been developed that has information regarding drug and alcohol abuse.
- The College's drug and alcohol policies are simple and easy to understand – the team is unaware of any situations in which members of the campus community have expressed confusion or misunderstanding of these policies.

Recommended Policy and Programming Revisions

Currently, the team does not have any recommended policy revisions. Regarding programming efforts, the team recommends the following items for further consideration:

- Targeted programming to students residing in the College's residential facilities (due to the number of drug and alcohol related conduct violations from this population).

- Increase collaboration with faculty and staff on getting alcohol/drug messaging out to students.
- Publicize the College's alcohol-free student events that it already holds in a manner that expresses that the event is an alternative to binge drinking, partying, etc. In addition, consider developing new alcohol-free student events.
- Development of a social media-driven drug and alcohol abuse prevention campaign (due to social media being such an important part of people's lives, especially students).
- Find ways to publicize to students and employees that if they are having issues with substance abuse, College officials can help direct them to available resources.
- Incorporation of drug/alcohol messaging into other programming materials (e.g., include some discussion of alcohol and drugs in mandated sexual misconduct programming).

Reason for Procedure

Trinity Valley is required to annually distribute in writing to students and employees a notification of certain standards related to the College's drug and alcohol abuse prevention program (DAAPP). In addition, the College must conduct a biennial review of its DAAPP. The Introduction to the Clery-Related internal Procedure's document contains guidance that should be considered when implementing this procedure.

Annual Notification

The College maintains a document titled "Notification of Standards Related to Drugs and Alcohol." As required by law, this document includes the following information as it relates to both students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Trinity Valley's property or as part of any of the College's activities.
- Clear statements that the school will impose sanctions for violations of standards of conduct and descriptions of sanctions.
- A description of applicable legal sanctions under state, local, and federal law.
- A description of health risks; and

- Descriptions of available counseling, treatment, rehabilitation, or re-entry programs.

This notification document may be amended from time to time as deemed necessary by the biannual review team.

The currently-in-effect notification document will be published on the College's website. During the first two weeks of each academic year (Fall semester), the Chief of Police will ensure that students and employees are sent an email to their College email accounts that includes the following statement (or a substantially similar statement) and a direct link to the document on the College's website:

In accordance with federal law, Trinity Valley Community College is providing you with information regarding its drug and alcohol abuse prevention program. The purpose of this information is to give you an overview of the College's standards related to alcohol and drugs, discuss possible institutional sanctions and legal sanctions, and inform you of health risks and available resources. This information is available here:

If you have any questions about this information, please contact the Chief of Police at heath.cariker@tvcc.edu.

In addition to the notification that is made during the first two weeks of each academic year (Fall semester), the Director of Student Engagement will ensure the above email is also sent to students according to the following schedule:

- In the second half of the Fall semester (in order to ensure that students who enroll for only the second 8-week term within the semester receive the notification);
- During the first two weeks of the Spring semester.
- In the second half of the Spring semester (in order to ensure that students who enroll for only the second 8-week term within the semester receive the notification);
- After the enrollment deadline for the June term (typically week 2 of a 4-week term); and
- After the enrollment deadline for the July term (typically week 2 of a 5-week term).

The Chief of Police will also communicate with other College personnel to ensure that any students who enroll under unusual circumstances are also provided with the notification document. The Director of Human Resources will ensure that all new employees are provided with a hard copy of the notification document in their orientation materials.

Prior to notifications being made as described above, the College official making the notification will ensure the correct contact information for the Director of Human Resources and Chief of Police is included. In addition, prior to the email notifications being sent, the College official will ensure the link to the notification on the website is a direct link and is working properly.

Biennial Review

In every odd-numbered year, Trinity Valley will engage in a full review of its DAAPP to (1) determine its effectiveness and implement changes to the program if they are needed, and (2) ensure that disciplinary sanctions are consistently enforced.

During each odd-numbered year, the review will take place sometime between June and December (as schedules of the Task Force members allow) and will cover the two immediately preceding academic years. For example, the 2019 review will cover academic years 2017 - 2018. Each review will culminate in a report that is approved by the President and published on the College's website on or before December 31 of the year of review.