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**Subject: Alcohol and Other Drugs**

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**1. Procedures**

The following procedures implement the college's policy on alcohol and other drugs.

**1.1. Use of Alcohol at College Events or on College Property**

A "[Request for Authorization to Serve Alcoholic Beverages](#)" form (Appendix B) must be completed and approved before an event at which alcoholic beverages will be served or consumed can be scheduled.

Any college unit, organization, or employee intending to organize or sponsor a college function or event at which alcoholic beverages will be served must have the request approved by the Vice President for Institutional Advancement. The request for any event at which TCC students will be present must also have the approval of the Vice President for Student Affairs.

Student organizations are not permitted to sponsor or organize functions or events at which alcoholic beverages will be consumed.

The sponsor or organizer of a function or event is responsible for ensuring compliance with all federal, state, and local regulations governing the serving of alcoholic beverages and, specifically, that individuals under the age of 21 do not consume alcoholic beverages during the function or event. The sponsor or organizer is responsible for securing the appropriate [Virginia Alcoholic Beverage Control license](#). For college-sponsored events, only the Executive Director of the TCC Real Estate Foundation and Facilities may submit the license application as the "Applicant." The event sponsor will insure that the completed application form is provided to the Vice President for Institutional Advancement at least three (3) weeks in advance of the planned event for his signature. Upon receipt of the license, the original will be provided to the sponsor or organizer to be available at the event and a copy retained by the Vice President for Institutional Advance.

Any external organization or community group sponsoring an event on college property, including the TCC Roper Performing Arts Center, at which alcoholic beverages will be served must have the request approved by the Vice President for Institutional Advance. Such organizations or groups must (1) state their intent to serve alcoholic beverages in the request to use TCC facilities; (2) comply with all federal, state, and local regulations governing the serving of alcoholic beverages; and (3) certify in writing to the Vice President for Institutional Advance that all legal requirements will be met. A copy of the appropriate license will be provided to the Vice President for Institutional Advance at least three (3) days prior to the scheduled event.

For events that are professionally catered and the caterer holds the license to serve alcoholic beverages, a copy of the license will be provided to the Vice President for Institutional Advance at least three (3) days prior to the scheduled event.

The Vice President for Institutional Advance will notify the appropriate vice president of all approved events.

## **1.2. Annual Notification**

Annually in the fall semester, the Associate Vice President for Human Resources will notify all TCC employees and the Vice President for Student Affairs will notify students by e-mail of:

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

## **1.3. Biennial Review**

At the conclusion of each even-numbered calendar year, the, the Dean of Student Life and Student Conduct, Director of Public Safety, and the Vice President for Student Affairs will conduct a joint review of the effectiveness of the

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college's alcohol and other drug programs and the consistency of sanction enforcement.

The Associate Vice President of Human Resources will maintain records of personnel actions taken in response to violations of this policy by TCC employees. The Dean of Student Life and Student Conduct will maintain records of reports of violations of this policy by students and any disciplinary action imposed. Such records shall be provided to the Vice President for Student Affairs for the biennial review.

#### **1.4. Adherence to State Policy**

Each new TCC employee will be provided a copy of [Appendix C](#), the Summary of the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, a copy of which with an original signature certifying receipt will be kept in the employee's personnel file. Upon request, the Office of Human Resources will provide a copy of this policy or the [Department of Human Resource Management Policy 1.05](#), Alcohol and Other Drugs, to any TCC employee. The DHRM policy will be posted in at least one location frequented by employees on each TCC campus, at the Visual Arts Center, the Regional Automotive Center, and in the District Administration Building.

An employee convicted of an alcohol or drug offense as delineated in Section 2.3 above must notify the supervisor in writing within five (5) calendar days after such conviction. The obligation to report is not affected by an employee's appeal of a conviction. Within three (3) calendar days of notification by an employee of such a conviction—or of any other violation of this policy by an employee—the supervisor will consult with the Associate Vice President of Human Resources regarding the appropriate action to be taken.

Regardless of how the information is derived (i.e., notification by the employee or by a co-worker, newspaper article, etc.), in the event that an employee is convicted for a criminal drug law violation occurring in the workplace, the supervisor will notify the Associate Vice President of Human Resources whether the employee is working under a federal contract or grant. If the employee is working under a federal contract or grant, notification will be provided to the Associate Vice President of Grants and Sponsored Programs who will notify the appropriate federal contracting or granting agency within ten (10) calendar days, if necessary.