

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 1500.15  
ALCOHOL AND DRUGS

Lake Region State College (LRSC) students and employees are required to abide by all federal, state and local laws. Except as authorized by SBHE policy 918 and/or NDUS procedure 918, the consumption, use, possession, distribution, or sale of alcoholic beverages or illicit drugs while on property under the control of LRSC or at an LRSC sponsored activity is prohibited. Students, employees and visitors shall not be on campus or at an LRSC sponsored activity while visibly impaired by the use of alcohol and/or drugs.

LRSC requires employees to maintain a safe and sober workplace. As such, employees shall not consume alcoholic beverages or drugs (including prescription drugs that can cause impairment) during scheduled work hours or within close proximity to scheduled work hours. Employees on call back, outside of regular hours, shall disclose to their supervisor if they have consumed alcoholic beverages to ensure that only appropriate duties are assigned or the need for the employee is reassigned to another. Employees taking prescription medication that can cause impairment must notify their supervisor, in advance of performing work, to ensure only appropriate duties are assigned, duties are reassigned as necessary, and/or sick leave is taken.

A supervisor may, after consultation with the Human Resources Director or designee, require an employee suspected of violating this policy to submit to a breath, blood, or urine test. The test is not required should the employee admit to the consumption and/or impairment. If the employee refuses testing, the employee may be disciplined as if the test had been positive. In the event of a positive test and/or admission, the employee shall be required to take annual leave for the remainder of the workday. The supervisor and/or the employee must arrange for safe transportation home.

Violations of this policy constitutes misconduct and disciplinary action may be imposed according to Student Conduct Policy 800.30 and the Code of Conduct Policy 1500.05.

The policy addressing alcohol and drugs in the residence halls can be found in the Residence Life/Housing Policy 800.008.

Medical Amnesty Laws: LRSC respects and abides by the medical amnesty laws for drug and alcohol related emergencies under North Dakota Century Codes 05-01-08 (6) and 19-03.01.

Parental Notification: In accordance with the Family Educational Rights and Privacy Act (FERPA), the Assistant Vice President of Student Affairs reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students., regardless of age, of any incident in which the student is found responsible for violating this policy.

The college has programing, coordinated by the Assistant Vice President of Student Affairs, to prevent drug and alcohol abuse by students. The Director of Human Resources shall make similar information available to all employees. These programs shall include dissemination of informal materials, counseling services, educational programs, referrals, and code of conduct violations.

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**History**

Administrative Council Approved 05/22/15

Administrative Council Approved 09/15/15

Administrative Council Approved 08/30/17