

**Policy Name:** Drug-Free Environment

**Approval Authority:** RBHS Chancellor

**Originally Issued:** 3/18/1989

**Revisions:** 08/03/2010

1. **Who Should Read This Policy**

All Rutgers University faculty, staff, and students within Robert Wood Johnson Medical School, School of Health Related Professions, Rutgers School of Dental Medicine, New Jersey Medical School, Graduate School of Biomedical Sciences, School of Public Health, and School of Nursing (former UMDNJ School of Nursing).

2. **Related Documents (refer to [policies.rutgers.edu](http://policies.rutgers.edu) for additional information)**

3. **The Policy**

A. Maintaining a Drug-Free Workplace and Learning Environment

No student, faculty member, resident or staff member is permitted to unlawfully manufacture, distribute, dispense, possess or use a controlled substance in any Rutgers facility or while conducting official University business. Individuals who violate this policy will be subject to appropriate disciplinary action up to and including dismissal or termination from the University and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

B. Drug Prevention Program

1. There shall be an annual distribution in writing by the end of September of each year to each student, resident, faculty and staff member:
  - a. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on University property or as part of any University activity;
  - b. A description of the applicable legal sanctions under state and federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  - d. A description of available drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available;

- e. A clear statement and description of the disciplinary sanctions that the University will impose for violations of the standards of conduct required by this policy.
2. There shall be a biennial review by the University Office of Academic Affairs and Department of Human Resources of this drug prevention program in order to:
    - a. determine the effectiveness of the program and implement changes to the program if needed; and
    - b. ensure that the disciplinary sanctions described in section V.A. of this policy are consistently enforced.

This biennial program review shall be based upon the following types of information:

- the number and kinds of cases that are brought to the assistance or wellness programs, department chairpersons, program directors and/or supervisors;
- the number and kinds of actions, if any, recommended by the assistance or wellness programs;
- the number and types of disciplinary sanctions taken against individuals who violated state or federal drug laws or who resisted professional help when referred by a campus impairment committee, assistance program and/or supervisor; and
- the number and types of referrals for treatment of drug or alcohol abuse.

#### C. Submission of Written Certification

The designated Rutgers University Official has signed and submitted to the U.S. Department of Education a drug prevention program certification (copy on file).

#### D. Reporting Conviction Resulting from Violation of Criminal Drug Statutes

When a faculty member, staff member or student is convicted for violating any criminal drug statute for an act occurring on University premises, he or she must report this incident to the cognizant Associate Dean, department chairperson or the immediate supervisor within five (5) days. Failure to do so will be subject to appropriate disciplinary action up to and including termination from the University.

In an incident involving a faculty member or student, the department chairperson must apprise the Dean and contact the Office of General Counsel. In an incident involving a staff member, the supervisor must apprise the appropriate department head and Vice President as well as contact the Office of General Counsel and the Office of Human Resources. The Office of General Counsel will ascertain and carry out additional reporting requirements under state or federal law.