BIENNIAL REVIEW

OF THE PORTLAND STATE UNIVERSITY
DRUG AND ALCOHOL PROGRAM AND POLICIES

JUNE 2012 - JUNE 2014

Prepared By

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INTRODUCTION

The Drug Free Schools and Communities Act (DFSCA) was amended in 1989 to include institutions of higher education (IHE). In order to receive funds (or any other forms of financial assistance under any Federal program), DFSCA requires and IHE to certify that they have adopted and implemented an alcohol and other drug (AOD) prevention program in order to prevent “unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.” The AOD prevention program must include, at minimum, the following:

1. Annual Distribution of a document to all students and employees that includes:
   a. Standards of conduct prohibiting unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
   b. A description of the local, State, and Federal laws which provide sanctions against 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 the treatment resources available to students and employees.
   e. A clear statement that the college or university will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law).
   f. A description of those sanctions, up to and including expulsion, or termination of employment and referral for prosecution. A sanction may include the requirement that the offender complete an appropriate treatment program.

2. Completion of a Biennial review by the University of its Drug and Alcohol Program that includes the following objectives:
   a. Evaluation of the effectiveness of AOD policies and programs.
   b. Verification that the disciplinary sanctions described in the document are consistently enforced.
   c. Recommendations for program and policy changes as needed.

A copy of the biennial review must remain on file and be available for inspection by the U.S. Department of Education. Portland State University (PSU) is committed to maintaining an environment that supports the health and wellbeing of its community members, while discouraging the illicit use of drugs and alcohol. The University demonstrates this commitment through the continuous development of policies, programs, and services that support healthy lifestyles. The intent of this document is to meet the legal requirements of conducting a biennial review and summarize the various activities and programs that occurred on the PSU campus as they relate to drug and alcohol prevention during the 2012-2013 and 2013-2014 academic years.
Portland State University (PSU) has posted the “Guide for Alcohol and Other Drug Problems” (appendix I) on the university website, and it can be accessed through two different locations: Human Resources and the Center for Student Health & Counseling. PSU distributes the guide annually to faculty, staff, and students via a broadcast email message which includes a link to the guide.

The guide provides a clear description of the University’s standards of conduct regarding the use of alcohol and other drugs which “clearly prohibit…the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as any part of any of its activities.” The document describes disciplinary actions and legal sanctions and the University’s commitment to invoke them and also lists the health risks associated with alcohol abuse and drug use, counseling services, self-help groups, and other rehabilitation resources.

POLICIES

Alcohol and Drug Policy
To continue to foster an environment that meets the educational mission, PSU dedicates resources to prevention, education and intervention activities as they relate to alcohol/drug use. PSU believes the illicit abuse of alcohol and illegal drugs poses a threat to the learning environment. In researching the policy it was discovered to be housed in three separate websites, all worded differently. Streamlining the policy into one clear document and in one clear location is recommended. A process is in place for reviewing university policies and in 2014 PSU instituted efforts to revise the policy and house it in one place. The policy reviewed for the sake of this document was found on the Human Resources website.

PSU maintains a restrictive policy (appendix II) in terms of alcohol use on campus and during off campus related events. Event coordinators wanting to serve alcohol at their event must review the “Request for approval to Serve Alcoholic Beverages” guidelines and submit a formal request 15 days prior to the event. Approval is at the discretion of the office of the Vice President of Finance and Administration. Per OUS Fiscal Policy .220 university/state funds cannot be spent on alcohol or catering charges related to alcohol including bartender, bar set-up, and corking fees.

Drug Free Workplace
To create a safe working environment, PSU discourages alcohol and drug abuse and encourages education, treatment and recovery. In adhering with this philosophy, PSU upholds a drug free workplace policy that prohibits its employees (including student employees) from manufacturing, distributing or possessing illegal drugs in the work place. The policy explains that if an employee violates the policy, they will be subject to penalties under federal and state law as well as be subject to “disciplinary sanctions consistent with applicable provisions of state laws and regulations, Oregon State Board of Higher Education administrative rules, applicable collective bargaining agreements, and applicable University administrative rules and directives.” Sanctions, if imposed, will include appropriate personnel action and may also require the employee to participate in a rehabilitation program. New employees are informed of the policy during the optional employee briefing held in
Human Resources, and department hiring managers are also asked to review this policy with all new employees during their first week at PSU.

**ORGANIZATIONS**

**Center for Student Health and Counseling (SHAC)**
From June 2012 to June 2014, a total of 115 patient visits (58 in the Health Service, 57 in the Counseling Service) were recorded as related to alcohol and/or drugs. Once a student has been engaged in the Center for Student Health and Counseling they were evaluated and, if deemed appropriate, referred to outside agencies for care or referred in-house for counseling.

The Counseling Service within the Center provides an annual in-service for clinical staff on identifying and intervening with clients affected by alcohol and other drugs. An annual training on alcohol and drug issues is also provided for psychiatric residents, psychology interns, and social work practicum students.

**Self Help Groups**
Throughout the two year reporting period PSU has provided a centrally located meeting room for Alcoholics Anonymous (AA). AA meets each weekday on campus at noon. Since anonymity is the hallmark of this group, data on the number of people served is unavailable.

**Athletics**
As part of the Oregon University system, PSU operates under the guidance of Oregon Administrative Rules (OAR), a compilation of rules and regulations that have equal power to state and national law. A "rule" is defined as "any agency directive, standard, regulation or statement of general applicability that implements, interprets or prescribes law or policy, or describes the procedure or practice requirements of any agency" (ORS 183.310(9)). PSU Athletics follows the protocol outlined in OAR Division chapter 577, division 033 which is specifically designed for their department in regards to alcohol and drug testing. This OAR is also printed in their Student Athlete handbook, given to each athlete annually. In addition to receiving the OAR mandates, Student Athletes are required to meet with the compliance office each year and sign a form indicating that they are acknowledging that they have had the PSU Athlete Chemical Health policy (appendix III) explained to them.

Drug and Alcohol education for all Athletes happens through the department’s Life Skills program as well as from their team’s coach. While there is an overarching policy in Athletics, each team has their own specific policies in regards to alcohol/drug use which their coach explains to them. Incoming freshman complete the “Viking Experience” class, with a portion of the class dedicated to alcohol/drug use. For that segment of the class the Assistant Dean of Student Life & Director of Conduct & Community Standards comes in to explain PSU’s student code of conduct and the Athletic Compliance Office attends to explain the NCAA rules around drugs and alcohol. For incoming football players, there is a summer class titled “Viking Success” that also dedicates time to alcohol/drug education.

Athletics conducted the National Collegiate Athletic Association (NCAA) Lifestyles survey to assess the climate and determine what the programming needs are. Out of approximately 400 Athletes, 15% (60) completed the survey. The department will be using the results to develop a speaker
Beginning Fall term 2014, PSU Athletics will be a pilot location for the NCAA “My Playbook” online drug and alcohol education program. Incoming freshmen and transfer students will be required to complete the five lessons in the course:

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Prepping student-athletes for myPlaybook - Educating about NCAA banned substances &amp; drug testing program, and how to use the REC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Norms</td>
<td>Correcting Normative Perceptions Related to AOD Use</td>
</tr>
<tr>
<td>Expectations</td>
<td>Restructuring how student-athletes think about the effects of AOD use</td>
</tr>
<tr>
<td>Harm Prevention</td>
<td>Using specific strategies to reduce the likelihood of negative consequences</td>
</tr>
<tr>
<td>Life Skills</td>
<td>Stress and coping - Focus on identifying and effective managing stressors</td>
</tr>
</tbody>
</table>

Evaluations from the pilot will be collected and the data will determine if the program is continued and opened up to all student athletes. There are plans to apply for the NCAA CHOICES grant designed to “integrate athletics into campus-wide efforts to reduce alcohol abuse. NCAA CHOICES projects must partner athletics with other campus departments in the development and implementation of effective alcohol-education projects.”

**Greek Life**
Fraternities and Sororities are considered affiliated groups, a chapter of a larger regional or national organization, and therefore PSU is not responsible for providing any trainings or education. Greek organizations are expected to follow the national bylaws and requirements when it comes to programming. Alcohol/Drug education is to be happening via the chapter advisor at the national level and occurring during programming for chapter meetings.

**Student Activities and Leadership Programs (SALP)**
Student groups in SALP are required to submit a form (appendix IV) if they would like to serve alcohol at their on campus event. The form needs to be reviewed and approved by the following departments: Student Group Advisor, Campus Public Safety, Aramark, Conferences and Events, Director of SALP and the VP of Finance and Administration. The student group requesting alcohol will need to explain the purpose of having alcohol at their event as well as attend a security meeting with Conferences and Events, Campus Public Safety and Aramark to determine how the event will be managed and handle potential risks. The group’s Advisor also follows a risk management matrix (appendix V) when determining if the request should be approved. Student groups that are PSU funded are not allowed to use any monies towards alcohol, and any off campus venue chosen has to be open to all PSU students (no 21 and over establishments). When groups travel, they are given a pre-travel workshop that includes a discussion on alcohol use. It is the expectation of the University that students will conduct themselves appropriately if they are over 21 and use alcohol while on a student trip.
Due to the multiple steps involved in order for a student group to offer alcohol at their event, the SALP advisory board is the process of proposing that all student groups can no longer serve alcohol at their event beginning in the 2014-2015 academic year.

**Campus Public Safety Office**
The Campus Public Safety Office (CPSO) supports a safe campus environment through campus patrols and providing emergency response. CPSO is also responsible for the development of the Cleary Report, a public report of the various crimes reported on campus. This report includes information on alcohol and other drug related crimes and violations. The following is a breakdown of the alcohol and drug crime statistics from the 2014 Cleary Report:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>136</td>
<td>40</td>
<td>9</td>
<td>60</td>
</tr>
<tr>
<td>2012</td>
<td>193</td>
<td>93</td>
<td>6</td>
<td>58</td>
</tr>
<tr>
<td>2013</td>
<td>187</td>
<td>148</td>
<td>8</td>
<td>62</td>
</tr>
</tbody>
</table>

**SANCTIONS**

The Office of the Dean of Student Life in the division of Enrollment Management and Student Affairs, oversees the Student Code of Conduct, which is a formalized process for dealing with various situations in which students demonstrate behaviors outlined within the code that fall under misconduct. The mission of the PSU “…Conduct & Community Standards Program is to promote a culture of integrity and respect, as articulated in the Student Code of Conduct.” In keeping with its mission, the office follows the following criteria when considering the type of sanction to impose for Alcohol and Drug violations.

Sanctioning Criteria to Consider
1. Preservation or Protection of Community - Do we need to take action to preserve or protect our community?
2. Educational - Is there an opportunity to educate the student on the matter and keep them in our community?
3. Deterrent - Will this sanction deter this and other students from engaging in similar behavior?
4. Frequency - Is this the first time in the conduct process? Were lessons learned during that matter?
5. Severity - What were the actual or potential impact of the actions?
6. Accountability - Did the student take accountability in the matter? If so, consider what they are bringing to the table and suggesting what is best for them.
From June 2012-June 2014 the following violations were processed through the Office of the Dean of Student Life:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Charged Violations (number of individuals charged)</th>
<th>Responsible Violations (number of individuals deemed responsible for the charged violation)</th>
<th>Residence Life (number of violations involving housing code of conduct - processed via Residence Life)</th>
<th>Code of Conduct (number of violations that fall under the larger PSU code of conduct)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>426</td>
<td>371</td>
<td>360</td>
<td>66</td>
</tr>
<tr>
<td>2013</td>
<td>536</td>
<td>466</td>
<td>434</td>
<td>102</td>
</tr>
</tbody>
</table>

Sanctions must be completed within three weeks of being assigned. If the sanction is not completed in the allotted time frame, then a hold will be placed on the student’s account, which could then lead to suspension if still left uncompleted. Once the level of severity has been determined (using the criteria stated above) one or more of the following sanctions could be assigned.

**Under the Influence**

*Under the Influence* (through 3rd Millennium Classrooms) is a 3 hour online alcohol education course, which asks students to examine their decisions relating to alcohol use and how it affects their health, safety, and student status. Students can save their progress to return to their place in the course if necessary. Students then receive an email within 30 days to complete a 15 minute follow-up to this course which is required to be completed even if it occurs after the deadline for the sanction.

**Marijuana 101**

*Marijuana 101* is a 4 hour online drug education course, which asks students to examine their substance use and how it affects their health, safety, and student status. Students can save their progress to return to their place in the course if necessary. Students then receive an email within 30 days to complete a 15 minute follow-up to this course which is required to be completed even if it occurs after the deadline for the sanction.

**Court Attendance**

Students are required to attend and observe at least one full hour of court proceedings in Multnomah County involving an alcohol and/or drug case by the due date assigned. Students need to check the updated schedule of cases in advance, case information for the following business day will be posted by 5pm. Students must write a reflection paper about that outlines the following:

1. Specifics of the case(s) they observed, a brief summary of the matter(s) being addressed.
2. The impact of how a possible drug violation (no matter how small) would impact them academically/professionally.
3. A program or learning opportunity they would suggest to others about the matter.
4. Description of how they will use this experience moving forward.

The paper must be use APA or MLA formatting and be at least 1,000 words in length (typed in Times New Roman 12 pt font with 1" margins, double-spaced and utilizing appropriate language,
grammar, and spelling) and must be submitted electronically to conduct@pdx.edu by the due date assigned. Students must cite no fewer than three published sources. If utilizing journal articles or information from the internet, they must submit copies of the articles with their paper. All sources must be appropriately cited. Students must also attach a digital picture of themself in front of the courtroom door prior to entering the specific courtroom and attach it to their paper. The paper may not serve to justify their own actions or evaluate the actions of others.

**Housing Contract Probation**
If their behavior was inconsistent with the Standards of Residence, Students can be placed on probation through a date determined by the Student Code of Conduct officer. The probation documentation serves as formal notice that if they are found in violation of additional policies they may have their contract terminated. A resident whose housing contract is terminated will still be responsible for the costs, charges, and expectations identified in the contract Terms and Conditions and the Housing Handbook.

**Alcohol Assessment**
Students, if living on campus and experiencing their third offense, will have their housing contract terminated and assigned to complete an alcohol assessment from a clinical provider in the Portland Metro area. The goal of having the student connect with a provider in the community is to assist the student in getting their issues with substance use addressed so they can continue to take classes at PSU and be a successful student.

**Campus Beautification**
Students assigned to this sanction are required to complete one hour of campus beautification with the PSU facilities office. Students must contact the Student Code of Conduct office by emailing conduct@pdx.edu at least three business days in advance to confirm. This service will be performed by working with facilities at designated times of the week – Mondays and Tuesdays from 12:30-1:30pm or Fridays from 7:00-8:00am. Students will meet with the Building Maintenance/Landscape Supervisor or the lead worker at the work trailer in the landscape yard, located on the west side of the Peter Stott Center, south of the field. Following the completion of their community service, students are required to write a reflection paper addressing the following:

- The relationship between campus beautification and their actions regarding the incident.
- What they learned from their community service.

The paper must use APA or MLA formatting and be at least 500 words in length (typed in Times New Roman 12 pt font with 1" margins, double-spaced and utilizing appropriate language, grammar, and spelling) and must be submitted electronically to conduct@pdx.edu by the due date assigned.

**Parent Notification**
As outlined in FERPA, the university has the right to contact parents of students who are under 21 when there is an extreme first offence or multiple offences relating to alcohol or drug issues. By informing parents, the hope is that the University will get additional support for the student in addressing issues around substance use and providing a healthy and safe experience for the student.

**Evaluation**
Currently there is no assessment for gauging the effectiveness of sanctions imposed. The Student Code of Conduct office is in the process of developing protocol for following up with students who
have been in contact with their office and expect to implement the assessment during the 2014-2015 academic year. Elements of the assessment will include the following:

1. Conduct Hearing – Was the student treated fairly and respectfully?
2. Post Hearing – Was the outcome on par with behavior considering all prior cases and current circumstances?
3. Learning outcomes – Did the student, upon completion of the assigned sanction(s):
   • Gain a better understanding of how behavior can impact others.
   • Gain a better understanding of responsibility to the community.
   • Gain a better understanding of administrator concern around particular behavior.
   • Be less likely to engage in the same behavior.
   • Be less likely to engage in other behaviors that may violate code.
   • Believe the process offered an opportunity for reflection.
   • Believe the process created a positive outcome for/on campus.

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**RECOMMENDATIONS**

After careful review, the following recommendations are offered for revising PSU’s AOD prevention programs and/or policies.

1. Implement and mandate a web-based alcohol/drug population-level prevention program aimed at high risk populations such as traditionally aged students (18-22).
2. Reinstate the Alcohol and Drug Policy committee to conduct policy and procedure reviews as well as analyze the data provided via CPSO and Student Code of Conduct in order to identify trends and problematic locations on campus.
3. Revise the alcohol policy – current policy is fragmented. Determine one location for the policy to live on the campus website.
4. Develop a policy for serving alcohol at PSU sponsored events.
5. No longer allow alcohol to be served during student group related events. Update university policies and procedures to reflect this change.
6. Implement the CORE survey to collect information on the nature and extent of student alcohol and other drug use including opinions, attitudes, behaviors, and perceptions as well as consequences of use.
7. Conduct an environmental scan of the area surrounding PSU – include retail establishments; develop partnerships with local business owners.
8. Increase education and prevention programming (such as bystander training) for students in the First Year Experience.
9. Provide in-depth education on alcohol/drug use for all RAs.
10. Provide assistance with educational programming in residence life.
11. Develop a Collegiate Recovery Community to support students who are active in their recovery process and maintaining their sobriety.
12. Increase alcohol and drug education programming for student athletes. Numbers of trainings and numbers of athletes attending may be low enough to jeopardize compliance with NCAA requirements. Programming should be consistent across all teams regardless of discipline.
13. Implement a formal database that tracks student athlete alcohol/drug screenings and violations and sanctions. Screenings and sanctions should be consistent across all teams regardless of discipline.

14. Develop stronger partnership between Athletics and the Dean of Student Life Office so the athletic system mirrors what is occurring within the larger student body.

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**APPENDIX**

**Appendix I**

[Guide for Alcohol and Other Drug Problems – to be inserted after updates and review from legal counsel]

**Appendix II**

**1.300 ALCOHOL AND OTHER DRUGS POLICY AND PROCEDURES**

Approved June 1997

**1.301 General Policy Statement**

As part of its educational mission, the University is committed to providing an environment, which promotes academic, social, and personal development and recognizes that faculty and staff all contribute to learning. The University holds the belief that the illegal use and abuse of alcohol, and the use of illegal drugs, poses a direct threat to its learning environment.

For students and employees over the age of 21, alcohol is a legal drug. While any moral implication of drinking are matters of personal choice, not policy, the University is committed to the promotion of an environment in which alcohol abuse is discouraged, the responsible use of alcohol is permitted, and the choice to drink is socially acceptable. This commitment will be the guiding factor in determining whether, and under what conditions, alcoholic beverages will be served at University-sponsored events. The University recognizes that the irresponsible use of alcohol places the individual and the community at a greater risk for injury, health problems, and other damage. Alcohol use is not an excuse for infringing on the rights of others or damaging University property. The University will pursue sanctions for alcohol-related misconduct, which may include requirements for seeking appropriate assistance for alcohol-related abuse.

The University is dedicated to the provision of a wide range of substance abuse education, prevention, and intervention activities. Our first intent is to support the members of the University community in achieving their goals, unimpaired by drugs or alcohol. The University is committed to prevention for those at risk as well as treatment for those who are experiencing substance abuse problems. Yet the University is also committed to providing a safe and enriching environment for all staff, faculty, administrators and students, and will take necessary measures to maintain that environment. Any student or employee found to be using, manufacturing or distributing illegal drugs may be subject to administrative discipline and criminal proceedings. All members of the Portland
State University community share the responsibility for maintaining the health and welfare of the community and are personally responsible for adhering to the guidelines and provisions of this policy.

1.302 Guidelines and Provisions

A. Use and Sale of Alcohol

Alcohol use by individuals under 21 is illegal, and this law will be enforced. Alcohol use on University-owned property and grounds is prohibited without the approval from the Vice Provost and Dean for Enrollment and Student Services (or designee), and the Vice President for Finance and Administration (or designee) for student events and the Vice President for Finance and Administration for all other events.

Guidelines for obtaining this approval and other provisions for serving alcoholic beverages are outlined on the "Request for Approval to Serve Alcoholic Beverages." All requests should be completed 15 days prior to the event for full consideration. A copy of the request approval must be posted at the event. It is strongly encouraged that promotional materials of events where alcohol will be available include notification that alcohol and non-alcohol alternatives will be served. This permits participants to take appropriate precautions, for example, not bringing children to the event, or not attending the event if they are in recovery and feel this may threaten their ability to maintain sobriety.

It is the express policy of Portland State University to prohibit alcoholic consumption by employees, officers, or volunteers during normal working hours (or when performing normal job duties). Any exceptions to this provision will/must be approved in advance by the Vice President for Finance and Administration (or designee). Any behavioral problems resulting from the use of drugs/alcohol during normal working hours will be addressed as part of the disciplinary process.

All dispensing of alcoholic beverages at University-sponsored events held on or off-campus or community-sponsored events held on University property shall conform to provisions of applicable State, County, City, and University rules, directives and policies. This includes conforming to ALL licensing requirements directed by OLCC and coordinating with the OLCC license holder. Anyone providing his or her own alcoholic beverages is also subject to all policies and directives.

Events promoted in terms that suggest the primary focus of the event is to consume alcoholic beverages (e.g., "kegger") or encourage over-consumption ("all you can drink," "happy hours," "free drinks") are not consistent with the University's philosophy and are prohibited.

Whenever alcoholic beverages are served at University events, a variety of non-alcoholic beverages are to be offered and featured as prominently as the alcoholic beverages. For example, the non-alcoholic beverages will be sufficient and accessible, and presented as attractively as the alcoholic beverages, easily visible, and when possible, at a separate location. At such events, food must be available in quantities reflecting the number of persons to be served. If food or non-alcoholic beverages are no longer available, serving of alcohol will cease. Container sizes/servings will not exceed: one-ounce hard liquor, twelve-ounce beers, and six-ounce wine servings. Alcoholic beverage service will cease 30 minutes prior to the scheduled event's completion time.

Events at which food is sold may not offer alcoholic beverages at no charge.
B. Advertisement of Alcohol and Tobacco

Alcohol and tobacco companies may not promote their products through the sponsorship of University events (social, intramural, athletic or other). This includes logos, endorsements visual displays or other recognizable advertisement. Alcohol and tobacco advertising at athletics events conducted on University property is prohibited, as is the sale of alcohol at athletic events on University property. Authorized events cannot be promoted by emphasizing the availability of alcohol, but promotional materials should include notification that alcohol will be served in accordance with the law (e.g. alcohol will be available in a contained area to individuals at least 21 years of age). The use of illicit drugs by students and employees is strictly prohibited.

C. Sanctions

All alcohol related violations by students on campus (including university facilities operated by College Housing Northwest) and at University sponsored events off campus may be handled by the procedures outlined in the Student Conduct Code. If an employee's use of alcohol results in impairment of his or her ability to perform his or her duties as assigned, he or she may be sanctioned according to the appropriate disciplinary procedures. Violations of state and federal laws may be referred to the appropriate authorities.

The use and sale of illicit drugs by students and employees is strictly prohibited in accordance with federal and state regulations and laws. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances in violation of the law on University property or at University events may be subject to both administrative disciplinary actions and criminal proceedings. All drug related violations by students on campus (including University facilities managed or owned by College Housing Northwest) and at University sponsored events off campus may be handled under procedures outlined in the Student Conduct Code. The University will take appropriate personnel actions for infractions by employees, up to and including termination. Violations of state and federal laws may be referred to the appropriate authorities.

D. Education and Prevention

The University is committed to the provision of substance abuse education and prevention activities. In compliance with the Drug Free Schools Act Amendment of 1989, the University annually publishes and distributes to faculty and staff "An Information Guide to Alcohol and Other Drug Problems." Students are notified by the publishing of the same document in the Fall Quarter Schedule of Classes.

Counseling and Psychological Services and the Student Health Service provide students with a variety of information and services from pamphlets and presentations to assessment, consultation and referral for treatment. These services are available on a strictly confidential basis. Additional resources are listed in "Informed Choices," a brochure available in Counseling and Psychological Services. Eligible employees (.5 or greater FTE) and their dependents are eligible for the Employee Assistance Program (EAP). Information about the EAP is available from the Office of Human Resources. Services are provided away from work. The EAP counselor can provide confidential information, assessment, consultation and referral.
E. Waiver

The President retains the sole prerogative for waiving any or all provisions of this directive.

Note: The following policies, administrative rules, and statues are applicable to the use or prohibition of alcoholic beverages at/in/on/University facilities. These written policies are available on this web-site and in the Office of Student Affairs, the Office of the Vice President for Finance and Administration, and the Auxiliary Services office.

- PSU IMD General Policy Statement on Alcohol
- PSU Schedule of Classes
- Policy of Respective Living Groups
- Student Conduct Code (OAR 577-31-125-130-135)
- Housing Northwest, Inc. Policies
- Auxiliary Services
Appendix III

Portland State University
Athlete Chemical Health Information

Introduction

We hope to promote chemical health and prevent chemical abuse and dependency in our intercollegiate athletic programs.

First: Through prevention and education.
Second: Through assessment and intervention.
Third: Through appropriate treatment.
Fourth: Through recovery and support.

We believe there is a difference between responsible chemical use and chemical abuse and dependency. Portland State University believes that chemical abuse and chemical dependency are health problems that need treatment, not moral problems that need punishment.

We respect the individual, adult rights of our student athletes and in no way design this policy and program to infringe upon them.

We believe abuse and dependency are characterized by clear and definable symptoms, and that the presence of such symptoms in the behavior/life style of a student-athlete constitutes grounds for “reasonable suspicion” that the individual has an abuse or dependency problem. Based on such “reasonable suspicion” we will intervene by initiating an investigation into the source of the symptoms.

If the athlete admits to substance abuse of their own free will and seeks evaluation and treatment, provided it is the first instance of such an admission by the student athlete, there shall be no sanctions and this admission is not considered in her/his total of positive tests.

Athletes determined, by the team physician, to have an abuse or dependency problem, in order to continue participation in an athletic program, will be required to cooperate and demonstrate compliance with the treatment recommendations.

Education/Prevention

A key component of the chemical Health Program will be ongoing forums for our coaches, administration and student-athletes. This focus will include not only information about chemicals, chemical abuse or chemical dependency, but a broad spectrum prevention strategy which emphasizes the development of life skills for coping with pro-substance pressures. Each athlete is required to attend the forums, unless class conflicts arise.
Reasonable Suspicion

Reasonable suspicion means that the designated team physician holds a belief that a student-athlete’s behavior suggests chemical use, abuse or chemical dependence. Anyone can come to the team physician with reasonable suspicions, but only the team physician can determine if a urinalysis or clinical evaluation is warranted. Circumstances giving rise to a reasonable suspicion may include, but are not limited to the following:

1. academic performance  
2. peer relationships  
3. direct observation of substance use  
4. legal problems  
5. under the influence  
6. medical problems  
7. psychological problems  
8. financial problems  
9. athletic performance

Urinalysis

Based on reasonable suspicion, the team physician may order the student-athlete suspected of using or abusing chemical substances to undergo a urine drug screen. Screening will include, but is not limited to the following substances: recreational, prescription and performance enhancing drugs or supplements and their derivative compounds.

-Or-

The substances for which the student-athlete will be tested are: Alcohol, amphetamines, barbiturates, cocaine, marijuana, ecstasy (MDMA), heroin, ephedrine, anabolic steroids, human growth hormone, erythropoietin (EPO) and any of their derivative compounds.

-Or-

Use NCAA list of banned substances because the list is automatically updated

Written clinical Evaluation

If the team physician determines an evaluation is needed, either in conjunction with or separate from a urinalysis, it will be conducted by PSU Counseling and Psychological Services. A written report will be generated and given to the team physician. It will then be shared with the athlete and if appropriate the athletes coaches, and athletic director. Athletes may choose to be evaluated by agencies outside the University by mutual agreements with CAPS staff. Athletes choosing to go outside the University for evaluation will be responsible for cost associated with doing so.

Specimen Collection

Specimen collection and testing shall be performed by a qualified independent laboratory, which is selected and designated by the Athletic Department. The Athletic Department may use any independent laboratory that is qualified to perform the needed tests and that meets the standards stated in these rules. The student athlete must report within four hours of the designated time.
Sanctions & Treatment

After reviewing the results of the urine test and or clinical evaluation, the team physician, athletic director and the head coach shall formulate a treatment/behavior modification program. Such a treatment program shall not entail an attempt to terminate any athletics grant-in-aid, unless dictated by the number of positive tests, denials of testing, non-compliance with treatment program, and team policies.

Declining to be evaluated or provide a urine sample:
If the athlete does not report within the designated 4 hour collection time period they will be deemed to have a positive test and be in violation of the objectives of the team and be withheld from practice and competition for the next three weeks starting immediately. Include a reduction of playing time equivalent to 10% of the competitive season for the student athlete's sport. If the declination to be tested occurs at the end of the season or in the off season, the suspension shall be served at the beginning of the next organized practice or competitive season. Failure to cooperate in the treatment plan shall constitute immediate probable cause for subsequent testing.

First positive test:
The team physician, the Athletic Director, and the head coach shall review a positive test result and shall, bearing in mind the type of tested-for drug(s) used, the recency of use, the medical, safety and performance-enhancing effects of its use, formulate a treatment/behavior modification program for the student-athlete. Such program shall include abstinence of further use and periodic retesting and a reduction of playing time equivalent to 10% of the competitive season for the student athlete's sport. The program may include counseling, physical therapy, and withholding from contact drills, and scrimmages as well.

Second positive test:
If a second positive test or admission reveals continuing use of tested-for drugs beyond the initial positive test, the student-athlete shall at a minimum have his or her playing time reduced by 50% of the competitive season. The student athlete may be expelled from the team and may lose all athletic grant-in-aid support beginning with the next academic term. If the student-athlete declines twice to provide a sample, or if the student-athlete is involved in any combination of positive tests or declinations totaling two, he or she shall receive a 50% playing time reduction and may similarly be expelled from the team and lose all athletic grant-in-aid support. Prior to loss of financial aid the student-athlete shall first be offered a contested-case hearing under OAR 576-002-0000 and following.

Third positive test:
A third positive test result shall automatically cause the student-athlete to be expelled from the team. All athletically-related financial aid shall be terminated beginning with the next academic term. The student athlete shall be offered a contested-case hearing under OAR 576-002-0000 prior to the termination of the financial aid.

Failure by the student athlete to cooperate in the treatment plan shall constitute immediate probable cause for subsequent testing.

Cost of treatment program:
The cost of any treatment program is ultimately the responsibility of the student-athlete. The University will assist in providing the student-athlete with a list of treatment options in the greater Portland area along with an indication of the cost of such programs (information available from the Student Health Service).

Reinstatement:

Any athlete may petition for reinstatement one calendar year from the date of expulsion, it is the responsibility of the student-athlete to demonstrate that they have resolved the problem with the “tested for substances.”

Confidentiality

Portland State University is committed to protecting the privacy rights of all students, including our student-athletes. The University will treat all information and procedures under this policy in accordance with federal and state laws and campus policy of strict confidentiality. No record of any action taken with respect to prevention or treatment under this policy and program will be made part of the student’s permanent records or files.

Conclusion

We establish this policy and program to assure all student-athletes, coaches and University officials that the men’s and women’s intercollegiate athletic program at Portland State University is committed to providing a drug free environment.

Rev. 2/09
RISK ASSESSMENT MATRIX

1. List all aspects of your event/activity on back page.
2. Identify risk associated with each event/activity. Be sure to think broadly about potential risk.
3. Use the matrix to determine the level of risk associated with each event/activity before applying any risk management strategies.
4. Brainstorm methods to manage risks. Find strategies you can apply to reduce the severity of the risks and the probability that something will go wrong.
5. Use the matrix to reassess the events/activities, now that you have applied risk management strategies.
6. Determine if you have reached an acceptable level of risk by applying strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them. Remember to consider how the activity relates to the mission & purpose of your organization and PSU.

This form has been provided as an educational tool to help student leaders develop a process for identifying and discussing potential risk. This form is intended for use as part of a larger event-planning discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with an advisor. Completion of this form does not imply approval or authorization of your event. While intended to assist students, a complete and approved plan may be required by advisor for recognition of group or approval of event/activity. For an alternate risk management and event planning, please contact Student Activities & Leadership Programs at (707) 92-100 or via email at leadership@psu.edu.

Portland State University - Student Activities & Leadership Programs
www.saal.pdx.edu  •  503-725-4432

The Risk Assessment Workbooks developed by Tina A&M University Jacobs Engineering

Probability that something will go wrong

<table>
<thead>
<tr>
<th>Category</th>
<th>Frequent</th>
<th>Likely</th>
<th>Occasional</th>
<th>Seldom</th>
<th>Unlikely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>E</td>
<td>E</td>
<td>H</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>Critical</td>
<td>E</td>
<td>H</td>
<td>H</td>
<td>M</td>
<td>L</td>
</tr>
<tr>
<td>Marginal</td>
<td>H</td>
<td>M</td>
<td>M</td>
<td>L</td>
<td>L</td>
</tr>
<tr>
<td>Negligible</td>
<td>M</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>L</td>
</tr>
</tbody>
</table>

Severity of Risk

Risk Definitions

E Extremely High Risk
- Events associated with the event(s) occur with unacceptable levels of risk. However, by applying risk management strategies, you can reduce the risk to an acceptable level.

H High Risk
- Events associated with the event(s) occur with a level of risk that is high enough to be significant and require action to reduce the risk to an acceptable level.

M Moderate Risk
- Events associated with the event(s) occur with a level of risk that is moderate and require monitoring and control measures to ensure safety.

L Low Risk
- Events associated with the event(s) occur with a level of risk that is low and require minimal or no action.
<table>
<thead>
<tr>
<th>Managing Risk Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be sure to list all aspects of your event/activity both risky and less ones. Some examples include: outdoor concert, camping, late-night events.</td>
</tr>
<tr>
<td>Think through all the things that could go wrong; including worst case scenarios.</td>
</tr>
<tr>
<td>Consider what your organization could do to manage the risk &amp; bring it to a reasonable level.</td>
</tr>
<tr>
<td><strong>Ex: Soccer Tournament Fundraiser for Guatemalan Student Club</strong></td>
</tr>
<tr>
<td>Injury (critical &amp; likely = 1)</td>
</tr>
<tr>
<td>Fight during match (marginal &amp; seldom = L)</td>
</tr>
<tr>
<td>Cash handling issues (marginal &amp; occasional = M)</td>
</tr>
<tr>
<td>Rental of facility (marginal &amp; seldom = L)</td>
</tr>
<tr>
<td>Transporting large equipment (marginal &amp; occasional = M)</td>
</tr>
<tr>
<td>- Hire certified officials from US or City league council</td>
</tr>
<tr>
<td>- Require individual health insurance or waiver; have reserve T &amp; aid trained staff</td>
</tr>
<tr>
<td>- Work with office to collect money at gate</td>
</tr>
<tr>
<td>- Use on-campus site</td>
</tr>
<tr>
<td>- Fill out “personal vehicle” request with approved driver to transport equipment</td>
</tr>
</tbody>
</table>
Appendix IV

Request for Approval to Serve Alcoholic Beverages

Request for Approval to Serve Alcoholic Beverages

Timeline: All requests for approval must be submitted to the Office of the VP-FADM no less than 15 business days prior to the event. Individual departments may require additional approvals or impose additional restrictions on the serving of alcohol. If a department requires additional approvals, such approvals shall be obtained prior to submitting a request to the VP-FADM.

Compliance with Law and Policies: The serving of alcohol at an University Event must conform to applicable state, county, and city laws and regulations, as well as applicable University and Oregon University System rules, directives, and policies. This requirement includes all regulations and directives of the OLCC.

Special Event: A University Event at which the service of alcohol requires specific approval by the OLCC because alcohol will be available to the public, more than 500 persons are expected at the event, or for any other reason required by the OLCC.

University Event: Any University-sponsored or sanctioned event, whether on-campus or off-campus, including community sponsored events held on University-owned or controlled property.

Event Promotion: University Events may not be promoted in terms suggesting that a primary focus of the event is to consume alcohol (e.g., "kegger", "if you can drink", "happy hour", "free drinks", etc.).

End of University Event: The approved service of alcohol at an University Event must cease 30 minutes prior to the scheduled end time of the University Event.

Alcohol Alternatives: A variety of non-alcoholic beverages must be offered and available at any University Event at which Alcohol is served. Such non-alcoholic beverages must be treated as prominently as the alcoholic beverages. The serving of Alcohol must cease if non-alcoholic beverages are no longer available.

Serving Food: Food must be available at any University Event at which Alcohol is served. Such food must be available in quantities appropriate for the number of persons expected to be at the University Event. The serving of Alcohol must cease if food is no longer available. Events at which food is not available free of charge may not offer Alcohol free of charge.

Serving Ware: Alcohol may be served at a University Event in individual portions that exceed one-ounce of hard liquor, twelve ounces of beer, and six ounces of wine.

Storage of Alcohol: Alcohol for approved use at University Events (including donated alcohol) must be stored by an Approved Server. Alcohol arriving on campus must be delivered directly to an Approved Server, in coordination with PSU Dining. Alcohol may not be stored on campus by any other party. Alcohol remaining after a University Event will be handled and/or disposed of by the Approved Server and/or returned to the donor of the Alcohol the day after the event if such arrangements have been made with a donor.

Locations: Alcohol at a University Event must be served and consumed within the area defined in the request for approval. Alcohol may not be served in outdoor spaces or at campus athletic events. The Vice President of Finance and Administration may require that University Events with Alcohol occur only in certain buildings or venues.

Additional Rules:

- Alcohol is not allowed at dance/concert events, sporting events, or events where most of the guests are under 21 years of age.
- Alcohol is only permitted at private events (i.e., invite only events) with less than 500 attendees, unless the group planning the event obtains additional OLCC approval and the event is approved by the VP-FADM.
- ID check is required of anyone 30 years of age or younger at an event where alcohol is served.
- Bar service at an event may last a maximum of 6 hours.
- No PSU funds can be used to pay for alcohol service at events (Payments from Foundation accounts are allowed).

Reservation Information:

<table>
<thead>
<tr>
<th>Required</th>
<th>Is this an invitation only event?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Valid input: - Select only one choice.</td>
</tr>
<tr>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required</th>
<th>Do you have a confirmed venue reservation?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Valid input: - Select only one choice.</td>
</tr>
<tr>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
</tbody>
</table>

If so, room reservation number: This is your reservation number for your event. Valid input: - Numeric - ex: 1111
[Required] Have you reserved alcohol service from PSU Dining? (You are required to use PSU Dining for your alcohol service).
   Valid input:
   - Select only one choice.
   [ ] Yes
   [ ] No, not yet (You are REQUIRED to contact PSU Dining 15 days prior to your event at 503.725.4006).

Event/Contact Information

[Required] PSU Sponsoring Department/Organization (or non-PSU organization/individual):

[Required] Affiliation:
   [ ] Department
   [ ] Student Organization
   [ ] Non-Portland State

[Required] Primary Contact:

[Required] Contact Phone Number:
   Valid input:
   - must be 10-15 digits long and may include only numbers, hyphens, and spaces

[Required] Contact Email Address:
   Valid input:
   - name@myschool.edu

SALP Advisor Name (Student Organizations):
   Applies to student organizations only.

[Required] Event time (begin-end) (Monday-Friday alcohol service is prohibited before 4pm)

[Required] Event Date:

[Required] Will there be attendees under the age of 21?
   Valid input:
   - Select only one choice.
   [ ] Yes
   [ ] No

[Required] Building:

[Required] Room Number(s):

[Required] Estimated Attendance (specific OLCC approval is required if more than 500 people are expected to attend the event):

[Required] Title of Event:

[Required] Type of Event:

---

Page 2 of 5: Request for Approval to Serve Alcoholic Beverages
Requested Alcohol Service Information

[Required] What kind of alcohol service is being requested?
Valid input:
- Select only one choice.

[ ] Hosted Bar (you are paying for alcohol)
[ ] Cash Bar (guests are paying)

[Required] Will alcohol be donated? (Donated alcohol must be delivered 24 hours in advance to PSU Dining for service at your event)
Valid input:
- Select only one choice.

[ ] Yes
[ ] No

[Required] What type of alcohol is being served? (Check all that apply)

[ ] Bottles of beer ($1 per bottle service fee + hourly bartender fee)
[ ] Bottles of wine ($116 per bottle corkage fee + hourly bartender fee)
[ ] Keg of beer ($175 handling fee + hourly bartender fee)
[ ] Other

If Other, please describe:

[Required] Who will be providing the food service? (Per OLCQ law events with alcohol require two substantial food items.
Valid input:
- Select only one choice.

[ ] PSU Dining
[ ] Other

If Other, please include the name of the provider:

Primary Contact Signature

[Required] Electronic Signature

Signer must be a member of the PSU community. A person may not sign for another.

I read this application and agree to adhere to the Policy Regarding the Servicing of Alcoholic Beverages at University Events and to abide by the rules and procedures of alcohol service. I also agree to adhere to the laws of the State of Oregon and the regulations of the Oregon Liquor Control Commission pertaining to the serving of alcohol at this event. I understand that under Oregon law, potential liability may stem from incidents involving excessive consumption of alcohol, or consumption of alcohol by a minor at this event.

Valid input:
- Select only one choice.

[ ] I Agree

[Admin Use Only] BALP: what is your recommendation?

[ ] Forward to Vice President of FADM for approval
[ ] Needs changes
[ ] Detail
[ ] N/A: Not a student group