




EDINBORO UNIVERSITY
of PENNSYLVANIA
219 Meadville Street • Edinboro, PA 16444

Office of the President
Reeder Hall
www.edinboro.edu

Telephone: 814-732-2711
Fax: 814-732-2880
president@edinboro.edu

MEMORANDUM

TO: Edinboro University Employees

FROM: Dr. Jeremy D. Brown, President 

SUBJECT: Drug-Free Schools and Communities Act

DATE: February 2, 2009

As a requirement of the Drug-Free Schools and Communities Act Amendment of 1989, colleges and universities must implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Institutions are required to give notice to each employee of:

- The standards of conduct prohibiting the unlawful possession or distribution of illicit drugs and alcohol by employees on institutional property or at any of its activities.
- A description of applicable local, state or federal legal sanctions for unlawful possession or distribution of illicit drugs and the abuse of alcohol.
- A description of counseling, treatment, or re-entry programs available to employees.
- A clear statement that the institution will impose penalties for violation of its standards of conduct and a description of those penalties "up to and including expulsion or termination of employment and referral for prosecution."

The attached documents support these requirements. This packet contains a copy of the *Executive Order for the Commonwealth of Pennsylvania's Policy on Substance Abuse in the Workplace*, and an outline which details standards of conduct and legal sanctions related to alcohol and drug abuse, the minimum penalties involved, and the health risks. A listing of facilities that offer rehabilitation and assistance is attached. These documents are also available on the Edinboro University of Pennsylvania, Human Resources and Faculty Relations Office website: <http://departments.edinboro.edu/hr/drugfree.html>.

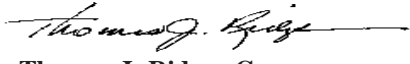
Thank you.

Attachments

JDB/blm

Commonwealth of Pennsylvania
GOVERNOR'S OFFICE

EXECUTIVE ORDER

Subject:		Number:
Commonwealth of Pennsylvania's Policy on Substance Abuse in the Workplace		1996-13
Date:	Distribution:	By Direction Of:
December 20, 1996	B	 Thomas J. Ridge, Governor

- WHEREAS, illegal or inappropriate use of alcohol and other controlled substances by Commonwealth employees impairs the efficiency and effectiveness of the workforce, compromises public health and safety, and undermines attainment of the missions of government agencies, thereby increasing the operating costs of state government; and
- WHEREAS, the Commonwealth is concerned with the well-being of its employees and the general public, attainment of agency missions, maintenance of employee productivity, and safe work environments; and
- WHEREAS, as the state's largest employer, the Commonwealth should promote a model workplace substance abuse policy to foster the development of drug-free workplaces and encourage creation and use of employee assistance programs.

NOW, THEREFORE, I, Thomas J. Ridge, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do hereby establish the following policies:

1. The unlawful manufacture, distribution, dispensation, possession or use of alcohol and other controlled substances by a state employee, either while on duty or in any Commonwealth workplace, is prohibited. Such conduct shall subject the employee to appropriate disciplinary action.
2. An employee determined to be unfit either while on duty, or in any Commonwealth workplace, as a result of alcohol or other controlled substances shall be subject to appropriate disciplinary action.
3. Any employee who is convicted of violating any statute governing the unlawful manufacture, distribution, dispensation, possession or use of alcohol or other controlled substances in any Commonwealth workplace shall notify his or her supervisor of such conviction, in writing, no later than five days after such conviction. A conviction means a finding of guilt (including a plea of nolo contendere, disposition in lieu of trial, probation without verdict or accelerated rehabilitative disposition) or imposition of sentence, or both, by any judicial body charged with responsibility to determine violations of the federal or state criminal drug statutes.

4. Any employe convicted of drug abuse violations occurring in the workplace must satisfactorily participate in the State Employee Assistance Program or other rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Any employe convicted of drug abuse violations occurring in the workplace who refuses to participate in the State Employee Assistance Program shall be subject to appropriate disciplinary action.

5. Any employe who has self disclosed a problem with alcohol or other drugs shall be advised to contact the State Employee Assistance Program for assistance.

6. Education and training about the inappropriate use of alcohol and other controlled substances are important components of this policy. The Office of Administration shall provide for and initiate such education and training programs in state agencies. Education and training programs shall be consistent with this *Executive Order, Management Directives 505.22, State Employee Assistance Program* and *505.25, Substance Abuse in the Workplace*, and *Executive Order 1980-18, Code of Conduct*.

7. The Office of Administration is responsible for assuring that the Commonwealth's Policy on Substance Abuse in the Workplace and information about the State Employee Assistance Program are furnished to all employes.

8. The Office of Administration shall:

a. Monitor and review the implementation of this policy and assure compliance with state and federal statutes and regulations.

b. Coordinate the implementation and revision of this policy with representatives of state labor organizations.

9. Effective Date. This order shall be effective immediately.

10. Rescission. *Executive Order 1989-6, Commonwealth of Pennsylvania's Policy on Substance Abuse in the Workplace.*



PA State System of Higher Education Board of Governors

Effective: April 20, 1989

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POLICY 1989-02: DRUG-FREE WORKPLACE

See Also:

Adopted: April 20, 1989

Amended:

A. Policy

As required by the federal "Drug-Free Workplace Act of 1988," the State System of Higher Education, Commonwealth of Pennsylvania, hereby declares as its policy that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at any workplace under the authority of the Board of Governors. Any employee violating the policy will be referred to the Commonwealth's employee assistance program and/or disciplined, in an appropriate manner, up to and including termination. Discipline, when appropriate, shall be taken under relevant provisions of collective bargaining agreements, Civil Service Commission policy, or other human resource policies adopted by the Board of Governors.

I. Standards of Conduct

The University's policy statement on a drug-free workplace addresses more than just the use of controlled substances. Standards of conduct at Edinboro University of Pennsylvania also prohibit the unlawful manufacturing, distribution, dispensing, and possession of controlled substances, as well as the abuse of alcohol on University property or at University-sponsored functions.

PLEASE NOTE: This policy puts employees on notice that, as a condition of employment, each employee is expected to abide by the terms of this statement.

Any employee found in violation of this agreement may be referred to the State Employee Assistance Program (SEAP) and/or disciplined in an appropriate manner or referred for prosecution. Discipline may be in the form of a written warning, suspension, or termination.

II. Legal Sanctions

The legal ramifications of misuse of alcohol and controlled substances (drugs) are serious and varied, depending on the circumstances involved. The penalties are determined by examining each individual case. A person can be arrested or "cited" for violations ranging from summary through felony offenses:

- Summary convictions may carry a sentence of up to 90 days imprisonment.
- Misdemeanor offenses may carry a sentence of up to 5 years imprisonment.
- Felony offenses may carry a sentence of up to 10 years imprisonment.
- In general, a person 18 years of age or older who is convicted in any court of this Commonwealth of a violation of The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least two years of total confinement if the delivery or possession with intent to deliver of a controlled substance occurred within 1,000 feet of a public, private or parochial school or a college or university or within 250 feet of a recreation center or playground or on a school bus.

Along with or instead of imprisonment, the following fines may be imposed:

- Summary offenses up to \$300.00.
- Misdemeanors up to \$10,000.00.
- Felonies up to \$25,000.00.

All sentencing is as prescribed by law. Some offenses carry special sentencing guidelines that may vary from the above.

A few examples are listed below:

1. **Public Drunkenness**--A person is guilty of a summary offense if they appear in any public place manifestly under the influence of alcohol to the degree that they may endanger themselves or other persons or property or if they annoy others in their vicinity.

2. **Simple Possession**--A person in possession of small amounts of marijuana may be imprisoned for 30 days and fined \$500.

3. **Possession**--A person in possession of an illegal, controlled substance, including marijuana in excess of the simple possession limit, may be imprisoned for up to 15 years or fined up to \$250,000, or both.

4. **Intent**--A person who delivers or intends to deliver a controlled substance may be imprisoned for 15 years and fined \$250,000.

5. **Corruption of Minors** – Whoever, being of the age of 18 years and upwards, by any act corrupts or tends to corrupt the morals of any minor less than 18 years of age, or who aids, abets, entices or encourages any such minor in the commission of any crime, or who knowingly assists or encourages such minor in violating his or her parole or any order of court, commits a misdemeanor of the first degree. This offense is sometimes used against persons furnishing alcohol to individuals under the age of 18. The fine and penalty could be as high as \$10,000 and 5 years imprisonment.

Forfeiture: Note that assets found in close proximity or that can be directly linked to sales or distribution of illicit drugs can be subject to forfeiture such as cars, cash or weapons.

Second subsequent offenses, distribution to individuals of a certain age, and distribution to individuals within certain property lines (ex: 1,000 feet of a school, college or university) may also increase penalties.

Beyond imprisonment and fines for offenses, violators may acquire a criminal record that could affect their employment opportunities for the rest of their life.

6. **Purchase/Consumption/Possession or Transportation of Liquor or Malt or Brewed Beverages** -- A person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor or malt or brewed beverages. For the purposes of this section, it shall not be a defense that the liquor or malt or brewed beverage was consumed in a jurisdiction other than the jurisdiction where the citation for underage drinking was issued. Violation of this offense can put an individual in jail for up to 90 days and carry a fine of up to \$300.00. Lose of driving privileges for up to a year may also occur.

III. Health Risks

The abuse of alcohol, controlled substances, and other illegal drugs has ravaged families, infiltrated our cities, our schools, our workplaces, and our highways. Illegal drugs are sold and used in violation of the law. They harm users physically, emotionally, and financially.

Prescription drugs are determined to be safe, effective, and legal only when given under the direction of a licensed physician and taken correctly. If used improperly, you can become physically and psychologically dependent on some prescription drugs.

The following is a description of the health risks associated with the use of some well-known illicit drugs and the abuse of alcohol. Information on the use of other drugs can be obtained from local drug and alcohol treatment centers.

ALCOHOL

Alcohol is a drug classified as a mood-altering substance. The occasional user of alcohol, or even the first-time user of alcohol, may experience some of these common effects:

Increased risk of injury and irresponsible behavior; blurred vision; reduced hearing acuity; impairment of balance, coordination and motor skills; impaired perception, judgment and memory; exaggerated emotions; increased belligerence; decreased concern about the consequences of one's behavior; and, an inability to recognize impairment.

Alcoholism is a progressive disease that eventually can lead to serious physical problems such as stomach and internal disorders, liver disease; and, damage to the brain, pancreas, and kidneys. Alcoholism is, however, a treatable disease and the abuse of alcohol can be controlled. A person does not have to be an alcoholic to have problems with alcohol.

Each day persons die from alcohol-related accidents and suicides. On the job, alcohol accounts for absences, accidents, tardiness, turnover, and low productivity costing the American industry billions in lost revenues.

If you believe you have a problem with alcohol, please contact Alcoholics Anonymous, where a 24-hour emergency service is maintained. The telephone number in Erie is (814) 452-2675; the telephone number in Meadville is (814) 337-4019; the telephone number for Mercer County (Sharon) is (724) 342-0162 or you can contact the State Employee Assistance Program at 1-800-692-7459.

The latest research on Fetal Alcohol Syndrome, a condition that causes retardation, low birth weight, and limb abnormalities, has led doctors to suggest that pregnant women should drink NO alcohol during pregnancy since NO safe limits have been identified.

Help prevent yourself from over-drinking by following a few simple rules: eat when you drink, set limits and drink very slowly, designate a driver when you drink, and please don't mix drinks and drugs.

ANABOLIC STEROIDS

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Currently, legitimate medical uses are limited to certain kinds of anemia, severe burns, and some types of breast cancers. Steroids, when taken in combination with muscle-building programs, may contribute to increases in body weight and muscular strength. Steroid users subject themselves to more than 70 side effects ranging from liver cancer to acne and including psychological, as well as severe physical reactions. Liver, cardiovascular, and reproductive systems are most severely affected. Other symptoms are increased aggressiveness and combativeness, jaundice, purple or red spots on the body, swelling of the feet and lower legs, trembling, darkening of the skin, and persistent unpleasant breath odor.

COCAINE

Cocaine is a drug that can kill. It is a very short-lasting stimulation; its high is intense. Cocaine (and in particular "crack") is one of the most powerfully addictive drugs known to man. Crack is a very rapidly addicting form of cocaine. Addiction often becomes apparent within a matter of weeks. Cocaine, which can be snorted through the nose, smoked, or injected, is a strong stimulant to the central nervous system and the brain. Physical changes stimulated by cocaine may cause seizures, cardiac arrest, respiratory arrest or strokes.

While the high from cocaine is generally well understood, less well known is the withdrawal or "crash" which can include fatigue, irritability, paranoia, and severe depression. These symptoms escalate as the frequency or dose increases.

Crack is a prepackaged, smokeable form of cocaine. Its effects last only a very short time before another "hit" is needed. The drug is quickly addictive. The term "crack" refers to the crackling sound made when the mixture is heated.

CLUB DRUGS:

Ecstasy was synthesized in 1914 by a pharmaceutical company as an appetite suppressant. It was never marketed. It has been "re-discovered" in recent years and goes by several different names: MDMA, ADAM, XTC, X, the "love drug" and the "hug drug." Initial symptoms include jittery feelings, teeth-gnashing, sweating, blurred vision, and an increase in pulse rate and blood pressure. These latter two symptoms have implicated seizures and cardiac irregularities in some individuals. Repeated use produces tolerance and can produce exhaustion or a crash similar to that of other stimulants.

LSD (lysergic acid diethylamide) or "acid" is a powerful hallucinogen. LSD saw its heyday in the late 1960s and early 1970s and although it did drop out of favor for a while, it could be making a comeback today. It has potentially destructive effects. Users experience changes in perception, thought, and mood. Visual hallucinations often occur. Most effects experienced are unpleasant and scary, cause paranoid feelings, extreme anxiety and panic. Flashbacks-spontaneous recurrences of the LSD experience without recent ingestion of the drug-can occur. PCP is sometimes marketed as LSD and is cheaper, easier to make, and potentially lethal. PCP or "angel dust" is particularly dangerous because it acts as an anesthetic/stimulant/depressant and hallucinogen all at once. Higher doses can increase heart and blood pressure, fear, sweating, nausea, a blank stare, and disjointed ways of walking. If not immediately fatal, the effects of high dosages can last for days.

Roofies, Ruffies, R2, Roche, ZRope or Rib--Roofies and the other listed street-named pills are common slang used to refer to a new breed of "date rape" drugs presently being used. Most of these are derived from the prescription drug Rohypnol, hence the names. Rohypnol contains the controlled substance Flunitrazepam, which is commonly used in sedatives/sleeping pills in other countries around the world. When mixed with alcohol, this drug induces a synergistic effect, producing disinhibition and amnesia. Flunitrazepam is approximately 6-10 times as strong as Valium and it is still produced in other countries in a colorless, tasteless pill. Lethal overdose is unlikely; however, continued use will result in physical dependence. Withdrawal symptoms range from headache, muscle pain and confusion to hallucinations and convulsions. Seizures may occur a week or more after cessation of use.

PCP (angel dust) acts as a combination anesthetic, stimulant, depressant and hallucinogen all at once. It is dangerous, and high doses can cause muscular rigidity, convulsions and coma, which can last for days. It can also be fatal.

PMA (Death, Mitsubishi Double-Stack) may be mistaken for Ecstasy, and low doses produce the same effects. High doses are potentially lethal, especially if taken with alcohol or other drugs.

HEROIN

Heroin is an illegal opiate drug. Heroin is primarily taken by injection and has become a force in the spread of AIDS due to the use of contaminated needles. Symptoms of heroin use may include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma. Use during pregnancy can cause stillbirths and miscarriages.

ICE-METH or METH

"Meth" is an illegally made version of methamphetamine, a central nervous system stimulant. Health hazards include tremors, dizziness, nausea, irregular heartbeat, psychosis, organ damage, malnutrition, and the general breakdown that occurs when the body is pushed farther and faster than it is able to go. Short-term effects include increased blood pressure, rapid heartbeat, muscle weakness, trembling, nausea, chills, hyper-ventilation, and impairment of motor coordination.

MARIJUANA

Contrary to many people's beliefs, marijuana is a harmful drug. Marijuana smoke contains more cancer-causing agents than cigarette smoke and can also cause chronic lung disease. It impairs short-term memory and logical thinking. Use of this drug also lowers the body's immune response having special implications for AIDS. Marijuana smoking during pregnancy may cause birth defects. Marijuana impairs the ability to perform complex motor tasks, such as driving by interfering with visual perception and motor skills. Heavy users sometimes demonstrate apathy, loss of energy, confusion, and memory problems.

AMPHETAMINES (uppers, speed)—can cause rapid or irregular heartbeat, tremors, loss of coordination and death from heart failure or stroke. Heavy users are prone to irrational acts.

MUSHROOMS

There are a number of plant materials that have LSD-like effects. These fall under the heading of mushrooms or "shrooms." These include psilocybin and mescaline. They can cause dizziness, lightheadedness, abdominal discomfort, numbness in the mouth, nausea, vomiting, shivering, facial flushing, sweating, and fatigue. High doses can produce low blood pressure, cardiac depressions, slowed respiration, and headache.

OXYCODONE (Oxycontin)

Oxycodone is an oral narcotic pain reliever similar to morphine. The active ingredient oxycontin is habit-forming and it can be abused just as morphine can be abused. It is a "Scheduled" drug so possessing it without a prescription, sharing, or misusing it is illegal. The medication comes in different doses and use of these high strength (80mg and 160 mg) tablets by someone who is not regularly taking narcotic medication can cause shallow, very slow breathing, which can be fatal. The tablets are designed to be taken whole and the narcotic is time released into the system. Tablets that are crushed or chewed can release dangerous and lethal amounts of oxycontin into the blood stream. Users may experience constipation, lightheadedness, stomach upset, dizziness, drowsiness, nausea, and flushing. Symptoms exhibited may include cold clammy skin, low body temperature, noticeably slowed breathing, slowed heartbeat, deep sleep and loss of consciousness. Allergic reactions have included all of the above plus rash, itching, swelling and trouble breathing. Alcoholic beverages may increase the effects of this drug and may aggravate the problems created by the narcotic on the respiratory system.

IV. TREATMENT PROGRAMS

As a PA State System of Higher Education Employee, you have access to the State Employee Assistance Program (SEAP). This SEAP is designed to help you and your family deal with personal problems by providing a free and confidential personal evaluation. A SEAP counselor will help identify your needs and refer you to an appropriate community service.

**State Employee Assistance Program
(SEAP)**
1-800-692-7459
TDD 1-800-824-4306
Web: www.liveandworkwell.com
Access Code: Pennsylvania

Hospital Related Facilities:

Hamot Medical Center

Web: www.hamot.org

201 State Street, Erie, PA

Emergency: (814) 877-6139

St. Vincent Health Center

Web: www.saintvincenthealth.com

232 West 25th Street, Erie, PA

Behavioral Service Help

Line: (814) 452-5555 or 1-888-950-9090

Emergency: (814) 452-5353

St. Vincent Serenity Recovery Center

(Alcohol and Drug Abuse)

2409 State Street, Erie, PA

Phone: (814) 452-5555 or 1-888-950-9090

Millcreek Community Hospital

Web: www.millcreekcommunityhospital.com

5515 Peach Street, Erie, PA

Phone: (814) 864-4031

Acute Inpatient Behavioral Care

Unit: (814) 868-8270

Emergency: (814) 868-8340

Alcohol and Drug Stepping Stones Unit

Web: www.mmchs.org

Meadville Medical Center, Meadville, PA

Phone: (814) 333-5810

24-hour Crisis Line: (814) 336-4357

Corry Memorial Hospital

Web: www.corryhospital.com

612 W. Smith St, Corry, PA

Phone: (814) 664-4641

Veteran's Affairs Medical Center

135 East 38th Street, Erie, PA

Phone: 1-800-274-8387 or (814) 868-8661

University of Pittsburgh Medical Center (UPMC)

Web: www.upmc.com

200 Lothrop Street, Pittsburgh PA

Phone: 1-800-533-8762 or (412) 647-8762

Other Local Resources:

Alcoholics Anonymous:

<http://www.erierecovery.com>

Erie, PA: 1611 Peach St.

Phone: (814) 452-2675

Meadville, PA: Meadville

Phone: (814) 337-4019

Al-Anon Family Services

<http://www.erierecovery.com>

1611 Peach Street, Erie, PA

Phone: (814) 454-4730

Alcohol Drug Treatment Referrals

Phone: 1-800-454-8966

AAAB Inc.

Phone: 1-800-251-2149

AABACO Addiction Treatment Services

Phone: 1-800-737-0933

AAAAABA Addiction Treatment Center
Phone: 1-800-509-1348

Alcohol AA Abuse – Addiction Treatment Center of Seawinds Healthcare
Phone: 1-800-462-1460

AAAAA Recovery First, Inc.
Phone: 1-800-734-5192

AA Alcohol Abuse & Addiction
Phone: (814) 944-2778 or 1-800-851-3291 (24/7)

A Addiction Care—Dexto/Rehabilitation Options
Phone: 1-888-243-3869

Alcohol & Drug Counseling Services of NW PA (Family Services of Northwestern PA)
5100 Peach Street, Erie, PA
Phone: (814) 866-4500

Behavioral Health Services of Sharon (Regional Health System)
740 East State St., Sharon, PA
Phone: 1-800-950-9982

Clarion on Call
Substance Abuse Help: 1-800-253-4906 (24 hour)

Cornell Abraxas Group, Inc.
429 W 6th St., Erie, PA
Phone: (814) 459-0618

Community House Inc.
521 W 7th St., Erie, PA
Phone: (814) 459-5853

Esper Treatment Center
25 W. 18th St., Erie, PA
Phone: (814) 459-0817

Crawford County Drug & Alcohol
Downtown Mall, Meadville, PA
Intake Line: (814) 337-7878
Information Line: (814) 724-4100

Family Services of NW PA
Web: www.familyserviceserie.com
5100 Peach Street, Erie, PA
Phone: (814) 866-4500 or 1-800-634-2560

Glenbeigh Outpatient Centers
Web: www.glenbeigh.com
4906 Richmond St., Erie, PA
Phone: (814) 864-4226
24 hour: 1-800-234-1001

Insights Chemical Dependency Serv.
60 S. Race Street, Greenville PA
Phone (724) 588-8570

Solutions – Drug & Alcohol Program
3610 West 26th Street, Erie, PA
Phone: (814) 838-2282

Gaudenzia Erie, Inc. (Crossroads) -
Alcohol & Drug Treatment Services:

Erie, PA: 414 W. 5th St., Erie PA
Phone: (814) 459-4775 (24/7)

Corry, PA: 45 East Washington Street
Phone: (814) 664-2120

Edinboro, PA: Ghering Health & Wellness Center
Phone: (814) 734-8760

Girard, PA: 259 East Main Street
Phone: (814) 774-0430

North East, PA: To Be Announced

Pyramid Health Care
Web: www.pyramidhealthcarepa.com
Phone: (814) 456-2203
24 hour: 1-888-694-9996

Cove Forge Behavioral Health System
1940 West 8th Street, Erie, PA
Phone: (814) 452-2991

Turning Point
Web: www.turningpointtreatment.com
4849 US 322, Franklin PA
Phone: (814) 437-1750
24 hour: 1-888-272-8922

Some information in this handout is based on brochures produced by Dartmouth College and is used with their permission.

Other sources: The National Organization of Student Assistance Programs and Professionals, Inservice Bulletin #2, "Guidelines for Compliance with the Drug-Free Schools and Communities Act of 1989," and, for the information on ICE and PCP, publications by Christina Dye for the Do-It-Now Foundation, Tempe, AZ 1990.

09-2004/ updated 1-9-2009