Interim Procedure for the Annual Notification and Biennial Review of UC Merced’s Drug and Alcohol Abuse Prevention Program (DAAPP)

**Responsible Official:** Executive Vice Chancellor and Provost
Vice Chancellor for Finance and Administration
Vice Chancellor for Student Affairs

**Responsible Office:**
- Academic Personnel Office
- Human Resources
- Student Affairs

**Issuance Date:** December 1, 2019

**Effective Date:** December 1, 2019

**Summary:**
This procedure defines roles and responsibilities related to the annual notification and biennial review of the university’s drug and alcohol abuse prevention programs (DAAPP) for students, staff, and faculty.

**Scope:**
- DAAPP Coordinator, DAAPP Committee, and Responsible Offices

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**Email:** lputney@ucmerced.edu

**Phone:** (209) 201-3491

I. REFERENCES AND RESOURCES

State and Federal Laws and Regulations
- Drug and Alcohol Abuse Prevention [34 CFR §§ 86.3 and 86.100](#)
- [Drug-Free Schools and Communities Act Amendments of 1989](#)
- [The California State Drug-Free Workplace Act of 1990](#)

UC Policies
- [UC Guidance on use and possession of marijuana on UC property](#)
- [UC Policy Against Substance Abuse](#)
- [UC Policy on Controlled Substances](#)
- [UC Smoke and Tobacco Free Environment Policy](#)
- [UC Merced Smoke and Tobacco Free Policy](#)
II. PROCEDURE SUMMARY & SCOPE

UC Merced is committed to providing a drug-free learning and working environment for students and employees. UC Merced’s Drug and Alcohol Abuse Prevention Programs (DAAPP) are intended to support student and employee health, safety and security by increasing awareness, preventing abuse, and decreasing potential drug and alcohol related crime.

The university understands its obligation to inform the campus community of available resources and support, as well as the educational, disciplinary, health, and legal consequences of abuse of alcohol and illegal drug use.

The purpose of this document is to define roles and responsibilities related to the annual notification and biennial review of UC Merced’s DAAPP.

III. DEFINITIONS

**Employees:** All administrators, staff, faculty, and other academic appointees, including graduate student employees, postdoctoral scholars, fellows and visiting scholars.

**Biennial review period:** UC Merced’s identified period for completing assessments of the effectiveness of individual programs, analyzing enforcement data to ensure consistency, and making recommendations for the next biennium.

The review period spans two calendar years and covers programs offered during the two academic years ending during the period, with a comprehensive assessment occurring during fall of even-numbered years and published by end of the calendar year.

For example, the 2019/2020 review assesses programs offered during 2018/19 and 2019/20 academic years and is published by December 31, 2020.

IV. PROCEDURES

A. DRUG AND ALCOHOL PREVENTION PROGRAMS (DAAPP) COMMITTEE

1. Committee is composed of representatives from responsible offices including but not limited to:
   a. Core membership convenes at least quarterly.
      i. Office of the Vice Chancellor for Student Affairs
      ii. Office of the Vice Provost for the Faculty
      iii. Human Resources
      iv. Ethics, Compliance, Audit, and Risk (ECAR)
   b. Expanded membership convenes at least annually.
      i. Office of the Associate Vice Chancellor and Dean of Students
      ii. Health Promotion
      iii. Student Conduct
      iv. Student Life and/or Residence Life
      v. Police Department – Clery Coordinator
      vi. Ombuds
B. ANNUAL NOTIFICATION OF PROGRAMS

UC Merced informs all students and employees of our commitment to a drug and alcohol-free campus.

1. A notification is distributed in writing, from the Chancellor, to each employee and student during fall term, prior to October 1.

2. Additional communication may be sent during spring term, prior to March 1. For example, responsible officials may forward the Chancellor’s message to their respective constituencies, adding their own reinforcement message.

3. The notification links to an informational website, which includes:
   a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on university property or as part of any of its activities;
   b. A description of the applicable legal sanctions under local, State, or 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 any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
   e. A clear statement that the university will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal 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 required by paragraph (2)(a) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

C. BIENNIAL REVIEW OF PROGRAMS

A biennial review is conducted to determine program effectiveness, recommend changes if needed, and ensure that disciplinary sanctions are consistently enforced.

1. The Biennial Review is finalized by the end of every even numbered year and covers the two previous academic years. For example, the 2019/2020 review covers AY2018/19 and AY2019/20.
   a. Programs, policies, sanctions, and resources are updated.
   b. Occurrences, enforcement, and sanction data is compiled.
   c. Individual program assessment information is compiled.
   d. Overarching research and assessment conducted by committee.
   e. Recommendations/goals are established for the next biennium.

2. The Biennial Review includes:
   a. Related policies
   b. Enforcement/sanctions
c. Procedure for distributing annual notification  
d. Education, intervention, and prevention programs  
e. Treatment/recovery resources  
f. Research and assessment  
g. Related coursework offered at the university (if available)  
h. Related grants received by the university (if available)  
i. Recommendations/goals for the next biennium

3. Individual programs are assessed at least annually by the program owner. Assessments are provided to coordinator and/or uploaded to box Folder.

4. Methodology used for assessments may include:
   a. Individual program assessments performed by program owner  
   b. Analyzing specific high-risk areas to ensure they are addressed by our programs  
   c. Review of survey data and/or comparison of local to national data  
   d. Evaluation of overall programs to determine impact to campus community

5. The Biennial Review is published to the DAAPP Website by December 31 of each even numbered year.

<table>
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<tr>
<th>Example Timeline for Biennium (2019-2020)</th>
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<tbody>
<tr>
<td><strong>July 2019</strong></td>
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<td><strong>September 2019</strong></td>
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<td><strong>July 2020</strong></td>
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<td><strong>September 2020</strong></td>
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<td><strong>August-October 2020</strong></td>
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<td><strong>November 2020</strong></td>
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<td><strong>December 31, 2020</strong></td>
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V. RESPONSIBILITIES

Drug and Alcohol Prevention Programs (DAAPP) Coordinator  
- Coordinate DAAPP committee meetings.  
- Coordinate annual notification to be sent every September.
c Circulate notification and website to committee for vetting.
- Coordinate announcement with Chancellor’s Office and Communications.
- Maintain DAAPP Website https://ecar.ucmerced.edu/daapp.
- Maintain documentation (forms, templates, and DAAPP Committee box folder).
- Circulate draft Biennial Review to the Ethics and Compliance Program (ECP) Management Committee for comment.

Drug and Alcohol Prevention Programs (DAAPP) Committee Members
- Bring DAAPP related campus initiatives to the attention of the committee.
- Provide updated DAAPP information to the coordinator for the annual notification and biennial review by August 1 of each year.
- Communicate alcohol and other drug related risks and opportunities up through the Ethics and Compliance Program (ECP) Management Committee.
- Conduct and publish biennial review by December 31 of even numbered years.

Student Affairs, Academic Personnel Office, and Human Resources
- Coordinate programs and resources for prevention and cessation of alcohol and other drug use for their respective constituencies and/or the campus community.
- Assess programs at least annually; identify strengths, challenges, and goals; and provide this assessment information to the DAAPP coordinator by August 1.
- Maintain supporting data that was used to develop assessments.
- Provide occurrence, enforcement, and sanction information to the coordinator at least annually by August 1 each year.
- Provide representatives for the DAAPP Committee.

VI. PROCEDURE REVISION HISTORY

<table>
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<tr>
<th>Date</th>
<th>Action/Summary of Changes</th>
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<tr>
<td>December 1, 2019</td>
<td>Interim Procedure Issued</td>
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VII. APPENDICES

APPENDIX 1 – ANNUAL NOTIFICATION TEMPLATE

To: UC Merced students, staff, faculty, and academic appointees.

Subject Line: UC Merced Drug and Alcohol Policy

Dear Campus Community,

UC Merced is committed to providing a safe, healthy, and supportive learning and working environment for students and employees.
The university takes seriously and understands its obligation to inform the campus community of available resources and support for the benefit of the UC Merced community, as well as the educational, disciplinary, health and legal consequences of abuse of alcohol and illegal drug use, in compliance with relevant federal and state law.

UC Merced’s Drug and Alcohol Prevention Programs (DAAPP) are intended to support student and employee health, safety and security by increasing awareness, preventing abuse, and decreasing potential drug and alcohol related crime. Therefore, I am sharing with you the following informational link to employee and student drug and alcohol policies and programs that detail not only potential consequences of the use and abuse of drugs and alcohol on our campus and affiliated properties, but also ways to access help if you find yourself, a colleague or a student struggling with substance abuse.

I hope you find this information helpful as you continue, every day, to do the great work of building the future in the heart of California.

Sincerely,

[Chancellor]

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**APPENDIX 2 – PROGRAM ASSESSMENT FORM**

**Drug and Alcohol Prevention Programs (DAAPP) Assessment Form**

This form is intended reflect all programs related to Drug and Alcohol Abuse Prevention. This information will be used in the university’s annual notification and biennial review.

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<th>Assessor Name and Department:</th>
<th>Date of Assessment:</th>
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<tr>
<th>Program Type*</th>
<th>Program Name</th>
<th>Strengths/Achievements</th>
<th>Challenges/Recommendations</th>
<th>Will this program continue?**</th>
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*Example Program Types: Education and Prevention, Environmental Management, Sanctions, Intervention, Treatment, Recovery, Research and Assessment

**Will this program continue? If YES, the program will be included in the annual notification. If NO, explain why not in the Challenges section.