

## Drug and Alcohol Use

Palmer College of Chiropractic (College) recognizes the inherent risks to the total College community associated with alcohol and other drug abuse. The College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the College community. As such, the College has published educational information and established this Drug and Alcohol Use policy (Policy) and associated rules to:

Foster awareness about and prevent the unlawful possession, use or distribution of illicit drugs and alcohol by all students and employees on College premises or at College related activities or service functions on or off College premises or at non-College activities on College premises that adversely affect the College community and/or the pursuit of its objectives;

Develop, disseminate, interpret and support the enforcement of College policies and rules that are consistent with local, state and federal law;

Promote healthy choices concerning the use of alcohol and other drugs, emphasizing the elimination of illegal use, high-risk behavior, harmful use and related violence;

Promote a safe, healthy and learning-conducive environment and productive workplace; and Provide information about available intervention, evaluation, referral and treatment services.

### SCOPE

This Policy applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus.

### DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- > The term **“College”** refers to Palmer College of Chiropractic, including operations on the Davenport campus; Florida campus; and West campus.
- > The term **“College community”** refers to all students, faculty, staff (including administration), and any other person(s), groups, or organizations affiliated with any Palmer campus.

- > The term “**College premises**” includes all land, buildings, facilities and other property in the possession of, owned, used or controlled by the College including adjacent streets, alleys, sidewalks and parking lots.

## **ADMINISTRATIVE RULES**

### ***Use of Drugs or Alcohol***

The College strictly prohibits the unlawful manufacture, sale, distribution, dispensing, possession, solicitation or use of alcohol or controlled substances. Additionally, the College limits the presence, use, consumption, possession, sale, manufacturing, solicitation or distribution of alcohol by students, employees or visitors to approved activities. At no time is any individual under legal drinking age or who is operating institution vehicles, machinery or equipment allowed to possess, use or consume alcohol. At no time is abuse of alcohol permissible.

### ***Fit for Duty***

All employees and students are to report to work/school in a mentally and physically fit and safe condition. Employees must report to their supervisor any health situation or use of prescription and/or non-prescription medications which may inhibit the ability to perform their required job duties. Any employee regarded as unfit for duty for any reason may not be permitted to work or may be temporarily reassigned until it is determined that said employee is free from impairment and fit and able for duty.

Any student reporting to class under the influence or discovered to be under the influence of alcohol or non-prescribed drugs, during the work/school day may be asked to leave the premises.

### ***Requirement for Notification***

Any employee who has been convicted of; pled guilty to; did not contest; forfeited bail; or was granted a deferred judgment to any drug or alcohol-related conduct under law or ordinance is to notify the institution in writing through Human Resources within five days of the applicable event. Failure to promptly report such violations may result in corrective action, up to and including termination of employment.

Any student who has been convicted of; pled guilty to; did not contest; forfeited bail; or was granted a deferred judgment to any drug or alcohol-related conduct under law or ordinance is to notify the institution in writing through the Dean of Student Academic Affairs on the Main

(Davenport, Ia.) and West (San Jose, Calif.) campuses and through the Director of Student Services on the Florida campus (Port Orange, Fla.) within five (5) days of the applicable event. Failure to promptly report such violations may result in disciplinary action, up to and including dismissal.

### ***Education***

The College provides drug and alcohol awareness information to students and employees. This will include the College's Policy and associated rules on drug and alcohol abuse, information on the magnitude and dangers of drug and alcohol abuse and the availability of counseling and treatment through student and employee assistance programs (refer to **Other Related Information** below in this Policy).

## **STANDARD INSTITUTIONAL POLICY PROVISIONS**

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- > [Standard Provisions Applicable to All Institutional Policies](#)

## **Additional Information**

### **ASSOCIATED POLICIES, PROCESSES AND/OR PROCEDURES**

This Policy is supplemented below. It is the responsibility of all employees and students to know and comply with policies and procedures as supplemented.

#### **POLICIES**

- > N/A

#### **PROCESSES AND/OR PROCEDURES**

- > N/A

#### **FORMS/INSTRUCTIONS**

- > N/A

## **OTHER RELATED INFORMATION**

- > [Wellness Services Information](#)
- > [Annual Security and Fire Safety Report](#)

## **CONTACTS**

### ***Human Resources***

#### **MAIN CAMPUS, DAVENPORT, IA.**

- > Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5258  
[hr.dept.ia@palmer.edu](mailto:hr.dept.ia@palmer.edu)

#### **FLORIDA CAMPUS, PORT ORANGE, FLA.**

- > Human Resources  
4777 City Center Parkway  
Port Orange, FL 32129  
(386) 763-2665  
[hr.dept.fl@palmer.edu](mailto:hr.dept.fl@palmer.edu)

#### **WEST CAMPUS, SAN JOSE, CALIF.**

- > Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5258  
[hr.dept.ia@palmer.edu](mailto:hr.dept.ia@palmer.edu)

### ***Academic Affairs***

- > [Student Academic Support Centers](#)

**MAIN CAMPUS, DAVENPORT, IA.**

- > Kevin Paustian, D.C., Ed.S.  
Dean of Academic Affairs  
Academic Affairs  
(563) 884-5721  
[kevin.paustian@palmer.edu](mailto:kevin.paustian@palmer.edu)

**FLORIDA CAMPUS, PORT ORANGE, FLA.**

- > Jason Brewer, M.S.  
Director of Student Services  
Student Services  
(386) 763-2781  
[jason.brewer@palmer.edu](mailto:jason.brewer@palmer.edu)

**WEST CAMPUS, SAN JOSE, CALIF.**

- > Thomas Souza, D.C.  
Dean of Academic Affairs  
Academic Affairs  
(408) 944-6050  
[thomas.souza@palmer.edu](mailto:thomas.souza@palmer.edu)

***Security***

- > [Campus Security](#)

**MAIN CAMPUS, DAVENPORT, IA.**

- > Office phone: (563) 884-5555
- > Brian Sharkey  
Senior Director of Safety and Security  
1000 Brady Street  
Davenport, IA 52803-5214  
(563) 884-5147  
[brian.sharkey@palmer.edu](mailto:brian.sharkey@palmer.edu)

**FLORIDA CAMPUS, PORT ORANGE, FLA.**

- > United American Security: (386) 763-2777
  
- > Charlie Brown  
Manager of Safety and Security  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2608  
[charlie.brown@palmer.edu](mailto:charlie.brown@palmer.edu)

**WEST CAMPUS, SAN JOSE, CALIF.**

- > Allied Universal on-site security: (408) 472-8441
  
- > Allied Universal 24-hour security: (800) 400-1110
  
- > Lonnie Contreras  
Director of Campus Administration  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6011  
[lonnie.contreras@palmer.edu](mailto:lonnie.contreras@palmer.edu)

**HISTORY**

Last Revised: ..... March 14, 2016

Adopted: ..... N/A

Last Administrative Review: ..... November 4, 2009

Responsible Officer: .....Kevin Cunningham, D.C. Ph.D.  
Vice Chancellor for Student Affairs  
Palmer College of Chiropractic  
1000 Brady Street  
Davenport, Iowa  
Phone: (563) 884-5898  
Fax: (563) 884-5864  
[kevin.cunningham@palmer.edu](mailto:kevin.cunningham@palmer.edu)

Issuing Office: .....Office of Compliance  
Earlye Julien, PHR, M.S.Ed., CQIA  
Senior Director for Compliance  
Palmer College of Chiropractic  
1000 Brady Street  
Davenport, Iowa  
Phone: (563) 884-5476  
Fax: (563) 884-5883  
[earlye.julien@palmer.edu](mailto:earlye.julien@palmer.edu)