

Office of Human Resources and Strategic Talent Management

To: Montgomery College Employees
From: Robert Roop, Chief Human Resources Officer
Subject: **Montgomery College Drug and Alcohol Abuse Prevention Program
Drug-Free Schools and Communities Act Disclosure**
Date: February 13, 2019

Montgomery College is required under the Drug-Free Schools and Communities Act to annually notify employees about our Drug and Alcohol Abuse Prevention program.

Montgomery College's commitment to drug and alcohol abuse prevention is underscored by the following policy #31005 adopted on May 15, 1989 by the College Board of Trustees.

- I. The Board of Trustees is committed to the education of students, employees, and community members regarding substance abuse prevention, detection, and treatment services; to the continuation of a collegewide substance abuse prevention program and other ongoing efforts that will foster such education; and to the maintenance of a drug-free environment throughout the College.
- II. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at Montgomery College.
- III. College employees and students are subject to appropriate disciplinary action for violation of this policy, in accordance with College policies and procedures regarding employee discipline and discharge and in accordance with the student code of conduct.
- IV. The College president is authorized to establish procedures to implement this policy.

Per 31005CP, II, the following standards of conduct are applicable to employees:

- A. Employees should report for work fit for duty and free of any adverse effects of illegal drugs or alcohol. This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physicians about the medication's effect on their fitness for duty and the ability to work safely and promptly disclose restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions to supervisors, but should do so to the HIPAA Privacy Official in the Office of Human Resources and Strategic Talent Management.
- B. Employees may be required to undergo a medical examination pursuant to College Policy 31105—Medical Examinations when the employee's observable behavior creates a reasonable belief that the employee cannot perform the essential job functions or that the employee poses a threat to the health and safety of the employee or others, or to College property, as a result of the effects of drugs or alcohol.

- C. The unlawful manufacture, sale, distribution, dispensing, possession or use of controlled substances, and the unlawful use or abuse (e.g., being intoxicated) of alcohol by anyone on College property (including any facilities leased or used by the College) or in College vehicles is prohibited. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by anyone at any College sponsored or supervised activity off campus is also prohibited.
- D. Notification of Criminal Conviction
1. As required by the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments, the Maryland Higher Education Commission's Policies Concerning Drug and Alcohol Abuse Control, and as a condition of employment, employees must abide by the terms of this procedure and notify the Office of Human Resources and Strategic Talent Management in writing, of any criminal drug statute conviction for a violation occurring on or off Montgomery College property, no later than five calendar days after such conviction. Lack of compliance with these requirements may subject the employee to immediate disciplinary action, up to and including discharge.
 2. Upon receipt of notification of a conviction, the College will take the following actions as required by law:
 - a. Notify the appropriate federal agencies of such convictions, and
 - b. Take appropriate personnel action against the employee, up to and including discharge; and/or
 - c. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
- E. Consequences of Alcohol and Drug Abuse
1. The unlawful manufacture, distribution, use, sale, or possession (e.g., on the person or in a desk, or vehicle) of illegal drugs or of opened alcohol while on the job or on College leased or owned property is an offense punishable by discharge and may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.
 2. The illegal use or abuse of alcohol on campus or as a part of any College activity whether on College leased or owned property is prohibited in accordance with all applicable Federal, State and local laws and the Drug and Alcohol Abuse Prevention Policy. In addition to possible prosecution under the aforementioned laws, employees who violate the prohibitions of this policy are subject to College imposed disciplinary sanctions consistent with applicable procedures and regulations. Sanctions may include, but need not be limited to, suspension, discharge, or referral to appropriate authorities for prosecution. Any disciplinary sanction imposed may also include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued employment.

Health Risks of Alcohol Abuse

For information about the health risks of alcohol abuse, click [here](#).

*Health Risks Associated with the Use of Illicit Drugs

For a description of health risks associated with the use of illicit drugs and abuse of alcohol see attachment. For additional information click [here](#).

You may also access free, confidential assistance through the **Faculty Staff Assistance Program** guidanceresources.com or call 844-236-2668 (TDD: 800-697-0353). To register use Organization Web ID: MCC.

Drug and Alcohol Abuse Treatment Resources and Clinical Services

For information about national and local resources available for drug and alcohol abuse treatment, please see attachment.

For more information on the Drug and Alcohol Abuse Prevention Program for Employees, please see the [Drug and Alcohol Abuse Prevention Biennial Review report](#) or contact Ms. Rowena D'Souza, Risk Management Coordinator / HIPAA Privacy Official at rowena.dsouza@montgomerycollege.edu.

*Attachment

Drug and Alcohol Abuse Treatment Resources and Clinical Services

Montgomery College Faculty/Staff Assistance Program (FSAP)
guidanceresources.com
1-844-236-2668
TDD: 800-697-0353

Montgomery College Web ID: MCC

Available 24 hours a day, 7 days per week (Free to college employees with benefits)

Montgomery County Department of Health and Human Services
Behavioral Health – Addiction Services
255 Rockville Pike #145
Rockville, MD 20850
240-777-1770 or 240-777-4710
<http://www.montgomerycountymd.gov/>

NATIONAL HOTLINES and RESOURCES

American Addiction Centers
888-986-7502
<https://americanaddictioncenters.org/rehab-guide/free/>

Alcohol Hotline
Information and referral 24 hour
1-800-ALCOHOL (252-6465)
Adcare.com

National Suicide Prevention Lifeline
1-800-273-TALK (8255)
Suicidepreventionlifeline.org

National Treatment Referral
1-800-662-HELP (4357)

National Institute on Drug Abuse (NIDA)
301-443-1124
<https://www.drugabuse.gov/>

National Institute on Alcohol Abuse and Alcoholism (NIAAA)
301-443-3860
www.niaaa.nih.gov

Substance Abuse and Mental Health Services Administration (SAMHSA)
Treatment Facility Locator
<https://dasis3.samhsa.gov>

LOCAL RESOURCES

Adventist Behavioral Health
14901 Broschart Rd.
Rockville, MD 20850
301-251-4500

Al-Anon / Alateen
Support group for families of alcoholics
202-635-2023, MD and DC
703-534-4357 Northern VA.
www.al-anon.alateen.org

Another Way Inc.
1363 Holton Lane,
Takoma Park, MD 20912
(301) 434-2622
Addictiontreatmentsystems.com/another-way

Avery House (Group)
14705 Avery Rd.
Rockville, MD 20853
301-762-4651 (Women/children)
301-762-5613 (Intermediate care)
301-279-8828 (Combined care)

Bilingual Counseling Center
11301 Georgia Ave. #2
Wheaton, MD 20902
<http://bilingualcounselingcenter.com/>
301-942-7821

Crisis Center
1301 Piccard Dr.
Rockville, MD 20850
240-777-4000
Available 24 hours a day, 7 days per week
Montgomerycountymd.gov/home.aspx (search: Crisis)

Cocaine Anonymous National Referral Line
Group for cocaine abusers
800-347-8998 24 hours
202-368-0476 DC, MD, and VA
301-368-9202
www.ca.org

Counseling Plus Inc.
8561 Fenton St.
Silver Spring, MD 20910
301-565-9001

Family Health Center Psychological Services
6 Montgomery Village Ave. Suite 400
Gaithersburg, MD 20879
<http://www.fhcenter.com/>
301-963-7222

Hannah's Aftercare and Rehab
1201 Millgrove Rd.
Silver Spring, MD 20910
<https://www.addicted.org/directory/item/hannahs-aftercare-and-rehab-center.html>
1-800-304-2219

Journeys Adult Program
402 Hungerford Dr.
Rockville, MD 20850
301-294-4015

Kolmac Clinic
1003 Spring St.
Silver Spring, MD 20910
301-589-0255
<https://www.kolmac.com/>

Mental Health Association of Montgomery County
1000 Twinbrook Pkwy
Rockville, MD 20851
301-738-9697 - Youth Hotline
301-738-2255 - General Hotline
Every-mind.org

Metro Counseling Inc.
15719 Crabbs Branch Way,
Rockville, MD 20855
301-670-6161

Montgomery General Hospital
Addiction and Mental Health Center
18101 Prince Philip Dr.
Olney, MD 20832
www.medstarmontgomery.org
301-774-8800

Montgomery Recovery Services
14636 Rothgeb Dr.
Rockville, MD 20850
www.montgomeryrecovery.com
301-762-5300

Narcotics Anonymous
Group for narcotics abusers
800-317-3222 DC and MD
www.na.org

New Beginnings at Potomac Valley
Nursing and Wellness Center
1235 Potomac Valley Rd.
Rockville, MD 20850
www.potomacvalley.com
301-762-0700

OACES Corp.
416 Hungerford Dr. Suite 209
Rockville, MD 20850
301-762-1383
www.addicted.org

Prince George's County
Cheverly Health Center
3003 Hospital Dr.
Cheverly, MD 20785
301-583-5920

SELF-HELP GROUPS

Alcoholics Anonymous
Self-help group for alcoholic and alcohol abusers
202-966-9115 (DC, MD, VA)
www.aa-dc.org

Suburban Hospital Behavioral Health
6001 Montrose Rd.
Rockville, MD 20852
301-896-3100

Washington Adventist Hospital
7600 Carroll Ave. Takoma Park, MD 20912
www.adventisthealthcare.com
301-891-7600 or 301-891-5600