

**To:** Montgomery College Employees and Contractors

**From:** Krista Leitch Walker  
Vice President/Chief Human Resources Officer

Susan V. Watson  
Chief Compliance, Risk, and Ethics Officer

**Subject:** **Drug and Alcohol Abuse Prevention Program Information and Drug-Free Schools and Communities Act Disclosure**

**Date:** November 18, 2024

Montgomery College is required under the Drug-Free Schools and Communities Act to annually notify employees about our Drug and Alcohol Abuse Prevention program. Please note that although Maryland voters approved a ballot referendum in the 2022 General Election to allow recreational use of cannabis by adults age 21 and over starting July 1, 2023, the use and possession of cannabis remains illegal under the Federal Controlled Substances Act of 1970 and is, therefore, not permitted on College property or at College-sponsored activities under any circumstances.

Montgomery College's commitment to drug and alcohol abuse prevention is underscored by College 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 which 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 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, see this resource:

<https://www.cdc.gov/alcohol/index.html>

Please also review the attached document for the health risks associated with alcohol abuse.

- Health Risks Associated with the Use of Illicit Drugs

For a description of health risks associated with the use of illicit drugs, please see the attached document.

- Drug and Alcohol Abuse Treatment Resources and Clinical Services

You may also access free, confidential assistance through MC CARES (the [Faculty and Staff Assistance Program](#)) by calling 844-236-2668 (for TRS dial 711 or for TDD dial 800-697-0353). To register, use Organization Web ID: MCC.

- Additional information regarding national and local resources available for drug and alcohol abuse treatment are included in the 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](mailto:Rowena.dsouza@montgomerycollege.edu).

## ATTACHMENT #1 – DESCRIPTION OF HEALTH RISKS

### Health Risks Information: Marijuana

The following information on cannabis health risks is from the Centers for Disease Control and Prevention:

**Cannabis** is the most commonly used federally illegal drug in the United States. Cannabis use may have a wide range of health effects on the body and brain. Cannabis, which can also be called marijuana, weed, pot, or bud, refers to the dried flowers, leaves, stems, and seeds of the cannabis plant. The cannabis plant contains more than 100 compounds (or cannabinoids). These compounds include tetrahydrocannabinol (THC), which is impairing or mind-altering, as well as other active compounds, such as cannabidiol (CBD).

Cannabis can be used in a number of ways. The most common ways include:

- Smoked in joints (like a cigarette), in blunts (cigars or cigar wrappers that have been partly or completely refilled with cannabis) or in bongos (pipes or water pipes)
- Vaped using electronic vaporizing devices (like vape pens) or other vaporizers
- Mixed or infused into foods or drinks (called edibles) like cookies, cakes, or brownies, or tea, cola, or alcohol

There are health risks associated with using cannabis regardless of how it is used. People who use cannabis can struggle with physical dependency and controlling their use. Some signs and symptoms of cannabis use disorder include trying but failing to quit using cannabis or giving up important activities with friends and family in favor of using cannabis. Cannabis use directly affects brain function—specifically the parts of the brain responsible for memory, learning, attention, decision making and coordination. Cannabis can make the heart beat faster and raise blood pressure immediately after use. It could also lead to increased risk of stroke, heart disease, and other vascular diseases. People who have cannabis use disorder may also be at a higher risk of other negative consequences, such as problems with attention, memory, and learning.

Available at CDC website: [www.cdc.gov/cannabis/about/index.html](http://www.cdc.gov/cannabis/about/index.html)

### Health Risks Information: Fentanyl

The following information on Fentanyl health risks is from the Centers for Disease Control and Prevention and the National Institute of Drug Abuse:

**Fentanyl** is a synthetic opioid that is up to 50 times stronger than heroin and 100 times stronger than morphine. It is a major contributor to fatal and nonfatal overdoses in the U.S. There are two types of fentanyl: pharmaceutical fentanyl and illicitly manufactured fentanyl. Both are considered synthetic opioids. Illicitly manufactured fentanyl (IMF) is available on the drug market in different forms, including liquid and powder. Fentanyl-laced drugs are extremely dangerous, and many people may be unaware that their drugs are laced with fentanyl. Powdered fentanyl looks just like many other drugs. It is commonly mixed with drugs like heroin, cocaine, and methamphetamine and made into pills that are made to resemble other prescription opioids. Fentanyl and other synthetic opioids are the most common drugs involved in overdose deaths. Drugs may contain deadly levels of fentanyl, and you wouldn't be able to see it, taste it, or smell it.

Like heroin, morphine, and other opioid drugs, fentanyl works by binding to the body's opioid receptors, which are found in areas of the brain that control pain and emotions. After taking opioids many times, the brain adapts to the drug, diminishing its sensitivity, making it hard to feel pleasure from anything besides the drug. When people become addicted, drug seeking and drug use take over their lives.

Fentanyl's effects include: extreme happiness, drowsiness, nausea, confusion, constipation, sedation, problems breathing, unconsciousness.

People addicted to fentanyl who stop using it can have severe withdrawal symptoms that begin as early as a few hours after the drug was last taken. These symptoms include:

- muscle and bone pain
- sleep problems
- diarrhea and vomiting
- cold flashes with goose bumps
- uncontrollable leg movements
- severe cravings

Available at CDC website: [www.cdc.gov/stop-overdose/caring/fentanyl-facts.html](http://www.cdc.gov/stop-overdose/caring/fentanyl-facts.html)

Additional information is available at the NIDA website: [www.nida.nih.gov/publications/drugfacts/fentanyl](http://www.nida.nih.gov/publications/drugfacts/fentanyl).

### **Health Risks Information: MDMA (Ecstasy/Molly)**

The following information on health risks is from the National Institute on Drug Abuse:

MDMA, also called Molly or Ecstasy, is a lab-made (synthetic) drug that has effects similar to stimulants like methamphetamine.

MDMA's effects may include feeling more energetic and alert and having an increased sense of well-being, warmth, and openness toward others. However, MDMA can also cause unpleasant and potentially negative health effects. A person may experience the effects of MDMA within 45 minutes or so after taking a single dose.

MDMA can cause negative health effects, some potentially serious. Its effects depend on the amount used, the purity of MDMA taken, and where and how a person is taking it.

Negative health effects of taking MDMA may include higher blood pressure, involuntary jaw clenching, nausea, vomiting, and restless legs. While deaths associated with MDMA use are rare, taking it can also lead to more severe side effects. MDMA use has been associated with anxiety and panic attacks.

Available at NIDA website: [www.nida.nih.gov/research-topics/mdma-ecstasy-molly#safe](http://www.nida.nih.gov/research-topics/mdma-ecstasy-molly#safe)

## Health Risks Information: Alcohol

The following information on health risks is from the National Institute of Alcohol Abuse and Alcoholism:

**Alcohol:** Nearly every organ system of our body is affected by alcohol. For individuals ages 18 and older, even a serving or two of alcohol per day can increase the risk of certain cancers, and drinking heavily over the years can cause irreversible damage to virtually every organ. Alcohol can also impact brain development. Fortunately, diseases caused by alcohol misuse can be prevented by reducing—or, even better—stopping drinking alcohol.

Alcohol makes it harder for the brain areas controlling balance, memory, speech, and judgment to do their jobs, resulting in a higher likelihood of injuries and other negative outcomes. Long-term, heavy drinking causes alterations in the neurons, such as reductions in their size. As a result of these and other changes, brain mass shrinks and the brain's inner cavity grows bigger. People with alcohol use disorder (AUD) often have problems with memory, sleep, and mood long after the alcohol wears off.

Chronic alcohol misuse, as well as binge drinking, can cause high blood pressure, or hypertension. Heavy alcohol consumption triggers the release of certain stress hormones that in turn constrict blood vessels that elevate blood pressure. In addition, alcohol may affect the function of the muscles within the blood vessels, causing them to constrict and elevate blood pressure.

Available at college drinking prevention website: [www.collegedrinkingprevention.gov/special-features/interactive-body](http://www.collegedrinkingprevention.gov/special-features/interactive-body)

**ATTACHMENT #2 – Drug and Alcohol Abuse Treatment Resources  
and Clinical Services for Montgomery College Employees**

<b>National Hotlines</b>	
<b>Drug and Alcohol Abuse Hotline</b> <i>Information and referral 24 hour</i> 800-ALCOHOL (252-6465)	<b>Suicide and Crisis Lifeline</b> Call or Text 988 <a href="https://988lifeline.org/">https://988lifeline.org/</a>
<b>Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline</b> 1-800-662-HELP (4357)	<b>Substance Abuse and Mental Health Services Administration (SAMHSA)</b> <i>Treatment Facility Locator</i> <a href="https://findtreatment.gov/">https://findtreatment.gov/</a>
<b>List of Treatment Resources, Clinical Services, and Self-Help Groups</b>	
<b>MC CARES Employee Assistance Program</b> Guidanceresources.com App: GuidanceNowSM 1-844-236-2668 TDD: 800-697-0353 Montgomery College Web ID: MCC Available 24 Hours a Day, 7 Days per Week Free to all Employees; Except Contractors	<b>Crisis Center</b> 1301 Piccard Drive Rockville, MD 20850 240-777-4000 Available 24 hours a day, 7 days per week
<b>Every Mind</b> 1000 Twinbrook Parkway Rockville, MD 20851 Phone: 301-424-0656 Crisis Hotline: 988 <a href="https://www.everymind.org/">https://www.everymind.org/</a>	<b>Montgomery County Department of Health and Human Services</b> <i>Access to Behavioral Health Services</i> 27 Courthouse Square Rockville, MD 20850 240-777-1770 <i>Behavioral Health – Outpatient Addiction Services</i> 1500 East Gude Dr. Rockville, MD 20850 240-777-1680 <a href="http://www.montgomerycountymd.gov/hhs/">www.montgomerycountymd.gov/hhs/</a>
<b>Avery House (Group)</b> 14705 Avery Road Rockville, MD 20853 <b>Phone: 301-762-4651</b>	<b>Bilingual Counseling Center</b> 11236 Triangle Lane Wheaton, MD 20902 <a href="http://www.bilingualcounselingcenter.com/">www.bilingualcounselingcenter.com/</a> <b>Phone: 301-942-7821</b>
<b>Counseling Plus Inc.</b> 8561 Fenton Street, Suite 230 Silver Spring, MD 20910 <a href="https://www.counselingplus.com/">https://www.counselingplus.com/</a> <b>Phone: 301-565-9001</b>	<b>Family Health Center Psychological Services</b> 6 Montgomery Village Ave., Suite 400 Gaithersburg, MD 20879 <a href="http://www.fhcenter.com/">http://www.fhcenter.com/</a> <b>Phone: 301-963-7222</b>
<b>Journeys Adult Program</b> 14703 Avery Road Rockville, MD 20853 <b>Phone: 301-294-4015</b>	<b>Kolmac Integrated Behavioral Health</b> <b>Phone: 1-888-331-5251</b> <a href="http://www.kolmac.com">www.kolmac.com</a>

<p><b>Metro Counseling Service Inc.</b>  20 Courthouse Square, Suite 217  Rockville, MD 20850  <a href="http://www.metrocounselingservices.com/">www.metrocounselingservices.com/</a>  <b>Phone: 301-670-6161</b></p>	<p><b>Montgomery Recovery Services Inc.</b>  14636 Rothgeb Drive  Rockville, MD 20850  <b>Phone: 301-762-5300</b></p>
<p><b>Adventist Health Care Shady Grove Medical Center Behavioral Health</b>  14901 Broschart Road  Rockville, MD 20850  <b>Phone: 301-251-4500</b></p>	<p><b>MedStar Montgomery Medical Center Addiction and Mental Health Center</b>  18101 Prince Philip Drive  Olney, MD 20832  <a href="http://www.medstarmontgomery.org">www.medstarmontgomery.org</a>  <b>Phone: 301-774-8882</b></p>
<p><b>Suburban Hospital Addiction Treatment Center Outpatient Services</b>  6410 Rockledge Drive, Suite 150  Rockville, MD 20817  <a href="http://www.suburbanhospital.org">www.suburbanhospital.org</a>  <b>Phone: 301-896-2036</b></p>	<p><b>Suburban Hospital Behavioral Health</b>  8600 Old Georgetown Road  Bethesda, MD 20814  <b>Phone: 301-896-2586</b>  <b>301-896-3100</b></p>
<p><b>Heroin and Opioid Awareness &amp; Prevention Toolkit</b>  Maryland State Department of Education  <a href="http://www.marylandpublicschools.org/Pages/heroinprevention/index.aspx">http://www.marylandpublicschools.org/Pages/heroinprevention/index.aspx</a></p>	
<b>Anonymous Resources</b>	
<p><b>Alcoholics Anonymous</b>  <i>Self-help group for alcoholic and alcohol abusers</i>  202-966-9115 (DC, MD, VA)  <a href="http://www.aa-dc.org">www.aa-dc.org</a></p>	<p><b>Cocaine Anonymous National Referral Line</b>  <i>Group for Cocaine Abusers</i>  800-347-8998 24 Hours</p>
<p><b>Narcotics Anonymous</b>  Group for Narcotics Abusers  1-800-543-4670 DC and MD  <a href="http://www.na.org">www.na.org</a></p>	