

MEMORANDUM

TO: All Employees and Students

FROM: Dr. J.D. Rottweiler, Ph.D., President

DATE: August 9, 2010

SUBJECT: Drug and Alcohol Free Workplace

The purpose of this letter is to inform all employees and students of our policy on the unlawful possession, use or distribution of drugs and alcohol. Copies of the College's policy and procedure on this subject are attached. I strongly encourage you to read and understand the contents of each of these documents.

As you read this policy and procedure, please understand that they are mandated by federal law. Federal law also mandates annual notification of the policy and its requirements. Cochise College is fully supportive of the law and intends to enforce the policy and procedure to the greatest degree possible. I ask your support and cooperation in this effort to make Cochise College a drug and alcohol free environment.

If you have any questions about the meaning of the policy or the possible penalties for non-compliance, please contact Dr. Bo Hall, Dean of Student Services (Douglas 417-4050) or the Human Resources Department (Douglas 417-4727).

Thank you for your understanding and support in providing a drug and alcohol free academic and work environment at Cochise College.

Attachments

**Cochise College
Administrative Policy**

Category: Health and Safety

Policy Number: 5003

Title: Drug and Alcohol Free Environment

The College shall maintain drug- and alcohol-free campuses and centers. The manufacture, distribution, dispensation, possession, or use of these and all controlled substances is prohibited in any part of any facility operated by the College, or on college grounds, or in a vehicle owned by the College and used by the employee and/or student either as driver or passenger.