



# TEXAS A&M UNIVERSITY-SAN ANTONIO

## Annual Notification to Employees

*All Texas A&M University-San Antonio (A&M-SA) employees need to be aware of Federal and State laws, System policies and regulations, and A&M-SA rules and procedures that affect them in the workplace. Please contact your Human Resources department for additional information regarding the subjects below.*

### REPORTING FRAUD, WASTE, AND ABUSE – EVERYONE’S RESPONSIBILITY

The Texas A&M University System (TAMUS) has established a System-wide Risk, Fraud, and Misconduct Hotline. The Hotline is a telephone and web-based reporting system that provides a way to anonymously report instances of suspected fraud, waste, and abuse. Every person, regardless of position, shares in the responsibility for promoting an ethical and safe environment. If you have factual information suggestive of fraudulent, wasteful, or abusive activities involving any TAMUS member, employee, student, or other affiliate, we want you to report it. Examples of reportable issues include fraud, theft, misuse of TAMUS resources or information, violations of safety rules or environmental laws, conflicts of interest, or discrimination.

Reports may be made directly through the Risk, Fraud and Misconduct Hotline via telephone at (888) 501-3850, directly to System Internal Audit at (979) 458-7100, or online at <https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html> You can also report issues involving fraud, waste, and abuse to the Texas State Auditor’s Office at (800) 892-8348 or <https://sao.fraud.texas.gov/ReportFraud/>.

### CIVIL RIGHTS COMPLIANCE PROGRAM

No individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any university program or activity. All employees are responsible for ensuring their work and educational environments are free from discrimination, sexual harassment, and/or related retaliation.

When alleged or suspected discrimination, including sexual harassment, is experienced by, observed by, or made known to an employee in the course and scope of their employment, the employee is responsible for promptly reporting that information as indicated below. An employee’s failure to report alleged or suspected discrimination may result in disciplinary action, including dismissal. The university must dismiss an employee if, in accordance with its applicable disciplinary processes, the university determines that the employee knowingly failed to make a required report, or that the employee, with the intent to harm or deceive, knowingly made a report that is false. In addition, the individual may be subject to criminal prosecution and incarceration.

All concerns or complaints regarding any type of illegal discrimination based on a protected status, including sex, should be brought to the attention of the A&M-SA **Compliance Officer, Karen Royal, J.D. or the Title IX Coordinator, Joni Baker, PhD.;** **One University Way, Modular 109, San Antonio, Texas 78224, (210) 784-2003, and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, Texas 75201-6810, (214) 661-9600. Reports can also be made anonymously through <https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html>**

### CRIME INFORMATION & STATISTICS

A&M-SA is committed to assisting all members of the University community in providing for their own safety and security. The Annual Security and Fire Safety Report is available from the University Police Department (UPD) website at <https://www.tamusa.edu/upd/cleryinfo/index.html>. If you would like to receive the combined Annual Security and Fire Safety Report that contains this information, visit UPD at One University Way, Sen. Frank L. Madla Building, Room 120, San Antonio, Texas 78224. Or you can request that a copy be mailed to you by calling UPD at (210) 724-1900.

The UPD website and report contain information regarding campus security and personal safety, including topics such as crime, prevention, fire safety, University law enforcement authority, crime reporting, policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus building or property owned or controlled by A&M-SA and on public property within or immediately adjacent to and accessible from the campus. This information is required by law and provided by UPD.

## **OUTSIDE EMPLOYMENT**

TAMUS policies and regulations allow both faculty and non-faculty employees to hold an outside job, engage in outside consulting work, and/or have an ownership interest or serve on the board of an entity. The outside employment activity must be approved in advance by the appropriate vice president and must not interfere with the assigned workload and responsibilities of the employee; employees must complete the A&M-SA “External Employment Application and Approval” Form, which can be found at <https://assets.system.tamus.edu/files/policy/pdf/ExternalEmploymentForm.pdf>. The activity must be reasonable in amount and conducted according to the standards of conduct prescribed by law. In addition, the activity must avoid unfair competition with private enterprises, must not conflict with the interests of the State of Texas, and must not be represented as having the endorsement or sponsorship of the TAMUS. A&M-SA prohibits the use of University resources for external employment. For additional information, please see the following policies:

*System Regulation 31.05.02, External Employment* <https://policies.tamus.edu/31-05-02.pdf>

[A&M-SA Rule 31.05.01.01](#), click to view *Faculty Consulting, External Professional Employment, and Conflicts of Interest*

*System Regulation 33.04.01, Use of University Resources for External Employment*, <http://policies.tamus.edu/33-04-01.pdf>

## **COMPENSATORY TIME**

All State agencies are required to notify their employees of the State's policy on compensatory time. Please see this [information](#) from the Department of Labor about compensatory time (or “comp time”). A&M-SA’s compensatory time policy for exempt employees requires approval from the University President upon receipt of a request for comp time and explanation of why extraordinary circumstances warrant approval of the request. All comp time, regardless of whether the employee is exempt or nonexempt, must be authorized in advanced. For additional information, see the following policies:

*System Regulation 31.01.09, Overtime* <http://policies.tamus.edu/31-01-09.pdf>

[A&M-SA Rule 31.01.09.01.01, Overtime](#), click to view

## **UPDATING EMPLOYEE DISABILITY STATUS**

A&M-SA remains committed to providing a workplace free from discrimination and one that is inclusive and welcoming. In accordance with Federal instruction, employees are invited to identify as an individual with a disability, if applicable. Self-identification is voluntary, will be kept confidential, and will not be used against you in any way. To self-identify, you can complete the Voluntary Self-Identification of Disability Form and submit it to the Offices of Human Resources, or **please logon to Workday, select Personal Data in your profile and ‘Change Self Identification of a Disability’**.

## **UPDATING EMPLOYEE EMERGENCY CONTACT INFORMATION**

Your department will use emergency contact information to inform your family or designee if you are injured or involved in an emergency while working. To keep this information current, all employees are urged to update their contact information each year. To access and update your personal data in Workday log into SSO, then select Workday, go to your Personal Information and select ‘Personal Data,’ then select Emergency Contacts to review your information, then select ‘Edit’ to update your emergency contact information.

## **HIV/AIDS AND THE WORKPLACE BROCHURE**

The Human Immunodeficiency Virus Service Act, Chapter 85, Texas Health and Safety Code, specifies that workplace guidelines be established to ensure that the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected. A brochure offered by The Texas Department of State Health Services can be reviewed [online](#). Please review *System Regulation 34.04.03, HIV/AIDS in the Workplace and Learning Environment* at <https://policies.tamus.edu/34-04-03.pdf>. For additional information, visit the Texas Department of State Health Services (DSHS) at <http://dshs.texas.gov/hivstd/info/hivworkplace.shtm>.

## **REPORTING TO SUPERVISOR ANY ARREST, CRIMINAL CHARGE, OR CONVICTION**

A&M-SA employees must report to their supervisor, within 24 hours or at the earliest possibility thereafter, any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. Failure to make the report required by this section shall constitute grounds for disciplinary action, including dismissal. See *System Regulation 33.99.14, Criminal History Record Information—Employees and Applicants* at <https://policies.tamus.edu/33-99-14.pdf>

## **DRUG AND ALCOHOL ABUSE PREVENTION AND REHABILITATION PROGRAM**

Texas A&M University-San Antonio is committed to protecting the safety, health, and wellbeing of its students, employees, and all people who come into contact with its property and facilities. Recognizing that alcohol and substance abuse poses a direct and substantial threat to this goal, A&M-SA is committed to providing an alcohol and illegal substance free working environment for all of its employees; educating employees and students about alcohol and drug issues; deterring the irresponsible use of

alcoholic beverages; and prohibiting the unlawful manufacture, use, possession, or distribution of controlled substances. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, A&M-SA has established an alcohol and drug awareness and prevention program for its employees and students. The program provides information regarding the dangers and health risks of alcohol and drug abuse; available alcohol and drug counseling, rehabilitation and employee assistance programs; and the sanctions that may be imposed on students and employees for alcohol and drug violations. The policies, rules, and procedures are also designed to comply with applicable laws and regulations. Please review the following:

*System Policy 34.02, Drug and Alcohol Abuse* <http://policies.tamus.edu/34-02.pdf>

*System Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs* <http://policies.tamus.edu/34-02-01.pdf>  
*A&M-SA Rule 34.02.01.01, Substance Abuse Prevention.*

## **REQUIRED NOTICE TO EMPLOYEES REGARDING THE PREVENTION OF ALCOHOL ABUSE AND ILLICIT DRUG USE AT A&M-SA LOCATIONS**

In order to comply with the Drug-Free Schools and Communities Act of 1994 (20 U.S.C. 7101 et seq.), required information as outlined in Section 3.2 of *System Regulation 34.02.01, Drug and Alcohol and Rehabilitation Programs* is distributed annually to all employees and students. A&M-SA is committed to the elimination of alcohol abuse and illicit drug use. Alcohol abuse and illicit drug use disrupt the environment of personal growth all institutions of higher education seek to develop. The higher education community desires to prevent the negative consequences that alcohol abuse and illicit drug use can have on the learning environment.

This summary provides standards of conduct, legal sanctions, disciplinary sanctions, and health risks associated with alcohol and other drug abuse.

### **I. Standards of Conduct**

**The Texas A&M University System (system) and each member is committed to a drug-free environment and protecting the safety, health and well-being of all employees and students.**

Texas A&M University-San Antonio is an Alcohol and Other Drugs-Free Campus. This includes an alcohol, drug, smoke, tobacco, and vape free-campus. A&M-SA recognizes and supports present local, state, and federal laws, including the Drug Free Schools and Communities Campuses Regulations (DFSCR) and policies of the Board of Regents, with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs. In addition the Drug-Free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere.

#### **A. Employees**

Each Texas A&M System University employee, including student employees, must abide by [Texas A&M University System Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs](#). Other applicable policies include: The Drug Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Work Force Rules for Department of Defense (DOD) Contractors and the requirements of the Department of Transportation or other regulatory bodies and applicable state laws.

#### **B. Students**

Violations of the Student Code of Conduct are taken seriously. The University may impose disciplinary charges against any student who allegedly violated Texas A&M System Policies and Regulations, University Rules and Procedures and/or local, state and federal laws concerning controlled substances. Violations of any local, state or federal law pertaining to controlled substances that occur off campus and are not associated with a University- connected activity may result in disciplinary charges in situations in which the continued presence of the individual on campus is likely to interfere with the educational process and the orderly operation of the University. University disciplinary proceedings will be in accordance with procedures outlined in the [Student Code of Conduct](#).

### **II. Legal Sanctions**

Unlawful possession or distribution of illicit drugs or alcohol will be reported to the appropriate law enforcement agency and will be subject to prosecution in accordance with the law. Legal sanctions for a violation of local, State, and/or federal law may include, but not be limited to fines, probation, jail, or prison sentences.

A&M-SA enforces all federal and state laws and local ordinances.

## A. Federal

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensing of drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (including marijuana)	Imprisonment for up to 1 year, and a fine of not less than \$1,000.	Imprisonment for not more than 20 years nor less than 5 years and fine of not less than \$5,000 plus costs of investigation and prosecution.

## B. State

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substance	Confinement in jail for not more than 2 years nor less than 180 days, and a fine not to exceed \$10,000.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 10 years, and a fine not to exceed \$250,000.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 5 years, and a fine not to exceed \$50,000.
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days nor less than 72 hours, and a fine of not more than \$2,000.	Confinement in a state prison for a term of not more than 10 years nor less than 2 years, and a fine of not more than \$10,000.
Public intoxication (Class C Misdemeanor)	Fine not to exceed \$500.	Section 49.02, Texas Penal Code, provides that the offense of public intoxication wherein a person appears in a public place while intoxicated to the degree that the person may endanger himself or another person is punishable as a Class C misdemeanor, unless the person is younger than 21 years old, wherein Sections 106.071 and 106.115, Texas Alcoholic Beverage Code apply and provide for a Class C misdemeanor punishment and attendance at an alcohol awareness program, and where the offender has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.
Purchase of alcohol by a	Fine to not exceed more	Sections 106.02, 106.071, and 106.115, Texas Alcoholic

minor	than \$500.	Beverage Code, provide that the offense of the purchase of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and when the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.
Consumption of alcohol by a minor	Fine to not exceed more than \$500.	Sections 106.04, 106.071, and 106.115, Texas Alcoholic Beverage Code, provide that the offense of consumption of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.
Possession of alcohol by a minor	Fines to not exceed more than \$500.	Sections 106.05, 106.071, and 106.115, Texas Alcoholic Beverage Code, provide that the possession of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.
Sale of alcohol to a minor (Class A misdemeanor)	A fine not to exceed \$4000 or confinement in jail for a term not to exceed one year, or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000 or confinement in jail for not more than 1 year, or both.

### III. Health Risks

There are many types of drugs that trigger harmful effects. According to The National Institute on Drug Abuse and National Institute on Alcohol Abuse and Alcoholism, the following risks are associated with drug and alcohol abuse.<sup>1</sup>

<u>SUBSTANCE</u>	<u>POSSIBLE HEALTH EFFECTS</u>
<b>Alcohol</b>	Liver inflammation, mood changes and behavior, problems with thinking and coordination, stroke, high blood pressure, inflammation of the pancreas, and increased cancer risk, bleeding in intestinal tract
<b>Cannabis</b> Marijuana, Hashis, Synthetic Marijuana	Enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; anxiety

<b>Stimulants</b> Cocaine, Methamphetamine (MDMA Molly, Ecstasy, X, XTC), Nicotine, Amphetamines (Adderall)	Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss
<b>Depressants</b> Benzodiazepine (Valiam, Xanax), Flunitrazepam (Roofies), GHB	Euphoria, drowsiness, nausea, vomiting, confusion, memory loss, unconsciousness, slowed heart rate and breathing, lower body temperature, seizures, coma, death.
<b>Hallucinogens</b> LSD, Psilocybin (Shrooms, Peyote, PCP)	Frightening flashbacks (called Hallucinogen Persisting Perception Disorder [HPPD]); ongoing visual disturbances, disorganized thinking, paranoia, and mood swings.
<b>Narcotics</b> Heroin, Morphine, Codeine, Opium, Hydrocodone, Salvia	Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease; pneumonia.
<b>Steroids</b>	Kidney damage or failure; liver damage; high blood pressure, enlarged heart, or changes in cholesterol leading to increased risk of stroke or heart attack, even in young people; aggression; extreme mood swings; anger ("roid rage"); extreme irritability; delusions; impaired judgment.
<b>Inhalants</b> Spray Paints, Markers, Glue, Cleaning Fluids, Gasoline	Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing.

<sup>1</sup> Points on substance abuse long term effects obtained from The National Institute on Drug Abuse Commonly Abused Drug Charts found online at: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts> and the National Institute on Alcohol Abuse and Alcoholism found online at: <https://www.niaaa.nih.gov/alcohol-health/alphabets-effects-body> (websites last visited 4/10/19).

#### IV. Drug and Alcohol Programs

The following training, programs, resources, counseling, treatment, rehabilitation or reentry programs are available to employees and/or students as described below.

##### A. Employees

Texas A&M University-San Antonio annually notifies employees of *Texas A&M University System Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs*. Additionally, Texas A&M University-San Antonio provides employees with [Rule 34.02.01.01, Substance Abuse Prevention](#).

The University offers an Employee Assistance Program (EAP) contracted through ComPsych. ComPsych Oaks EAP Services can be reached via the web <http://www.guidanceresources.com>, or telephone (866) 301-9623. Substance abuse treatment may be covered by medical plans offered by Texas A&M University-San Antonio.

A&M-SA offers leave covered under the Family and Medical Leave Act (FMLA). **Employees are encouraged to meet with the Office of Human Resources regarding FMLA requests. Medical information including the reason for the medical leave remains confidential.**

## B. Students

Texas A&M University-San Antonio's Drug-Free Campus Rule is stated within the [Student Handbook](#) (Section 15) and The Student Code of Conduct (Section 13). This includes on-campus housing. Alcohol is not allowed on University property or at University sponsored events, unless approved by The Office of the President. The Alcohol and Other Drug Prevention Committee upholds the mission of the university to enrich in the social development of students through alternative programming by educating on safe behaviors of alcohol as well as potential dangers of other drug use. The Committee is made up of various offices on campus to include The Dean of Students, University Police Department, Student Counseling and Wellness Services, Student Conduct, Recreational Sports, University Housing, student representatives, and other stakeholders on campus.

Everfi AlcoholEDU, an online alcohol education course, is a mandated course for all incoming students under the age of 21. This course is also open to all students for education on alcohol use and abuse. Also, a Sexual Assault Prevention Course is offered to assist in education of sexual assault prevention.

All new students are presented with general information during their face-to-face or online Orientation about the Alcohol and Drug-Free Campus. All university-sponsored activities are alcohol and drug free unless approved by the University President, and provide opportunities for participants to enjoy a healthy entertainment and educational activities. Students traveling for any extra-curricular or university-sponsored event must sign a Student Travel Waiver indicating that they have read, understand, and will abide by all University rules.

Through the A&M-SA Office of Student Counseling and Wellness Services, students have free access to licensed mental health providers on campus for initial screening/consultation in regards to a concern around substance use, with possible referral to outside agencies. Upon request, a Behavioral Health Provider list with options for addiction treatment is available, along with various informational brochures. Also, various screening tools and information are available on the Counseling webpage. Please visit the Office of Student Counseling and Wellness at the following link: <http://www.tamusa.edu/studentcounseling>

## C. Resources

### Residential treatment

San Antonio Recovery Center	(866) 514-0275
Center for Healthcare Services	(800) 316-9241
Soba Texas	(866) 617-5081
Lifetime Recovery	(210) 734-6362, Press 1
Alpha Home (Women)	(210) 785-3822
La Hacienda Treatment Center (Hunt, Texas)	(800) 749-6160
Origins Recovery Center (South Padre, Texas)	(844) 211-8172
Starlite Recovery Center (Center Point, Texas)	(866) 8951416

### Intensive Outpatient

Creekview Counseling	(210) 280-0262
Rise Recovery- Palmer Drug Abuse Program (free) youth/adult	(210) 227-2634

## Detox

Center for Healthcare Services	(210) 280-0262
Methodist Specialty and Transplant Hospital (Alcohol and benzodiazepine only)	(210) 575- 8110

## V. Disciplinary Sanctions

A&M-SA will impose sanctions on employees and students for violation of A&M-SA's policies and standards of conduct (consistent with federal, state and local laws) up to and including reprimands, expulsion, termination, and referral for prosecution. Possible sanctions are described in more detail below.

### A. Employees

If a supervisor reasonably suspects that use of a controlled substance or alcohol has resulted in absenteeism, tardiness or impairment of work performance or is the cause of workplace accidents, the supervisor shall immediately notify the appropriate department head or designated administrator. Upon direction from the department head or designated administrator, the supervisor or designated administrator shall discuss with the employee the suspected alcohol or drug-related problem(s). The employee shall be advised of available alcohol and drug counseling, rehabilitation or employee assistance programs, and the terms of any applicable disciplinary sanctions. The employee may be required to participate in an assistance program and be subject to discipline (up to and including termination of employment) if he or she rejects participation in the program. All meetings between the employee and the supervisor or designated administrator to address the suspected alcohol or drug-related problem and/or its resolution shall be documented in a memorandum to the record and filed in the employee's personnel file.

If discussion and/or participation in available alcohol or drug counseling, rehabilitation or the employee assistance program fails to resolve the suspected alcohol or drug-related problem(s) or if the employee fails to meet the terms of any applicable disciplinary [34.02.01 Drug and Alcohol Abuse and Rehabilitation Programs](#) sanctions, the employee may be subject to disciplinary action up to and including termination. Any disciplinary action will be governed by system policies on discipline and dismissal and academic freedom, responsibility and tenure. A record of the action will be placed in the employee's personnel file.

### B. Students

Disciplinary action in cases involving drug-related violations may result in sanctions varying from conduct review up to suspension, dismissal or expulsion from the University, or eviction from housing, depending on the nature and seriousness of the case. Participation in a substance abuse education may be required in addition to other sanctions. This includes, but is not limited to, Everfi AlcoholEdu online course and Sexual Assault Prevention Course. Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority. Refer to Student Handbook.

## VI. Annual Notification of the DAAPP and Biennial Report

### A. Employee Notification

Notification of the information contained in the DAAPP is distributed to all current employees of the university on an annual basis via an all-staff email. New employees will receive notification during their orientation process. The DAAPP is also available for review online at [The Alcohol and Drug Prevention Webpage](#).

### B. Student Notification

Notification of the information contained in the DAAPP is distributed to all currently enrolled students each semester via Jaguar email. Students also receive notification during New Student Orientation of the Mandatory AlcoholEDU course, and receive an informational postcard with further information on the AlcoholEDU course, the DAAPP, and the Biennial Review. The DAAPP is



also available for review online at [The Alcohol and Drug Prevention Webpage](#).

### **C. Annual Security and Fire Safety Report (ASFSR) Notification**

The Annual Security and Fire Safety Report (ASFSR) includes statistics for the previous three years concerning reported crimes that occurred on campus, including alcohol and other drug law violations and referrals. The report also includes institutional policies concerning campus security and personal safety including topics such as: crime prevention, A&M-SA PD law enforcement authority, crimes reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. Notification is sent out to the university community by October 1 of every year by email. Obtain a copy of this report by contacting the University Police Department at (210) 784-1900 or by accessing the following website:

<https://www.tamusa.edu/uploadfile/folders/fcestrad/pdf/pdf-637051743709851695-10.100.150.124.pdf>

## **VII. Oversight Responsibility**

The Office of the Assistant Vice President of Student Engagement/Dean of Students and the Director of Human Resources shall serve as the main contacts that will have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students and the biennial review.

Assistant Vice President of Student Engagement, Dean of Students

Jo Anna Benavides-Franke

Location: Main Campus, Sen. Frank Madla Building, Suite 312

Phone: (210) 784-1330

Email: [JoAnna.Benavides-Franke@tamusa.edu](mailto:JoAnna.Benavides-Franke@tamusa.edu)

Chief Human Resources Officer

Martha O. Gonzalez

Location: Main Campus, Modular Building 107

Phone: (210) 784-2059

Email: [Martha.Gonzalez@tamusa.edu](mailto:Martha.Gonzalez@tamusa.edu)

For further information on various resources and events, please visit the following link:

<http://www.tamusa.edu/studentengagementsuccess/dean-of-students/alcohol-drug-prevention/index.html>. For more information or review of the Texas A&M University 2015-2017 Biennial Review of Drug and Alcohol Abuse Prevention Programs, please visit the following link: <https://www.tamusa.edu/documents/dean-of-students/drug-alcohol-abuse-prevention-programs-daapp.pdf>