



Louisiana Tobacco Control Program 18-24 STW Initiative

The Regional Community Capacity Building (RCCB)

Campus Resistance Against Smoking Habits (C.R.A.S.H)

Since July 2008, the Louisiana Tobacco Control Program (LTCP) has funded two projects through a request for proposal process, using a community action model (CAM), to mobilize community members and agencies toward implementing policies, programs, or organizational practices that support environmental change to counter pro-tobacco influences in the community. Building on strengths, resources and assets of a community, the RCCB process focuses on environmental change rather than individual change since the greatest number of forces that affect the public's health can be found in the physical and socio-cultural environment (economics, education, employment, etc). This type of intervention focuses on changing policies/practices at the institutional, community and government levels rather than on changing individual lifestyle and behavior.

The RCCB process includes recruiting and training community volunteers to diagnose and research a tobacco control issue in their community and then to design an action that addresses the issue by changing the environment that supports or promotes tobacco disparities. Ages 18-24 that have left high school and are in or entering the workforce, community and technical colleges, vocational or trade schools, but not those who are attending or bound for four-year colleges and universities are the priority population. The action must meet the following criteria: a) is achievable, b) is sustainable, and c) compels another entity to change the environmental factors in their community that contribute to tobacco use.

The five steps in the RCCB process are:

1. **Train Participants:** Community volunteers are recruited and trained to develop skills, increase knowledge and build capacity. The volunteers will use this knowledge and skills to choose a specific issue or focus and then design and implement an action to address it.
2. **Complete a Community Diagnosis:** A community diagnosis is the process of finding the root causes of a community concern or issue and discovering the resources to overcome it.
3. **Choose an Action to Address the Issue of Concern:** The Action should be: a) achievable, b) have the potential for sustainability, and c) compels another entity to change the environmental factors in their community that contribute to tobacco use.
4. **Develop and Implement an Action Plan:** Develop and implement an action plan to achieve their Action. The Action Plan may include an outreach plan, a media advocacy plan, development of a model policy, advocating for a policy, making presentations as well as an evaluation component. The project outcomes should have a broad impact on a neighborhood or organization, not just on individuals.
5. **Enforce and Maintain the Action:** After successfully completing the Action, ensure that their efforts will be maintained over the long term and enforced by the appropriate bodies.

Specifically, these projects were to develop a community capacity building process around tobacco-related health disparities for the population ages 18-24 that have left high school and are in or entering the workforce, community and technical colleges, vocational or trade schools, but not those who are attending or bound for four-year colleges and universities in the following areas.

1. Create diverse partnerships that enhance sustainability, maximize funding, resources, and broad scale impact to address tobacco disparities.
2. Educate funders, policy-makers, and community opinion leaders to support the elimination of tobacco disparities for the benefit of their constituents.

3. Improve capacity of the healthcare system to deliver prevention and cessation services to identified populations.
4. Build and strengthen relationships among agencies, organizations, and advocates supportive of decreasing tobacco-related health disparities.
5. Develop a comprehensive marketing campaign that engages, educators, and increases awareness of common tobacco issues among specific populations through the utilization of grassroots networks.

Shonta Manuel, Louisiana Tobacco Control Program (LTCP) Disparities Coordinator provides technical assistance and monitors the contracts. Alma C. Stewart of A. Charles Stewart Consultants provides training, technical assistance and consulting services for the initiative. The results from the Community Diagnosis survey were evaluated by epidemiologist, Brandi Bourgeois, epidemiologist for LTCP.

Funding (\$30,000) for each project was provided annually through the Centers for Disease Control and Prevention (CDC) and the Louisiana Department of Health and Hospital (DHH). Baton Rouge Community College (BRCC) was funded through the Louisiana Primary Care Association (LPCA). Delgado Community College was funded through the Council on Alcohol and Drug Abuse (CADA).

During year one, the RCCB grantee, CADA chose to work with a community college in New Orleans and established a campus club to advocate for policy change. The club, Campus Resistance Against Smoking Habits (C.R.A.S.H.) has been sustained and replicated through the second RCCB grantee, LPCA, in Baton Rouge the following year (2009). There are significant activities/accomplishments such as developing the capacity to advocate for policy change, raising awareness about the dangers of smoking/ tobacco use and promoting tobacco cessation resources. Using the RCCB Community Action Model, both campuses were successful in attaining campus policy changes as described below.



Baton Rouge Community College (BRCC)- Baton Rouge, LA

Over 400 students, faculty, and staff were surveyed. Based on the Community Diagnosis it was identified that the BRCC community had with monitoring student's smoking habits as it relates to exposing others to the second and third hand smoke and the health effects that were caused. The diagnosis also identified the accumulation of litter on campus due to the increase in cigarettes butts. There was also a fire on the campus caused from smoking.

BRCC Smoking Policy

***Baton Rouge Community College - Policy Manual
Section 9 Public Safety Reference 914
(R.S. 40:1300.24 and R.S. 23:966).***

Smoking

According to the state of Louisiana Smoke Free Act, the college prohibits smoking within all BRCC facilities and vehicles. Smoking is only permitted in designated areas beyond 25 feet of any building entry. Smoking is prohibited under any covered walkway or building overhang.

The college does not otherwise prohibit the smoking of tobacco by its students and employees and does not discriminate against tobacco smokers in employment or conditions of employment

Spreading the awareness of the smoking policy

- Conducted a short video to inform students, faculty, and staff alerting of the new smoking policies on campus.

<http://www.facebook.com/video/video.php?v=146665235361866>

- Display signs and posters around campus stating the non-smoking policy
- Pass out friendly reminder cards

Enforcement

- First and Second offence will result in warning citations
- Third offense of violation would be an issuance of a \$25.00 fine which will be used for grounds upkeep

Next Steps

- C.R.A.S.H.'s intention is to eventually have BRCC become a smoke-free campus but that a gradual approach to that change would be more feasible.
- Maintain partnerships with other individuals/groups of staff/individuals groups that support new tobacco control policy (designated smoking areas) as well as support pursuing a 100% tobacco-free environment
- Identify more faculty and staff interested in joining the C.R.A.S.H.'s advocacy efforts
- Identify types of cessation services available on campuses as well as the feasibility of implementing new services (i.e. peer mentoring, peer support groups)
- Increase campus community's awareness of C.R.A.S.H.'s mission and purpose
- Determine the success of the implementation of the "new" tobacco control policies (designated smoking areas) and whether or not an enforcement piece should be added to the policy (fines)

Delgado Community College- New Orleans, LA

The campus for Delgado Community College include City Park campus (main campus), West Bank Campus, North Shore Slidell, North Shore Covington, Charity School on Nursing, Maritime, Fire and Industrial Training Facility. Their Technical Division Sites includes Jefferson Site, West Jefferson Site, Sydney N. Collier Site, and Slidell Industrial Services Site.

Timeline leading to the policy change

- Council on Alcohol and Drug Abuse (CADA) representatives met with Delgado staff in regards to partnering through state grant offered through the Louisiana Tobacco Control Program (LTCP) to address smoking issues in college populations.

- The Delgado Office of Health Services identified SGA members who were motivated and interested educating the students on main campus
- Campus Resistance Against Smoking Habits (C.R.A.S.H) was formed by the student advocates (C.R.A.S.H. members) as a campus organization in which a logo was designed by the student advocates. CRASH was made an official student club open to all students and began setting up information tables around main campus in an effort to recruit new members and introduce students to disparities within target groups
- Students advocates conducted a community diagnoses and identified campuses body's attitudes about smoking on campus
- Held first Kick Butts Day 2009 with student "Buy Back your Pack" program. Students could trade in packs of cigarettes for Raising Canes free meal card. Gained additional signatures and began branding CRASH around campus with T-shirts, athletic bands and lanyards.
- Through campus events, college student/faculty/staff express many complaints about 2nd hand smoke near building entrances and begins gaining support around the City Park campus.
- C.R.A.S.H. determines first major goal of club will be to address the 2nd hand smoke issue around the exits of high traffic buildings and begins toward
- Student petitions are drawn up and begin circulating around campus
- Policy coordinator for the college is met with in order to discuss changing school's current smoking policy and requiring a mandatory 25ft distance at bldg entrances become designated no smoking areas
- C.R.A.S.H. gained support through Faculty Senate, particular Allied Health Programs and began spreading a college wide "BUZZ" through the faculty/staff members in regards to the club's efforts and goal to address 2nd hand smoke around the college.
- C.R.A.S.H. developed specific allies within upper administration by meeting with and discussing the expressed concerns within the college's population and introducing the club's pro-health approach to changing school policy.
- Developed suggested "designated smoking" areas for all campuses and assisted the college Policy Coordinator in drafting of new smoking policy.

- Identified possible funding opportunities through Student Government Association.
- Met with facility managers to discuss the logistics involved in relocating smoking receptacles around the campuses.
- Met with Grounds staff in an effort to identify problems associated with the trash in and around the smoking areas.
- Introduced the suggested policy changes and recommendations when requested to allies and certain faculty/staff committees
- Complete recommended policy was introduced to College Council electronically two weeks prior to Council meeting.
- During the first reading of the proposed policy change, minor modifications were requested specific to smaller campuses only. Changes were made and policy reintroduced.
- Second meeting with College Council/ Chancellor resulted in policy and all recommendations being adopted and effective November 1, 2010.
- During this meeting, the Chancellor also charged the group with planning for the campus to become smoke-free by 2012.

Next steps

- Develop an action plan to inform the campus community of the current smoking policy change
- Have the receptacles moved on each campus
- Develop an enforcement plan with Judicial Affairs
- Recruit new student advocates and allies
- Develop plan for a smoke-free campus policy to be implemented in 2012.

Delgado's New Smoking Policy

Policy No. AD-1373.5C

POLICY STATEMENT

Delgado Community College operates in compliance with the 2007 Louisiana Smoke-Free Air Law, La. R.S. 40:1300.251-263, whose stated purpose is to preserve and improve the health, comfort, and environment of the people of the state by limiting exposure to tobacco smoke.

In accordance with Louisiana Community and Technical College System Policy #6.024 Smoke-Free Environment, it is the policy of the College to provide its students, faculty, staff, and visitors with a tobacco smoke-free environment within its vehicles and facilities; however, Delgado does not otherwise prohibit the smoking of tobacco by its students, employees and visitors and does not discriminate against tobacco smokers in employment or conditions of employment.

Therefore, smoking is prohibited within all Delgado facilities and vehicles, outside of designated smoking areas. The College adheres to the LCTCS recommendation that designated smoking areas be located 25 feet or more beyond any facility entrance.

PROCEDURES & SPECIFIC INFORMATION

1. Purpose

To establish smoking provisions for Delgado employees, students and visitors within College vehicles and facilities.

2. Scope and Applicability

This policy and procedures memorandum applies to all employees, students, and visitors to Delgado Community College, as well as to all vehicles and facilities maintained and operated by the College. November 1, 2010 AA-1373.5C 2

3. Background Information

The Surgeon General of the United States continues to issue warnings about the harmful effects of smoking both to smokers and to non-smokers who are exposed to second-hand tobacco smoke.

The 2007 Louisiana Smoke-Free Air Law states that it is in the best interest of

the people of the state to protect non-smokers from involuntary exposure to secondhand smoke in most indoor areas open to the public, public meetings, restaurants and places of employment.

4. **Smoking Provisions**

- A. Smoking is prohibited inside all facilities and vehicles maintained and operated by the College.
- B. Smoking is permitted outside of College facilities *but only* in designated smoking areas.
- C. Designated smoking areas must be clearly marked and located a minimum of 25 feet beyond any facility entrance.

5. **Cancellation**

This policy and procedures memorandum cancels AD-1373.5A *Smoke-Free Buildings* dated July 11, 1995.

Policy Reference:

Louisiana Smoke-Free Air Law, La. R.S. 40:1300.251-263

Louisiana Community and Technical College System Policy #6.024 Smoke-Free Environment

Review Process:

Ad Hoc Smoking Policy Committee 4/19/10

Special Needs and Health Sciences Committee 5/7/10

Campus Provosts/ Site Heads 8/2/10

Business and Administrative Affairs Council 8/6/10

College Council 9/21/10

Distribution:

Distributed Electronically Via E-Mail and Internet Systems

Lessons Learned

- Contracting through a liaison organization between the funders and the college can be challenging due to the liaison's day to day work load taking priority over the initiative.
- Recruiting and retaining student advocates at technical and community colleges is challenging due the conflict in schedules and keeping them engaged being that they are primarily commuters and are not housed on the campuses.

THE LOUISIANA TOBACCO-FREE
**COLLEGE
INITIATIVE**

The Louisiana Tobacco-Free College Initiative (LTFCI) engages students, faculty and staff at Louisiana universities in an effort to make campuses 100 percent tobacco-free. This initiative increases awareness of the dangers of secondhand smoke and promotes cessation services. LTFCI employs a multi-pronged approach that includes paid and earned media, educational presentations, and policy changes. LTFCI is designed to support colleges/universities that are actively involved in policy change as well to promote campus coalitions to advocate for policy change and compliance, in an effort to prevent and reduce tobacco use among young adult populations.

With grant support from The Louisiana Campaign for Tobacco-Free Living, LTFCI is active on 12 campuses across the state; 11 four year institutions and 1 technical college.

Technical Assistance for LTFCI is provided by the Program Coordinator for Youth and Young Adults, Monique Elwood Brown. This technical assistance focuses on the implementation and evaluation of the Required and Optional Activities. Monique is also responsible for the programmatic and contractual oversight of LTFCI, maintaining constant communication with the funded colleges and universities, including quarterly conference calls, site visits, face-to-face meetings with all institutions, and a monthly e-newsletter.

Included within LTFCI is the college advocacy campaign branded as **Fresh Campus**. Launched in 2007, Fresh Campus is a **student- led** campaign with the objective of making funded campuses 100 percent tobacco-free. Student networks on these campuses will lead the charge to create 100% tobacco-free campuses by:

- establishing student-based coalitions to develop support for tobacco-free campus policies
- developing and participating in advocacy events on campus

- participating in annual statewide tobacco awareness events such as the Great American Smoke-out (November), Kick Butts Day (March), and World No Tobacco Day (May)
- educating, motivating and engaging young adults (ages 18-24) social networking platforms such as the myfreshcampus.com website and other social networking sites including Facebook, and Twitter
- advocating against the acceptance of tobacco industry monies in the form of research grants, donations or sponsorships

For more information on Fresh Campus visit www.myfreshcampus.com.

Fresh Campus Student Leadership Series

Beginning in the fall of 2010, Fresh Campus will host the Fresh Campus Student Leadership Series. This series of workshops, trainings and webinars will serve as an opportunity to foster leadership skills in students that can be used on campus and later on in their professional endeavors. With assistance from Jan Gascoigne of Inushuk Consulting, Inc., topics for these trainings include Social Marketing, Branding, Goal Setting, and Idea Creation. Students are assigned a project titled PhotoVoice which combines photography with grassroots social action. Participants are asked to represent their campus and community or point of view by taking photographs, discussing them together, developing narratives to go with their photos, and conducting outreach or other action.

Lessons Learned

- Each university has a different approach to policy change in terms where to go to get started. Some institutions are required to grow through Student Government, others are required to go through a faculty senate.
- Decision makers at colleges/universities are more willing to implement footage policies and/or designated smoking areas on campus rather than implement 100% tobacco-free policies. This is due in large part to enforcement issues with faculty that are smokers.
- Student involvement with policy change is a challenge due to recruitment and retention issues. A solution to this has been to provide information directly to students as opposed to providing information to campus advisors to relay to students.



Participating Colleges and Universities (by Public Health Region)

Region	College/University	Contact Person	Phone Number	Email
I.	Dillard University	Dr. Wodajo Welldaregay	(504) 595-2510	wwelldaregay@dillard.edu
I.	Loyola University	Dr. Alicia Bourque	(504) 865-3835	aabourqu@loyno.edu
II.	Our Lady of the Lake College	Dr. Phyllis Simpson	(225) 768-1719	psimpson@lolcollege.edu
II.	Southern University- Ag Center	Dr. Linda Brown	(225) 771-2242 ext. 326	Linda_brown@suagcenter.com
III.	Nicholls State University	Sabrina Laurent	(985) 448-4470	Sabrina.laurent@nicholls.edu
IV.	Louisiana State University- Eunice	Dr. Althea Jackson	(337) 550-1395	ajackson@lsue.edu
V.	SOWELA Technical Community College	Christine Collins	(337) 491-2698	Christine.collins@sowela.edu
VI.	Louisiana State University- Alexandria	Renisha Beaudion	(318) 427-4403	Rbeaudion@lsua.edu
VII.	Northwestern State University	Dr. Tara Gallien	(318) 357-5199	tarag@nsula.edu
VII.	LSU- Shreveport	Dr. Timothy Winters	(318) 797-5107	Timothy.winter@lsus.edu
VIII.	Grambling State University	Dr. Colleen Speed	(318) 274-3163	speedc@gram.edu
IX.	Southeastern University	Dr. Barbara Hebert or Amy Oberschmidt	(985) 549-3894	bhebert@selu.edu or amy.oberschmidt@selu.edu

Campus Policies

As mentioned above, one of the goals of the LTFCI and Fresh Campus is to provide the resources needed to assist campuses in becoming 100% tobacco free. Listed here are the current policies in place at LTFCI institutions.

School	Current Policy	Current Status
Dillard University	Smoking is prohibited in all buildings	Working to define designated smoking areas
Loyola University	Designated smoking areas	Designated areas outlined in 2008
Our Lady of the Lake College	Smoke- free campus	Campus went smoke-free once OLOL hospital went smoke-free
Southern University Ag Center	Smoking not allowed with 25ft of all exits and entrances	Working to enforce current policy
Nicholls State University	Smoking not allowed with 25ft of all exits and entrances	Campus slated to become 100% tobacco-free Jan. 1, 2011
Louisiana State University- Eunice	Smoking not allowed with 25ft of all exits and entrances	Working to enforce current policy
SOWELA Technical Community College	Smoking is prohibited in all buildings	Working to define designated smoking areas
Louisiana State University- Alexandria	Smoking not allowed with 25ft of all exits and entrances	Working to enforce current policy
Northwestern State University	Smoking not allowed with 25ft of all exits and entrances	Working to enforce current policy
LSU- Shreveport	Smoking not allowed with 25ft of all exits and entrances	Working to enforce current policy
Grambling State University	Smoking not allowed with 25ft of all exits and entrances	Working to enforce current policy
Southeastern University	Designated smoking areas	Working to enforce current policy

Nicholls State University

Nicholls State University will become a tobacco free campus effective January 1, 2011. This will mark the first institution of higher education in Louisiana to implement a tobacco-free policy. The use of tobacco in any form (smoking or chewing) will be prohibited effective that date. The current policy of prohibiting the use of tobacco products within 25 feet of campus buildings, on sidewalks or inside University buildings will remain in effect through December 31, 2010.

Information about programs and services available to assist students, faculty and staff in making the transition to a tobacco free campus will be distributed at the beginning of the fall 2010 semester.

This policy change comes after much discussion and deliberation on campus. The University has committed to doing the right thing for the health of everyone who attends, works, or lives at Nicholls State University by joining over 230 other college and university campuses where tobacco use is prohibited.

Nicholls State University Policy:

Nicholls State University

Tobacco Free Campus Policy and Procedure

To Be Effective: January 1, 2011

I. Purpose

The purpose of this policy and procedure is to provide guidelines for the implementation of a policy on the prohibition of tobacco use on the campus of Nicholls State University.

II. Background and Rationale

Nicholls State University is committed to providing a safe and healthy environment for students, faculty, staff, and visitors. The U.S. Surgeon General has concluded that the only way to fully protect oneself from the dangers of secondhand smoke is through 100% smoke-free environments (*The Health Consequences of Involuntary Exposure to Tobacco*

Smoke: A Report of the Surgeon General, U.S. Department of Health and Human Services, 2007). In 2007, Louisiana took major steps toward addressing the health concerns caused by second-hand smoke by passing the Louisiana Smoke Free Air Act. This policy puts students, employees, and visitors first by providing a safe, healthy, tobacco-free environment and decreasing exposure to second hand smoke.

III. Policy

- a. The use of any tobacco product in any form (smoking or chewing) is prohibited effective January 1, 2011.
 - b. This applies to all students, faculty, staff, contractors and visitors on all Nicholls State University properties including the main Nicholls campus, Duhe Building, Chauvin Garden, etc.
- B. Definition: Tobacco is defined as all tobacco - derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), cigars and cigarillos, pipe, hookah-smoked products, and oral tobacco (spit and spitless also known as smokeless, dip, snus, chew, snuff, orbs, etc.).
- C. The use of tobacco products is prohibited at all times:
- i. In all interior space on Nicholls State main campus and all satellite locations;
 - ii. On all outside property or grounds of Nicholls State campus
 - iii. In all Nicholls State vehicles;
 - iv. In all indoor and outdoor athletic facilities;
 - v. In all personal vehicles while parked on Nicholls State University property
- D. All tobacco industry promotions, advertising, marketing, and distribution in any format are prohibited on campus properties and for campus activities as will be direct funding from tobacco companies for such programs.
- E. The sampling and/or sale of tobacco products and tobacco related merchandise (including logo containing items) is prohibited on all university property and at university and student organization/group sponsored events, regardless of the operating vendor.
- F. Organizers and attendees at campus events such as, but not limited to, conferences, meetings, lectures, social events, cultural events and sporting events using Nicholls State facilities will be required to abide by the tobacco-free policy and procedure. University offices responsible for reserving facilities shall be responsible for informing organizers of events. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
- G. Littering the campus with remains of tobacco products or any other disposable product is prohibited.

IV. Procedure

A. General Education and Awareness

The implementation of this policy will be augmented by an education and awareness campaign that may include but not limited to;

- Notification to prospective students in both print and electronic formats.
- Notification to all incoming students at all Orientation programs.
- Training of all supervisors on their governance responsibilities related to this policy prior to implementation of policy.
- Notification to new staff/faculty hires through new employee orientation.
- A tobacco policy awareness statement will be signed by all current and new employees.
- Notification to all current students in both print and electronic formats.
- Notification at Faculty institute.
- Notification in University Studies courses.
- Posting of policy and/or link on appropriate web sites.
- Involvement of Student Government Association.
- Meetings conducted with key departments, programs, etc..
- Informational meetings, postings, and e-mail notification.
- Publication of policy in Faculty/Staff Handbook, Student Code of Conduct, Student Organization Handbook, student employee handbooks.
- Promotion and advertising of ongoing campus smoking cessation programs.
- Promotion and awareness of local, state and national cessation resources.
- Notification in facility reservation process to all outside entities who use facilities or grounds for events
- Ensure that all publications indicate Nicholls State University is a Tobacco Free Campus.
- Ensure that all Nicholls State University job postings contain information about the tobacco-free environment.
- Development and mass distribution of Nicholls State University Tobacco-Free Campus brochure

B. Permanent Visual Communication of Policy

Signs bearing the message “Tobacco-Free Campus” will be posted at each of the vehicular and pedestrian entrances, as well as other key traffic areas throughout the campus, and each building will display a decal that states “Tobacco Free Facility”.

However, tobacco free zones apply on the grounds around the campus, whether or not a sign is posted in a particular area. *No ashtrays will be provided on campus.*

C. Tobacco Use Cessation Programs

The university is committed to support all students and employees who wish to stop using tobacco products. Assistance to students, faculty and staff is available through Human Resources and Student Services. Please contact either of these departments for information regarding on and off campus cessation programs and services. Students may contact University Health Services for information regarding medications associated with cessation some of which are covered by student health insurance. Employee health insurance does not cover such medication.

D. Compliance

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. It is the responsibility of all members of the Nicholls State University community to comply with the Tobacco-Free Campus Policy as with all other university policies. Members of our campus community are empowered and expected to professionally and respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. Furthermore, employees and student leaders are expected to serve as role models for the entire campus community. Violations of the policy will be handled in a manner that is consistent with university procedures.

E. Enforcement

Complaint Reporting Procedure:

As per University Policy and Procedure and Student Code of Conduct (section 2.46.15) violators of University policies are subject to appropriate disciplinary action up to and including applicable dismissal procedures.

Any member of the Nicholls community may and is expected to identify violators of the Nicholls State University Tobacco Free policy. Support will be provided by University Police and Environmental Health & Safety Office, Judicial Affairs, Human Resources, and any supervisor for those who are not comfortable addressing the violation him/herself.

It is the responsibility of supervisors to facilitate compliance among all employees under their supervision. As with any University policy Supervisors will support and play an active role in the enforcement of this policy.

In addition to the following general statements about reporting, specific reporting guidelines can be found in *Appendix A*.

Employee Violators

Complaints about employee violators of this policy should be brought to the attention of a supervisor, University Police, Environmental Health and Safety, or Human Resources. Any and all complaints received by U.P., EH&S, or a supervisor should be forwarded to Human Resources.

Student Violators

Complaints about student violators of this policy should be brought to the attention of Judicial Affairs, University Police, or Environmental Health and Safety. All complaints received by U.P. or EH&S should be forwarded to Judicial Affairs.

Visitor Violators

Offices responsible for reserving facilities will establish procedures for enforcing policy when violations involve visitors who are participating in events associated with their office. Complaints about campus visitor violators should be brought to the attention of the office responsible for the event or University Police.

Sanctions:

Sanctions for student violators will be addressed by Judicial Affairs and for employees by Human Resources. Consequences of violating the policy represent a range of sanctions that could include but are not limited to verbal warning, written documentation/warning, and dismissal/expulsion proceedings for both employees and students. See *Appendix C* for more information about sanctions.

V. Policy and Procedure Review

This policy and procedure will be reviewed annually by the Alcohol and Other Drug (AOD) Committee. Specific responsibility for completing revisions and associated outreach will be maintained by a subcommittee consisting at minimum of the a) the individual responsible for tobacco free funding (TFL grant), b) Judicial Affairs, c) Student Services, d) Human Resources, e) Environmental Health and Safety.

Appendix A

Complaint Reporting Procedure Information

Guidelines

Employee Violations

1. Anyone identifying an employee violation will
 - a. Report it to a supervisor; or
 - b. Report it to Human Resources; or
 - c. Report it to Environmental Health and Safety
 - d. Report it to University Police
2. Supervisors, University Police, and Environmental Health and Safety will forward all reports received by their office to Human Resources
3. Human Resources will request that the reporter complete an incident form
 - a. Guidance will be provided by HR as this form may be completed on paper or online

Student Violations

1. Anyone identifying a student violation will
 - a. Obtain full name and/or ask for their Nicholls identification card; **and**
 - b. Report the incident to Judicial Affairs, University Police, or Environmental Health and Safety
 - c. Contact University Police when
 - i. The violator is noncompliant; **or**
 - ii. It is outside of normal university business hours
 - d. Contact Environmental Health and Safety when
 - i. The individual is not comfortable ascertaining the students name; **and**
 - ii. It is during normal university business hours
2. University Police and Environmental Health and Safety will forward all reports received to Judicial Affairs
3. Residence Hall staff will be responsible for addressing all violations with residence hall students while on or around residence hall property including but not limited to parking lots, walkways, courtyards, building entrances and exits, by
 - a. Reminding the person of the policy; **and**
 - b. Requesting immediate compliance with policy; **and**
 - c. Obtaining full name and/or asking for their Nicholls identification card; **and**
 - d. Completing online violation form

4. Staff for other facilities and programs will be responsible for addressing violations there (i.e. union staff, athletics) and expected to enforce the policy following the basic procedures in this document and the detailed procedures created for their particular facility or program.

Visitor Violators

1. Anyone identifying a visitor violation associated with an event will
 - a. Contact university police; **or**
 - b. Contact office responsible for the event the in which the visitor is participating
2. Anyone identifying a visitor violation not associated with an event will contact University Police
3. Visitors who do not comply will be removed from campus at the discretion of University Police

Documentation of Violations

A form will be completed in paper or online for each violation that occurs. Assistance and direction from Human Resources and Judicial Affairs will be available. This form:

1. May be completed online or on paper
2. Be forwarded to Judicial Affairs or Human Resources
3. Maintain a record of each violation
4. Allow for monitoring of repeat violators

Appendix B

General Role of University Police and Environmental Health and Safety

University Police will

1. Respond to
 - a. Observed violations while on patrol at any time both during and outside of normal business hours
 - b. Requests for assistance after normal university business hours
 - c. Incidents where violator's behavior is of concern or there is noncompliance
2. Give violators preprinted card with resources and policy reminder
3. Forward violation information to Human Resources or Judicial Affairs

Environmental Health and Safety will

1. Respond to
 - a. Observed violations at any time while one campus
 - b. Requests for assistance during normal university business hours
2. Give Violators preprinted card with resources and policy reminder
3. Forward violation information to Human Resources or Judicial Affairs

Appendix C

Sanctions

Students

Sanctions for student violators will be addressed by Judicial Affairs Director. Sanctions will follow a progressive format for all reported violations.

1. First Violation: Violator will
 - a. Receive a verbal warning through Judicial Affairs and a resource/policy reminder card
2. Second Violation: Violator will
 - a. Be placed on disciplinary probation **and**
 - b. Any other disciplinary action as per the Code of Conduct (students) to be determined by Judicial Affairs.
3. Third Violation: The violator will be charged with violation of probation and appropriate actions will be pursued including applicable dismissal procedures.

Note: The University reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the particular circumstances.

Employees

Violators of University policies are subject to disciplinary action up to and including applicable dismissal proceedings. Progressive discipline sanctions will be implemented through the following general format that includes but is not limited to:

1. First Violation: Violator will
 - a. Receive verbal warning through his/her supervisor with the assistance of Human Resources
2. Second Violation: Violator will
 - a. Receive written warning/reprimand from his/her supervisor with the assistance of Human Resources
3. Third Violation:
 - a. Applicable dismissal proceedings will be conducted and facilitated by Human Resources with the involvement of the violators supervisor.

Note: The University reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the particular circumstances.

Visitors

Visitors found in violation of the policy will be requested to comply. Those who do not comply will be asked to leave campus. Repeat violators may also be banned from campus. See *Appendix A* for information regarding reporting visitor violations.