Alcohol and Other Drugs, 1.1.25

College Policy

Applies to: Faculty, staff, student employees, students, volunteers, vendors and visitors

Responsible Office **Office of the President**

POLICY STATEMENT

Central Ohio Technical College's primary concern is the health, safety and welfare of the college community. The college complies fully with local, state and federal regulations regarding the sale, possession and consumption of alcoholic beverages. The unlawful manufacture, possession, use or distribution of illicit drugs or **controlled substances** on **college property** or as part of college activities is strictly prohibited.

The college is committed to providing services regarding the negative impacts of illicit drug use, misuse of prescription drugs, and the excessive or illegal consumption of alcohol. COTC provides programs, support and resources to promote health-enhancing experiences. Additionally, COTC seeks to encourage responsible bystander behavior and timely reporting.

Additional alcohol- and drug-related expectations are located in the college's Code of Student Conduct (for students) and the college's Drug Free Workplace Policy 2.1.25 (for faculty, staff, and student employees).

Purpose of the Policy

To promote compliance with local, state, and federal laws and regulations on alcohol and other drugs, establish standards for alcohol service and consumption at college-sponsored events, and support alcohol and other drug education, abuse prevention, and risk mitigation efforts.

Under the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, the college is required to have an alcohol and other drug policy and distribute this policy annually to all employees and students. This policy must outline the expected standards of conduct and consequences that may be applied by both the college and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, the college's prevention, education and intervention efforts, and sources of assistance for problems that may arise as a result of use.

Definitions

Term	Definition
College property	Any land, grounds, buildings, or facilities owned, leased, or used by COTC per formal contractual or legal agreements. Included are college-owned streets, sidewalks, bike paths, extended campuses, and other college property within the service area.
College-sponsored event	Any event, function, or activity either hosted or supported by a college office, or employees on behalf of the office, whether on college property or not. These events utilize one or more aspects of college resources, including but not limited to: • Use of college funds for all or part of the event • Use of college branding, such as the COTC name, logo, or other identifiers, for event marketing or promotion • Use of college facilities for business purposes • Conducting business for or on behalf of the college • Receiving any pricing discount or other benefit due to college affiliation Events sponsored by students or registered student organizations that do not occur on college property are not considered college-sponsored events for the purposes of alcohol service approval.

Applies to: Faculty, staff, student employees, students, volunteers, vendors and visitors

Term	Definition
	Business meals, as defined in the Expenditures policy, are not considered college-sponsored events for the purposes of alcohol service approval so long as the following criteria are met: • No ticket, fee, or registration is required for attendance, • The meal is held at a licensed venue that is responsible for alcohol service; and • The meal complies with the Expenditure policy, including allowable expenses and reimbursement guidelines.
Controlled substances	Drugs that are regulated by the government because of potential for abuse.
Exchange of money or value	Any fee, charge, donation, or transfer of money or other thing of value associated with attendance, participation, or activities at an event. Examples include, but are not limited to, registration fees, meal charges, paid food or beverage service, donations, raffles, auctions, fundraising activities, or similar transactions.
Internal host	The college office or its designated employee(s) responsible for organizing a college-sponsored event and ensuring that appropriate risk management measures are in place.
Open container	Any holder or receptacle that allows access to alcohol, including any bottle, can or similar container on which the original seal has been broken, regardless of whether it has been resealed by the permit holder.
Physical control of a vehicle	Being in the driver's seat of a vehicle and having possession of the vehicle's ignition key or other ignition device, whether or not the vehicle is running.
Registered student organization	Student organizations recognized by, or operating under the sanction of, the college.
TIPS, TEAM, or ServSafe-Certified	Refers to individuals who have successfully completed training and obtained certification from recognized programs such as Training for Intervention Procedures (TIPS), Techniques for Effective Alcohol Management (TEAM), or ServSafe, which provide comprehensive education on responsible alcohol service, including age verification techniques, identification of intoxication signs, and legal responsibilities.
Student group event	Any event, function, or activity organized or sponsored by students, student organizations, or college offices in which the primary audience is students.

Policy Details

I. Prohibited Conduct

A. The following conduct related to controlled substances is prohibited:

1. The unlawful manufacture, possession, use, or distribution of illicit drugs or controlled substances on college property or as part of college activities.
2. The use, production, distribution, sale, or possession of cannabis in a manner prohibited under state or federal law, college policy, the Code of Student Conduct, or applicable facility policy. Under federal law, cannabis remains a controlled substance; therefore, cannabis is not permitted on college property or at **college-sponsored events** under any circumstances.

B. The following conduct related to alcohol is prohibited:

1. The use, production, distribution, sale, or possession of alcohol in a manner prohibited under law, college policy, the Code of Student Conduct, or applicable facility policy.
2. The presence and/or consumption of alcohol at any college-sponsored events at which the primary audience is students.
3. The presence and/or consumption of alcohol at **student group events** on college property.

a. Students 21 years of age or older may possess and consume legal alcoholic beverages in their campus contracted residential space or suite area, or in the residential rooms of other students 21 years of age or older, in accordance with housing guidelines and local, state, and federal laws.

II. Alcohol service and consumption are not permitted at events where students are the primary audience.

III. Alcohol Service and Consumption at College-Sponsored Events

A. Every college-sponsored event involving the service and/or consumption of alcohol, whether on or off college property, requires prior authorization regardless of whether the event is held at a licensed or non-licensed facility. The event's internal host must obtain written prior authorization from the Office of the President.

B. College-sponsored events held in a private residence, including the home of a faculty or staff member, are strongly discouraged due to elevated risk and will require additional review, including verification that the homeowner maintains appropriate personal insurance coverage.

C. Lawfully purchased containers are only allowed within the premises of the facility or area permitted to sell and/or serve alcohol.

D. Requests to serve alcohol must be in accordance with the Expenditure policy.

IV. Alcohol Security Measures

A. The internal host is responsible for ensuring controls are in place to promote compliance and responsible alcohol at college-sponsored events. The internal host is not responsible for enforcement or monitoring of individual alcohol consumption but must confirm that approved risk measures are implemented for the event.

B. College events serving alcohol must have a primary purpose for the gathering other than the availability of alcohol, and alcohol must not be used as an inducement for participation in events.

C. Alcohol service during standard business hours (8:00 AM to 5:00 PM) is generally prohibited for college-sponsored events and will require additional review and prior approval from the Office of the President.

D. Controls must be enforced to prevent underage drinking and promote responsible alcohol consumption. These measures may include but are not limited to:

1. Verification of age through identification checks by authorized personnel such as trained bartenders or vendors that are TIPS, TEAM, or ServSafe-certified.
2. Clearly marked wristbands or other identifiers for attendees of legal drinking age.
3. Monitoring of alcohol distribution and consumption.
4. Clearly defined areas where alcohol storage, service, and consumption are permitted (e.g. delineated with signage or physical barriers).
5. Encouraging the use of safe transportation options to discourage drinking and driving.
6. Hiring campus police and/or security officers as directed by the Office of Public Safety.

E. Events involving alcoholic beverages as part of a competition, such as drinking games or chugging contests, are prohibited.

F. Soft drinks or other non-alcoholic beverages such as water, punch, or fruit drinks should be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are being served.

G. Non-salty food and/or snacks should be prominently displayed and available during the entire event.

H. Individual offices may implement more restrictive policies relating to the use and/or promotion of alcohol within their facilities that are otherwise in accordance with college policy and local, state, and federal laws.

I. An appropriate permit from the Ohio Division of Liquor Control will be required by any internal department, organization or external entity that intends to provide alcoholic beverages either for sale by the drink or through the use of an entrance fee, cover charge, etc.

V. Registered student organizations on a college-related trip must comply with the Code of Student Conduct and local, state, federal, and international laws.

A. Funds allocated to a registered student organization from the Office of Student Life, or otherwise from the college, must not be used to purchase alcoholic beverages.

B. Funds collected through a registered student organization's voluntary dues, donations, or fund-raising may be used to purchase alcoholic beverages if the purchase and use of those beverages is otherwise in accordance with college policy and local, state, and federal laws.

VI. Advertising and marketing that promotes the use of alcohol, cannabis, illicit drugs or the misuse of prescription drugs is prohibited on college property and at all college-sponsored events regardless of location.

A. Promotional materials for college events may not include any reference to consumption of controlled substances, images of alcoholic beverages, or the name of alcohol distributors. Advertising should emphasize the purpose or theme of the event, refraining from suggesting that drinking is the primary focus.

B. Corporate sponsorships related to alcohol, including the display of corporate names and logos, may be permitted on college property or at college-sponsored events only with prior approval established through the Office of the President and the Advancement Office.

VII. College faculty, staff, student employees, students, volunteers, vendors, and visitors must abide by all applicable local, state, and federal laws regarding the use of alcohol, illicit drugs and controlled substances, including cannabis. Under local, state, and federal laws, it is a crime to do any of the following. For more information, see the Ohio Department of Commerce and U.S. Drug Enforcement Administration.

A. Underage Drinking
1. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
2. Possess alcohol if you are under 21.
3. Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse who is 21 or older.
4. Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21.
5. Allow anyone under 21 to possess or consume alcohol in your home, apartment, residence hall room, or in other property that you own or occupy unless alcohol is given by and consumed in the presence of the underage person's parent, legal guardian, or adult spouse.

B. False Identification
1. Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.
2. Provide false information about the name, age, or other identification of another person under 21 to purchase or obtain alcohol for that person.

C. Open Containers
1. Have an **open container** of alcohol in your possession in any unlicensed public place.
2. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
3. Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.
4. Open containers are not allowed at any campus tailgating events.

D. Transportation
1. Operate a vehicle under the influence. If you are under 21, you are considered to be operating a vehicle under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21. Refusing an alcohol test results in an immediate administrative license suspension.

2. Consume alcohol while in a motor vehicle.
3. Drive while under the influence of alcohol.
4. Be in **physical control of a vehicle** while drinking or under the influence of alcohol.

E. Disorderly Conduct
1. Engage in conduct likely to be offensive or cause inconvenience, annoyance, or alarm to others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

F. Alcohol Sales
1. Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control.

G. Illicit Drugs
1. Sell or offer to sell any controlled substance or prepare or package any controlled substance for sale.
2. Distribute any controlled substance, unless authorized to do so by law.
3. Knowingly obtain, possess, or use a controlled substance without a prescription.

H. State of Ohio Alcohol and Drug Law Criminal Sanctions
1. Underage drinking: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or intoxicating liquor. Penalty for violation: Violation of O.R.C. 4301.63 will result in a fine of not less than $25 but not more than $100. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and may specify the designated time in which the public work shall be completed.
2. False identification used to purchase alcohol for someone under 21: O.R.C. 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift. Penalty for violation: Violation of O.R.C. 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine not more than $1,000.
3. False identification used to purchase alcohol by someone under 21: O.R.C. 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning the same person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. Penalty for violation: Violation of O.R.C. 4301.634 is a misdemeanor of the first degree, punishable by up to six months imprisonment and fines up to $1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. 4301.634, the punishment for the first violation is a first-degree misdemeanor with a fine of not less than $250 but not more than $1,000 and up to six months imprisonment.
4. Open container in a motor vehicle: O.R.C. 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: Violation of O.R.C. 4301.64 is a misdemeanor of the fourth degree punishable by up to 30 days in jail and a fine up to $250. Additional penalties exist if the violation is committed by an individual under the age of 18 when violating O.R.C. 4301.64.
5. Furnishing or selling alcohol to someone under 21: O.R.C. 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to a person under 21 years of age or buying it for any person under the age of 21. Penalty for violation: Violation of O.R.C. 4301.69(A) is a misdemeanor punishable by a fine of at least $500 but not more than $1,000, and up to six months imprisonment.
6. Underage purchase, possession or consumption of alcohol: O.R.C. 4301.69(E)(1) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. Penalty for violation: Violation of O.R.C. 4301.69(E)(1) is a misdemeanor of the third

degree. The maximum penalty is imprisonment for not more than six months and a fine up to $1,000. Additional penalties exist for operating or being a passenger of a motor vehicle while violating O.R.C. 4301.69(E)(1).

7. Driving while intoxicated: O.R.C. 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. Penalty for violation: A violation of O.R.C. Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to six months and a fine up to $1,000. The court may also impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. 4511.19.
8. Selling or distributing illicit drugs: O.R.C. 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances, including marijuana. Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony and/or misdemeanor of the third degree, the level of which depends on the specific criteria set forth in O.R.C. 2925.03(C), including type and weight of drug. The minimum penalty for a fifth-degree felony can include six to 12 months in jail and/or a fine up to $2,500. The maximum penalty for a first-degree felony can include imprisonment up to 10 years and a fine up to $20,000. Marijuana-related violations may be prosecuted as a third-degree misdemeanor, with penalties including up to 60 days in jail and fines up to $500.
9. Possessing or using illicit drugs: O.R.C. 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of O.R.C. 2925.11 is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in O.R.C. 2925.11(C), including type and weight of drug. The minimum penalty, a fourth-degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to $250. The maximum penalty, a first-degree felony, is punishable by up to 10 years in prison and a fine up to $20,000.
10. A complete list of Ohio drug prohibitions can be found in Chapter 2925 of the Ohio Revised Code.

I. Federal Drug Laws
   1. Overview: Federal law, under 21 U.S. Code Chapter 13, Part D, prohibits the trafficking, distribution, manufacture, and illegal possession of controlled substances, categorized into schedules based on their abuse potential and medical use. These laws are enforced through various sections, with key provisions outlined below:
   2. Trafficking Penalties: 21 U.S.C. § 841 prohibits the manufacture, distribution, and dispensing of controlled substances, as well as possession with intent to manufacture, distribute, or dispense.
      a. Schedule I and II substances: This includes methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, and fentanyl analogue. Penalty for violation: Penalties range from five years imprisonment with a $5 million fine to imprisonment for life with a $10 million fine for an individual, and from five years imprisonment with a $25 million fine to imprisonment for life with a $50 million fine if not an individual to life imprisonment and fines up to $10 million for individuals, depending on the quantity and prior convictions.
      b. Marijuana: 21 U.S.C. § 841 governs the trafficking and possession of marijuana. Under federal law, marijuana remains a Schedule I controlled substance, meaning its manufacture, distribution and possession are illegal regardless of some state laws permitting its medical and/or recreational use. Penalty for violation: Penalties start at five years imprisonment with fines up to $250,000 for individuals, with maximum penalties reaching life imprisonment and fines up to $10 million, depending on the quantity involved.
      c. Schedule III to V substances: This includes commonly known medications and substances with potential for abuse, such as certain prescription drugs like painkillers, stimulants, and sedatives. Penalty for violation: Penalties include imprisonment and fines that vary depending on the specific substance, the amount involved, and any prior criminal history, with potential for enhanced penalties in cases of aggravating circumstances.

3. Simple possession: 21 USC §844 prohibits the unauthorized possession of controlled substances. Penalty for violation: Penalties may include up to one year imprisonment and a minimum fine of $1,000 for a first offense, with increased penalties for subsequent offenses.
4. Additional provisions
   a. Attempt and conspiracy: 21 U.S.C. § 846 prohibits attempts or conspiracies to commit any offense under the Controlled Substances Act. Penalty for violation: Individuals are subject to the same penalties as those convicted of the actual offense, ranging from five years imprisonment with fines up to $5 million to life imprisonment with fines up to $10 million, depending on the severity of the crime.
   b. Distribution to persons under age 21: 21 U.S.C. § 859 addresses distributing controlled substances to individuals under 21 years of age. Penalty for violation: Penalties include imprisonment of up to twice the standard term for distribution, reflecting the increased severity.
   c. Distribution of drugs near schools or colleges: 21 U.S.C. § 860 increases penalties for distributing or manufacturing controlled substances within 1,000 feet of schools or colleges. Penalty for violation: Penalties include doubled prison terms compared to the standard penalties, ranging from 10 years to life imprisonment, with fines that can exceed the typical maximums based on proximity to educational institutions.
   d. Using minors in drug operations: 21 U.S.C. § 861 prohibits employing or using persons under 18 years of age in drug operations. Penalty for violation: Penalties include enhanced imprisonment, ranging from 10 years to life, with fines up to $20 million, depending on the involvement of minors and other aggravating factors.
   e. Drug paraphernalia: 21 U.S.C § 863 prohibits the sale, transportation, and use of drug paraphernalia. Penalty for violation: Penalties can include imprisonment of up to three years and fines depending on the offense's severity.
5. For the most current and complete information regarding federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration Federal Trafficking Penalties.

J. Disclaimer
1. This information is provided as a general summary of the major applicable laws. Laws are frequently amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all the facts and circumstances. This information should not be substituted for legal advice.
2. If you are charged with a crime, it is recommended to seek advice from an attorney. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for legal advice.

K. COTC's Code of Student Conduct and college policies and rules contain campus behavior and safety requirements that, if violated, may result in sanctions, educational outcomes, or penalties that are independent of any criminal considerations.

L. Violation of the laws may also be a violation of COTC's Code of Student Conduct and college policies and rules and could result in college sanctions. The college's expectations for appropriate behavior are often higher than those under the law.

PROCEDURE

I. Process for College-Sponsored Events that Involve Alcohol

A. College units seeking to serve alcohol must request written approval through the Office of the President.

B. At least **three weeks** before the event, apply for college approval if the college event involves serving alcohol outside of a licensed premise. Proof of Liability Insurance may be required of the sponsor of the event. The following event details are to be provided:

1. Date and time of the event. Time during the event in which alcohol will be served.

2. A description of the type of people who will be attending the event (e.g., faculty, staff, students, donors, alumni, etc.) and an estimate of the number of attendees; a description of the purpose of the event (e.g., alumni reception, faculty-student mixer, etc.).
3. A list of the kinds of alcohol proposed to be served (e.g., beer, wine, liquor) and who will be serving the alcohol; where the alcohol will be purchased and by whom it will be purchased.
4. An explanation of how non-attendees will be prohibited from entering the event (e.g., fenced off, usher at the doorway, use of wristbands, etc.); an explanation of how attendees will be checked before being served to determine they are of legal drinking age.
5. A statement as to whether any fees will be collected in connection with the event and, if so, for what (e.g., alcohol, food, admission or cover charge, etc.).
6. Confirmation from the host that it will obtain a liquor permit if required by the Ohio Division of Liquor Control.

C. The internal host must wait for notification of approval before making alcohol purchases or arranging for service.

D. Additional requirements for events requiring a liquor permit.

1. A liquor permit from the Ohio Division of Liquor Control may be required in addition to college approval if either of the following applies:
   a. Alcohol will be requested or provided outside of a licensed venue's existing permit (e.g., donated alcohol, wine pulls, raffles, auctions, or similar activities), or
   b. The event is held at a non-licensed venue and involves any exchange of money or value, including but not limited to registration fees, meal charges, fundraising activities, silent auctions, or similar transactions.
2. In such cases, the Facilities Office will assist the internal host with the liquor permit application process. When a permit is required, the internal host must allow sufficient time for state review and approval and must:
   a. Obtain and submit a copy of the approved permit or other authorization issued by the Ohio Division of Liquor Control, such as an Authority to Operate (ATO) letter, to the Facilities Office before purchasing alcohol for the event;
   b. Post the permit and/or ATO from the Ohio Division of Liquor Control in a visible location on the day of the event.
3. For more information about the types of liquor privileges that may be available and related requirements, please consult the Ohio Division of Liquor Control's website.

II. Internal Host Responsibilities Following Approval

A. To ensure safety and security at all college-sponsored events, the internal host, in collaboration with the venue, event planner (e.g., caterer, vendor, facility owner, etc.), and other relevant stakeholders, must:

1. Identify and review reasonable risk management measures sufficiently in advance of the event to allow for appropriate planning and coordination;
2. Consult with the Office of Public Safety to determine appropriate security requirements for the event, including the potential need for police and/or security officers, depending on the nature and scope of the event (i.e., number of attendees, potential impacts to traffic and/or pedestrians, etc.);
3. Ensure adequate security measures are in place to maintain a safe environment in accordance with Policy Details IV; and

4. Ensure any controls established through the alcohol service pre-approval process and any guidelines provided by the venue are implemented for the event.

III. Sanctions/Corrective Action

A. The college may enforce corrective or disciplinary action, up to and including termination or dismissal, in accordance with applicable college policies or rules for employee and student violations of this policy.

B. If a **registered student organization** is found to have violated this policy, the college may revoke that entity's permission to operate on college property or host future events, or rescind the entity's college recognition among other actions.

C. Violations of this policy are subject to referral to appropriate law enforcement or college services, as well as to regional, national, and/or international affiliated offices of student organizations, for additional action and/or prosecution.

D. Policy violations can be reported to the Office of Public Safety.

IV. Amnesty

A. The college understands that reporting incidents related to alcohol and drug use may pose challenges to reporters due to concerns about potential consequences for their own actions. Therefore, students who make a report under this policy or who participate in an investigation related to this policy may receive amnesty as defined by the Code of Student Conduct.

Responsibilities

Position or Office	Responsibilities
Internal host	1. Ensure controls are in place to promote compliance and responsible alcohol consumption at college-sponsored events where alcohol is served. 2. At least three weeks prior to the event, obtain prior written approval to serve alcohol at college-sponsored events as set forth in the policy. 3. When required, obtain and display a liquor permit from the Ohio Division of Liquor Control as set forth in the policy. 4. Ensure risk management and security measures are in place at college-sponsored events where alcohol is served as set forth in the policy.
College leaders, managers, and supervisors	1. Communicate policy expectations. 2. Hold individuals responsible for compliance. 3. Communicate policy violations to leaders and managers in specific areas where problems occur.
Office of Student Life	1. Communicate policy expectations to the college community. 2. Consult with students and units on the policy. 3. Provide alcohol and other drug education and support. 4. Review the policy and update as needed. 5. Address non-employment setting policy violations with students.
Office of the President	1. Communicate policy expectations to the college community. 2. Consult with units on the policy. 3. Authorize the service and/or consumption of alcohol at college-sponsored events as set forth in the policy. 4. Review and approve, as appropriate, exception requests to serve alcohol at college-sponsored events held Monday through Friday from 8:00 am to 5:00 pm.
Office of Public Safety	1. As part of the annual security report distribution, communicate to the college community through an annual notification, which must include the following: standards of conduct; a description of sanctions for violating federal, state, and local law and campus policy; a description of health risks associated with alcohol and other drug use; and a description of treatment options.

Applies to: Faculty, staff, student employees, students, volunteers, vendors and visitors

Position or Office	Responsibilities
Office of Human Resources	1. Provide information on support services. 2. Address and refer policy violations to the appropriate position or office.
Employing or volunteer sponsoring unit	1. Communicate policy expectations. 2. Provide information on support services. 3. Address and refer policy violators to the appropriate position or office. 4. Report policy violations to the appropriate position or office.
Individuals	1. Comply with the policy. 2. Inform others about the policy whenever possible. 3. Use education and support resources as needed.

Resources

Authorization to Serve Alcohol Request Form can be found here: https://www.cotc.edu/post/policy-resources-0
Drug-Free Workplace policy 2.1.25: https://www.cotc.edu/sites/main/files/file-attachments/2.1.25.pdf?1604386562
Expenditures policy 3.1.01: https://www.cotc.edu/sites/main/files/file-attachments/3.1.01_cotc_expenditure_policy.pdf?1712335156
Ohio Department of Commerce Division of Liquor Control: https://www.com.ohio.gov/liqr/
Ohio Liquor Permit Classes and Fees: https://www.com.ohio.gov/liqr/permitClasses.aspx
Ohio Revised Code: http://codes.ohio.gov/orc/
Registered Student Organizations: https://www.cotc.edu/student-organizations
Code of Student Conduct web page: https://www.cotc.edu/student-conduct
U.S. Drug Enforcement Administration: https://www.dea.gov/
U.S.D.E.A. Federal Trafficking Penalties: https://www.dea.gov/sites/default/files/2021-12/Trafficking%20Penalties.pdf

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Office of the President	740.364.9510	https://www.cotc.edu/college-policies
Alcohol and other drug coaching/ screening	Office of Student Life, Counseling Services	740.364.9578	https://www.cotc.edu/counseling-services
Code of Student Conduct	Office of Student Life	740.364.9578	https://www.cotc.edu/student-conduct
Corrective action for employees	Office of Human Resources	740.366.9367	https://www.cotc.edu/post/policies-and-procedures
Employee substance abuse	Employee Assistance Program	800.678.6265	https://osuhealthplan.com/eap
Student counseling group/ individual	Office of Student Life, Counseling Services	740.364.9578	https://www.cotc.edu/counseling-services
Police and security	Office of Public Safety	740.366.9237	https://www.cotc.edu/public-safety

History

Updated: 01/06/2021
Revised: 10/26/2026

Applies to: Faculty, staff, student employees, students, volunteers, vendors and visitors

Health Risks

Alcohol and other drugs affect the health and safety of students, faculty, staff, volunteers and campus visitors, and are very costly in relationship to campus crime and interference with the learning environment. Central Ohio Technical College is committed to providing a safe, healthy learning community.

ALCOHOL

Risk	Possible Health Effect
Alcohol Use Disorders: Alcoholism & Alcohol Abuse	• Alcohol withdrawal syndrome • Cardiomyopathy • Certain types of cancer (oral, pharynx, esophagus, larynx, and lung) • Cirrhosis • Deficiency in thiamine • Gastrointestinal disorders • Heart Disease • Korsakoff's psychosis • Learning and memory problems • Nerve damage • Pancreatitis • Permanent damage to brain and liver • Wernicke's encephalopathy
Birth Defects	• Fetal alcohol spectrum disorders • Miscarriage • Physical and mental birth defects • Stillbirth
Chronic Heavy Drinking or Binge Drinking Heavy: 14 drinks/week for men; 7 drinks/week for women Binge: 5+ drinks for men in 2 hours, 4+ drinks for women in 2 hours	• Alcohol poisoning • Anemia • Cancer (correlated with mouth, throat, larynx, esophagus, liver, breast, and colon) • Cardiovascular disease • Dementia • Depression • Gout • High blood pressure • Liver disease, heart disease • Nerve damage • Pancreatitis • Sleep disorders • STDs and unwanted pregnancy from unsafe sex • Stroke
Intoxication	• Decreased ability to analyze sensory information resulting in disturbed balance, slurred speech, blurred vision, heavy sweating, and dulled sensation of pain • Dehydration • Disrupted balance of minerals in the blood • Disrupted judgment • Gastritis • Hangovers consisting of headache, thirst, nausea and dizziness as well as fatigue • Impaired brain function

	• Impaired judgment • Impaired motor skills • Increased chances of death, accidents, and injuries, falls, sexual victimization, suicide • Increased lethargy • Inflammation of esophagus • Interference with sleep rhythms

COMMONLY ABUSED DRUGS

Risk	Possible Health Effect
Anabolic Steroids	• Aggression or rage • Blood clotting and cholesterol changes • Delusions • Extreme irritability • Extreme mood swings • Fluid retention • For men—shrinkage of the testicles (testicular atrophy), reduced sperm count or infertility, baldness, development of breasts (gynecomastia), increased risk for prostate cancer • For women—growth of facial hair, male-pattern baldness, changes in or cessation of the menstrual cycle, enlargement of the clitoris, deepened voice • Hypertension • Impaired judgment stemming from feelings of invincibility • Increased risk of contracting HIV/AIDS or hepatitis • Kidney cancer • Liver cysts • Paranoid jealousy • Severe acne
Bath Salts	• Agitation • Altered mental state • Chest pain • Extreme paranoia and delusions • Hallucinations • Highly addictive • Hypertension • Increased blood pressure and heart rate • Kidney injury • Panic attacks • Seizures • Violent behavior, self-injury, self-mutilation, suicide
Cannabinoids (Hashish, Marijuana)	• Anxiety, paranoia and panic attacks • Asthma • Bloodshot eyes • Cancer of the lungs • Difficulty speaking, listening, thinking, and problem solving • Distorted perception (sight, sound, time, touch) • Dry mouth and throat • Impaired complex motor skills

	• Impaired concentration • Impaired judgment • Increased risk of damaging the lungs and reproductive system, • Increased heart rate • Linked to heart attacks • Loss of coordination • Lowered sperm production • Problems with memory and learning • Psychological dependence • Respiratory problems: bronchitis, emphysema and bronchial asthma

Depressants	• Fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death
	• Barbiturates
	  ○ Depression
	  ○ Dizziness
	  ○ Fever; irritability
	  ○ Life-threatening withdrawal
	  ○ Poor judgment
	  ○ Slurred speech
	  ○ Unusual excitement
	• Benzodiazepines
	  ○ Dizziness
	• Flunitrazepam
	  ○ Memory loss for the time under the drug's effects
	  ○ Urinary retention
	  ○ Visual and gastrointestinal disturbances
	• GHB
	  ○ Coma
	  ○ Death
	  ○ Drowsiness
	  ○ Loss of consciousness
	  ○ Loss of reflexes
	  ○ Nausea/vomiting, headache
	  ○ Seizures
	• Methaqualone
	  ○ Depression

Dextromethorphan (DXM)	• Body rash/itching • Closed-eye hallucination • Difficulty breathing • Dizziness • Drowsiness • Gastrointestinal disturbances • Memory loss • Nausea • Numbness

Dissociative Anesthetics	• Ketamine
	  ○ Altered body image
	  ○ Altered hearing
	  ○ Aphasia
	  ○ Blunted affect
	  ○ Blurred vision
	  ○ Delirium

	○ Diplopia ○ Dizziness ○ Erythema ○ Euphoria ○ Hallucinations ○ Hypersalivation ○ Hypertension ○ Illusions ○ Impaired attention, memory and judgment ○ Nausea and vomiting ○ Nightmares ○ Nystagmus ○ Pain at injection site ○ Psychomimetic phenomenon ○ Psychomotor retardation ○ Tachycardia ○ Vivid dreams • PCP and analogs ○ Aggression ○ Decrease in blood pressure and heart rate ○ Depression ○ Loss of appetite ○ Panic ○ Violence
Hallucinogens	• LSD, Mescaline, & Psilocybin ○ Delusions and hallucinations ○ Increased body temperature, heart rate, and blood pressure ○ Loss of appetite ○ Numbness, weakness ○ Sleeplessness ○ Tremors ○ Unpredictable psychological effects, with "trips" lasting about 12 hours • Mental disorders • Nervousness, paranoia
Inhalants	• Aspiration of vomit • Birth defects if pregnant • Cramps • Damage to central nervous system and brain • Depression • Frostbite • Hearing loss • Heart failure • Hypoxia • Kidney damage • Limb spasms • Memory impairment • Muscle weakness • Unconsciousness

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Opioids	• Heroin ○ Coma, unconsciousness ○ Confusion ○ Constipation ○ Depressed breathing so overdose can be fatal ○ Highly addictive and tolerance builds up rapidly ○ Increased risk of infectious diseases such as HIV/AIDS and hepatitis ○ Nausea ○ Sedation ○ Staggering gait
Stimulants	• Amphetamines ○ Aggression, erratic behavior ○ Bad feelings as drug wears off ○ Convulsions, coma, death ○ Depression ○ Extreme exhaustion ○ Hallucinations ○ Headache ○ Loss of coordination ○ Low blood pressure ○ Nausea ○ Panic and paranoia ○ Physical effects: hyperactivity, dilated pupils, vasoconstriction, blood shot eyes, flushing, restlessness, dry mouth, bruxism, headache, tachycardia, bradycardia, tachypnea, hypertension, hypotension, fever, diaphoresis, diarrhea, constipation, blurred vision, aphasia, dizziness, twitching, insomnia, numbness, palpitations, arrhythmias, tremors, dry and/or itchy skin, acne, pallor, convulsions, and with chronic and/or high doses, seizure, stroke, coma, heart attack and death can occur ○ Psychological effects: euphoria, anxiety, increased libido, alertness, concentration, energy, self-esteem, self-confidence, sociability, irritability, aggression, psychosomatic disorders, psychomotor agitation, grandiosity, repetitive and obsessive behaviors, paranoia, and with chronic and/or high doses, amphetamine psychosis can occur ○ Reduced performance at work, disruption of relationships ○ Twitching/tremors • Cocaine ○ Abdominal pain ○ Anxiety, panic attacks, paranoia ○ Chest pain ○ Cocaine is very addictive and many users quickly develop a strong psychological dependence on it ○ Damage to the veins, leading to ulcers and gangrene, and increased risk of blood-borne infections such as hepatitis or HIV ○ Damage to the lungs ○ Damage to the nasal septum as the drug causes vasoconstriction ○ Feeling constantly run-down when not taking cocaine ○ Headaches ○ Heart attacks ○ Increased body temperature

	○ Long-term changes to the brain, particularly in the brain's 'reward' circuits, which control sense of pleasure, and personality changes ○ Loss of libido ○ Malnutrition ○ Nausea ○ Raised heart rate and blood pressure ○ Respiratory failure ○ Strokes or seizures ○ Tolerance builds quickly • MDMA ○ Anxiety, panic, confusion ○ Cardiac/liver toxicity ○ Depression as drug wears off ○ Dry mouth ○ Hyperthermia ○ Impaired memory and learning ○ Increased heart rate and raised blood pressure ○ Increased liver and kidney problems in later life ○ Interferes with body's fluid control mechanisms and salt balance, making it easy to overhydrate and cause the brain to swell ○ Long-term brain changes such as depletion of serotonin, leading to chronic depression, memory impairment, and personality changes ○ Mild hallucinogenic effects ○ Raised body temperature, leading to dehydration ○ Renal failure • Nicotine ○ Adverse pregnancy outcomes ○ Cardiovascular disease ○ Chronic bronchitis and emphysema ○ Heart disease ○ Increased risk of cancer in almost every organ and tissue of the body, especially cancer of the lung, throat, and stomach ○ Lung disorders and disease ○ Stroke

Reviewed August 2025

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Community Resources

Employees and students may contact any of the following agencies for assistance. It is not a requirement that a person be first evaluated and recommended by a counselor. Individuals may contact these agencies on their own. Some agencies charge for their services. Do not let that deter you from calling. Many agencies have sliding pay scales. They can give suggestions for alternatives too.

Agency	Service
Addiction Angels of America 1525 Bethel Rd #100, Columbus, OH 43220 614-396-7850 http://addictionangelsofamerica.com	ABAM certified doctors treat addiction on 3 levels: physical, emotional, and spiritual. Uses iCAP™ to examine genetic, behavioral, and environmental factors to customize an individualized treatment plan.
Alcoholics Anonymous/AA/Al-Anon 76 E. Main St, Newark, Ohio 43055 740-345-7060 http://www.aa.org	Provides a support system for individuals struggling with alcohol use disorders through voluntary participation in a twelve-step program. Please go to the website to discover recovery meetings in the area. Meetings are held in-person, but online meeting options are also offered.
Behavioral Healthcare Partners of Central Ohio, Inc. 65 Messimer Dr. Newark, OH 43055 740-522-8477 http://bhcpartners.org	A community, non-profit behavioral healthcare organization that provides integrated mental health and addiction treatment for youth, adults, and families. Provides alcohol and drug treatment, 24/7 crisis services (dial 211 or 800-544-1601), urgent care (serves individuals twelve years and older who are experiencing behavioral health or emotional distress), mental health treatment for adults, children, and teens, medical psychiatric & pharmacy services, and career connections.
Behavioral Healthcare Partners Mount Vernon 8402 Blackjack Road, Mount Vernon, OH 43050 740-397-0442 http://www.bhcpartners.org/knox-campaign	Provides community based mental health evaluations and treatment, drug & alcohol treatment, as well as emergency mental health services for residents of Knox County.
Brightview Columbus East Addiction Treatment Center 3768 East Main Street, Whitehall, OH 43213 302-306-6511 http://brightviewhealth.com	Offers outpatient medication assisted treatment, individual counseling, group therapy, and social support services for Columbus residents. Drop-in appointments are available on weekdays. Please consult with the website for additional locations.
Brightview Newark South Addition Treatment Center 1445 West Main Street Newark, OH 43055 + *other locations* 833-510-4357 http://www.brightviewhealth.com/locations/newark-addiction-treatment-center/	Offers outpatient medication assisted treatment, individual counseling, group therapy, and social support services for Newark residents. Drop-in appointments are available on weekdays. Please consult with the website for additional locations.

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Complete Healthcare Addiction & Gynecology North (multiple locations) 5888 Cleveland Avenue, Columbus, OH + *other locations* 614-882-4343 http://drugrehabcolumbus.com	Comprised of physicians, addictionologists, nurse practitioners, registered nurses, and medical assistants dedicated to serving the healthcare needs of patients. Offers drug treatment plans consisting of close monitoring, behavior counseling, group and individual support, and drug therapy.
Spencer House Residential Addictions Treatment 69 Granville Street, Newark, OH 43055 740-345-7030 http://www.bhcpartners.org/contact	A residential treatment center for Behavioral Partners of Central Ohio. Provides alcohol and other drug treatment services for adult men in the comfort of a residential setting.
Courage House Residential Addictions Treatment 74 Granville Street, Newark, OH 43055 740-345-5074 http://bhcpartners.org/contact	A residential treatment center for Behavioral Partners of Central Ohio. Provides alcohol and other drug treatment services for adult women and their children in the comfort of a residential setting.
Freedom Center of Knox County 106 Gambier St, Mt. Vernon, OH 43050 740-397-2660 http://freedomctr.net	For alcohol and drug abuse – also for personal counseling of young adults.
Licking County Alcoholism Prevention Program 62 E Stevens St, Newark, OH 43058-4160 740-366-7303 https://lapp.cc	For students and employees plus their family members—for situations relating to alcoholics, problem drinkers or anyone wanting to know more.
Maryhaven (multiple locations) 1791 Alum Creek Drive, Columbus, OH 43207 614-445-8131 http://maryhaven.com	Offers residential and outpatient services, medically assisted treatment, specialized programming for pregnant women and homeless adults, cognitive behavioral and other proven therapies, as well as individual, group, and family counseling for adolescents and adults.
MedMark Treatment Centers Columbus East (multiple locations) 1809 East Main Street, Columbus, OH 43205 614-342-7319 https://medmark.com/locations/ohio/columbus-east	Tailored opioid treatment programs (OTP) are developed to equip you with the necessary resources and tools to break free from dependence on fentanyl, heroin, prescription drugs, or any other form of opioid. Provides medication-assisted treatment, individual and group counseling, and support services.
Mid-Ohio Psychological Services (multiple locations) 68 West Church Street STE 318 Newark, OH 43055 + *other locations* *740-281-1777* http://mopsohio.com	Services include outpatient assessment and individual/group counseling, and case management services designed to help individuals and families gain management over chemical usage and to decrease the impact of chemical abuse.
Narcotic Anonymous/NA P.O. Box, 524, Newark, Ohio 43055 1-800-587-4232 or 1-614-252-1700 Phone App – N A Meeting Search 2.2 http://www.na.org/meetingsearch/	Provides referrals to area support group meetings. Find local meeting locations and days/times for Narcotics Anonymous.

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New Vision at Knox Community Hospital 1330 Coshocton Avenue, Mount Vernon, OH 43050 740-399-3893 http://specialcarecorp.com	New Vision is an inpatient medical stabilization service for those who are struggling with substance use. Services are based in the hospital, so that patients are under the care of doctors, nurses, and other medical professionals 24/7 during their length of stay. This service accepts adults who are currently experiencing active or impending withdrawal symptoms from certain drugs.
Counseling Services-Newark Campus Ohio State Newark/COTC Warner Center, Room 226 1179 University Drive, Newark, OH 43055 740-364-9578 http://www.cotc.edu/counseling-services http://newark.osu.edu/office-student-life/counseling	For students of Ohio State Newark and COTC relating to problems with friends, family, relationships, drugs, alcohol, etc. Services available during college/university business hours.
Recovery Works Columbus (multiple locations) 7400 Huntington Park Drive, Columbus, OH 43235 + other locations 614-505-0377 http://pinnacletreatment.com	Customized plans include individual, group, and family therapy and counseling, trauma support, complementary modes such as yoga and mindfulness, expressive therapies, and healthy lifestyle activities like exercise and outdoor recreation.
River Valley House 837 East Main Street, Newark, OH 43055 740-349-3071 http://bhcpartners.org	A residential assisted care facility for Behavioral Partners of Central Ohio.
Seacrest Recovery Center Ohio (multiple locations) 6555 Busch Blvd Suite 100, Columbus, OH 43229 833-820-2922 http://seacrestrecoverycenteroh.com	Comprised of all levels of care including detoxification, residential treatment, partial hospitalization, intensive outpatient, and outpatient services. They support co-occurring disorders and promote spiritual, emotional, and physical well-being.
Shepherd Hill Healthcare 200 Messimer Dr., Newark, OH 43055 877-822-9347 http://shepherdhill.net	Primarily for in-patient care and counseling regarding drug abuse.
The Woodlands-Family Counseling **195 Union St. Suite B1, Newark OH 43055** **740-349-7066** http://thewoodland.org	Drug and alcohol assessment; personal and financial counseling for individuals and their families; parent education; Battered Women's Shelter.
The Recovery Village Columbus Drug and Alcohol Rehab 3964 Hamilton Square Boulevard, Groveport, OH 43125 614-362-1686 http://columbusrecoverycenter.com	Offers physician-led, comprehensive treatment programs for addiction and co-occurring mental health disorders. The Recovery Village Columbus sits on 6.5 acres and offers clean, well-appointed rooms, comfortable treatment areas, and recreational amenities that welcome those seeking treatment to get away from triggers in their day-to-day life and focus 100% on their recovery.

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The Woods at Parkside Gahanna 349 Olde Ridenour Road, Gahanna, OH 43230 614-881-4515 http://thewoodsatparkside.com	The Residential program includes Individual and group counseling, 12-step introduction, relapse prevention, stress management, art therapy, family education, recreational therapy, music therapy, life skills groups and group fitness. Clients with co-occurring disorders receive specialized care.
Al-Anon **1-888-4AL-ANON or 1-888-425-2666** http://www.alanon.net	Al-Anon is a mutual support program for people whose lives have been affected by someone else's drinking. By sharing common experiences and applying the Al-Anon principles, families and friends of alcoholics can bring positive changes to their situations. Meetings are offered both in-person and online.

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