



## **Procedure Title: Mandatory Drug and Alcohol Testing Procedure**

**Objective:** To establish a procedure for Drug and Alcohol Testing and to detail sanctions for violation of the Drug and Alcohol Policy.

CDA prohibits the unlawful distribution, possession, or use of controlled substances, illegal or illicit drugs, or alcohol by students or employees, on campus property, in the dorms, or as a part of campus activities, or in any way related to the campus employment or programs. These restrictions are designed to ensure the safety and well-being of all students and employees.

No student or employee is to report to class/work or to any CDA activity while under the influence of drugs or alcohol.

### **Mandatory Daily Alcohol Testing Procedure**

- Breathalyzer tests will be performed on all students each morning. In addition, a random breathalyzer can be performed if an individual exhibits conduct that would cause a reasonable person to believe that the student is under the influence of alcohol.
  - Medical Liaison, EMT Program Director, Instructor, or designated official will perform a breathalyzer on each student.
  - Breathalyzer results will be listed on the morning roster and turned into the administrative office immediately.
  - Any student testing above .000 will be sent to the administrative office for counseling and will not be allowed to attend classes that day.
    - 1<sup>st</sup> violation – Student will be counseled and placed on probation, and not be allowed to attend class for the day.
    - 2<sup>nd</sup> violation – Student will be required to complete a 300-word essay on why alcohol and diving don't mix and the consequences of mixing the two, and will not be allowed to attend class for the day.
    - 3<sup>rd</sup> violation – Student will be rolled back and have to repeat the full module.
  - Administrative personnel will complete a student advising form (PPAD14.2) detailing the violation and reminding the student of the attendance policy and that violation of the attendance policy will result in the student being rolled back and having to repeat the module.
  - After the 2<sup>nd</sup> rollback, student will be dismissed from the program.

### **Mandatory Monthly Drug Screening Procedure**

- Drug Screening will be performed on day 1 and during each of the following 4 modules. Screening will also be performed if an individual exhibit conduct that would cause a reasonable person to believe that the student is under the influence of drugs.
  - Medical Liaison, EMT Program Director, or designated official will perform a drug screen at the medical clinic.



CDA Technical Institute  
91 Trout River Drive  
Jacksonville, FL 32208

- Drug screening results will be listed on a class roster and turned into the administrative office immediately.
- Any student testing positive on the day 1 drug screen will be send to the administrative office for counseling, and will be required to complete a drug awareness course and provide administration with a certificate of completion.
  - Students who tested positive for narcotics on the initial drug screen, will not be allowed to dive until a 2<sup>nd</sup> drug screen is performed within the first week and shows negative for narcotics.
- Students testing positive on drug screening during module 2 – 5 or on a random drug screen will be suspended for 30 days and must complete a drug awareness course, and have a negative drug screen, prior to being allowed to return back to school to pick up where they left off in the program.
- Students who test positive for drugs after 1 suspension, will be dismissed from the program.

### Dorm Privileges

Possession or consumption of Alcohol or drugs are prohibited in the dorms. When returning to campus after hours, any behavior deemed disruptive that interferes with the rights of students due to alcohol consumption will lead to disciplinary actions.