



Career Quest
LEARNING CENTERS

2020

**Drug and Alcohol Prevention Program
Biennial Review**

Career Quest Learning Centers, Inc.

Drug and Alcohol Abuse Education Program - Biennial Review (even years)

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Career Quest Learning Centers, Inc. to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by CQLC students and employees both on its premises and as a part of any of its activities. At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- ❖ Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- ❖ A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- ❖ A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- ❖ A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.
- ❖ The law further requires that the institution conduct a biennial review of its program with the following objectives:
 - ❖ Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
 - ❖ To ensure that the sanctions developed are enforced consistently.
- ❖ The biennial review must also include a determination as to:
 - The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials;
 - The number and types of sanctions the institution imposes on students or employees as a result of such violations or fatalities.

Career Quest Learning Centers acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the institution fulfills the requirements of the previously mentioned Federal regulations. The Director of Compliance along with the Campus Managers, are responsible for conducting the review and reporting on the findings. The purpose of this report is to comply as best as possible, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports. The following campus functional areas provide information for biennial reports:

- ❖ Student Services Office
- ❖ Human Resources Office

The intention of this document is to meet the legal requirements of conducting a biennial review and also summarize the programs and activities related to alcohol and drug prevention on Career Quest Learning Centers' campuses. The following information was examined for the biennial review:

- ❖ Alcohol and drug policies at similar institutions
- ❖ Alcohol and drug information provided to students
- ❖ School Catalog policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- ❖ Employee Handbook policies related to drug and alcohol use by employees and the sanctions imposed for failure to comply
- ❖ Various resources available to students and employees regarding drug and alcohol abuse
- ❖ Incident reports related to any possible infractions of the drug and alcohol policy presented to students
- ❖ Local, State and Federal Mandates

Compliance with Drug-Free Schools and Communities Act:

Career Quest Learning Centers is committed to providing a drug free environment for all students and staff. Career Quest Learning Centers strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The institution has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the institution’s activities. CQLC has a written policy on alcohol and other drugs and distributes this to students during enrollment, through access to the online School Catalog. The Staff Handbook and SharePoint site also contains the Drug and Alcohol Prevention Policy.

The materials are located on the school’s website and contain the following:

- ❖ Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as a part of its activities;
- ❖ A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- ❖ A description of counseling or treatment programs/resources;
- ❖ A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

Drug and Alcohol Policy

Career Quest Learning Centers prohibits the possession or use of illegal drugs and alcohol on or around its property at any time, except for those areas licensed under the laws of the state of Michigan. Areas where the use is prohibited include: student campus activities, classrooms, school parking lots, roadways, leisure activity areas, and all offices or work areas considered Career Quest property.

Any violation of this policy will result in prosecution under Michigan law when applicable, as well as disciplinary action by the institution deemed appropriate within the student conduct requirements described in the School Catalog, Employee Handbook, and determined by the Campus Management Team.

This policy addresses alcohol, drugs and other intoxicants. The purpose of this policy is to clarify the rules regarding possession, consumption and distribution of intoxicants within Career Quest owned or operated buildings, property and grounds including administrative and instructional; the policy applies to all employees, students and visitors. In all instances this policy will be construed to comply with federal and state law.

Workplace Policy:

In compliance with federal regulations, Career Quest Learning Centers has taken steps to insure a drug free workplace. Those employees that wish to seek help for drug or alcohol related problems are encouraged to coordinate benefits through the Human Resources Office or contact the 24/7 Employee Assistance Program.

Should an employee be convicted of a drug violation in the workplace, federal law requires the employee to notify their employer within five calendar days of the conviction. Any employee involved in the manufacture, distribution, possession, use or dispensing of a controlled substance in the workplace may be subject to immediate termination.

Human Resources Incident Reports for Staff

Year	Incidents in Workplace	Outcome
2014	0 Incidents	N/A
2015	0 Incidents	N/A
2016	0 Incidents	N/A
2017	0 Incidents	N/A
2018	0 Incidents	N/A
2019	0 Incidents	N/A

Student Life Summary:

All Career Quest Learning Centers students are responsible for complying with Michigan State laws and policies of CQLC. These guidelines establish that:

- ❖ No student may use or be in possession of alcoholic beverages.
- ❖ Personal possession and consumption of alcoholic beverages is not permitted at social events attended by students, and on the campus grounds.

Campus Summary:

- ❖ Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior.
- ❖ CQLC may occasionally hold events where alcohol is available for consumption by faculty, staff, and friends of the school.
- ❖ Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the School Catalog and can include:
 - Warning and/or probationary period (Disciplinary)
 - Contact with parent/guardian
 - Referral to an alcohol education program
 - Counseling services
 - Suspension from CQLC
 - Termination from CQLC
 - Possible arrest, imprisonment, or fine according to state alcohol laws.

Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) is prohibited unless the student has a valid prescription for the use of the controlled substance is strictly prohibited by the CQLC Student Conduct Requirements.

Enforcement:

The primary sources on campus that enforce the alcohol and drug policies are the student services representatives and Human Resources department. The Human Resources department will handle employee interventions and/or sanctions. It is the primary responsibility of the Campus President to assess instances of infractions by students and to determine sanctions. Below, by year, is a listing of Drugs and/or Alcohol violations reported.

Career Quest Learning Centers has the following first offenses that were reported by Campus Personnel for drug and alcohol related offenses and sanctions were accessed on each by the as appropriate by the School Catalog.

Campus Incident Reports for Students

Year	Number of Offenses	Outcome
2014	0	N/A
2015	0	N/A
2016	0	N/A
2017	0	N/A
2018	0	N/A
2019	0	N/A

Drug and Alcohol Abuse Education Program – Revised 1/30/20

Federal regulations require institutions participating in Federal Student Aid programs to provide its students, staff and faculty information pertaining to the prevention of drug and alcohol abuse. Students and employees are expected to dress and act in a businesslike manner while attending classes and while ‘on-the-job’. At the discretion of the school administration, a student or employee may be dismissed from school or employment for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building or administrative policies; including failure to uphold financial obligations, or any other stated or determined infractions of conduct. Any student or employee convicted of a drug or alcohol crime may be dismissed from school or employment immediately. Possession, distribution, or use of alcohol or illicit substances on school premises may bring immediate expulsion or employment termination. Furthermore, the institution may report the incident to local law enforcement.

Standards of Conduct

- 1) Consumption of alcohol is prohibited on all campuses and externship/clinical sites.
- 2) Drug usage, other than over-the-counter drugs and prescription medications used in accordance with a doctor’s prescription, is prohibited while serving as an employee or student representative of the Institution, whether on- or off-campus.

- 3) The unlawful use, possession, manufacture, or distribution of controlled substances on any campus or externship/clinical site is strictly prohibited.
- 4) The operation of any vehicle or machinery for Institution business while under the influence of alcohol or drugs is strictly prohibited.
- 5) The sale of drugs or alcohol on any campus or externship/clinical site is prohibited.

(Note: The term "Campus" also encompasses at any school sanctioned activity/function.)

Health Risks Associated with Alcohol

Alcohol consumption, particularly heavier drinking, is an important risk factor for many health problems and, thus, is a major contributor to the global burden of disease. In fact, alcohol is a necessary underlying cause for more than 30 conditions and a contributing factor to many more. The most common disease categories that are entirely or partly caused by alcohol consumption include infectious diseases, cancer, diabetes, neuropsychiatric diseases (including alcohol use disorders), cardiovascular disease, liver and pancreas disease, and unintentional and intentional injury. Knowledge of these disease risks has helped in the development of low-risk drinking guidelines. In addition to these disease risks that affect the drinker, alcohol consumption also can affect the health of others and cause social harm both to the drinker and to others, adding to the overall cost associated with alcohol consumption. These findings underscore the need to develop effective prevention efforts to reduce the pain and suffering, and the associated costs, resulting from excessive alcohol use. (www.niaaa.nih.gov)

Federal regulations require institutions participating in Federal Student Aid programs to provide its students, staff and faculty information pertaining to the prevention of drug and alcohol abuse.

Sanctions the Institution Will Impose

- 1) Any employee or student found consuming alcohol or drugs on any campus or externship/clinical site shall be subject to disciplinary action.
- 2) Any employee or student found using; possessing, manufacturing, or distributing illegal drugs or transferring alcohol or drugs during normal working/school hours on any campus or externship/clinical site shall be subject to disciplinary action.
- 3) Any employee or student who reports to work or class under the influence of alcohol or drugs shall not be permitted to remain on campus or the externship/clinical site and will be escorted home. The employee or student shall also be subject to disciplinary action.
- 4) Consistent with the Drug-Free Workplace Law, as a condition of employment, all employees are required to abide by the terms of this policy and notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Compliance with this policy is considered a condition of employment and/or acceptance for study; therefore, if an employee or student violates this policy, discipline will be assessed accordingly and the individual may be subject to termination or expulsion or referral for prosecution.
- 6) In all cases, the Institution abides by local, state and federal sanctions regarding unlawful possession of drugs in prohibited areas and/or the use of alcohol by individuals who have not attained the legal drinking age. Any drug identified by the law as illegal is included in this program, as are legal prescription drugs that are used in a manner contrary to a doctor's prescription.

(Note: The term "Campus" includes any school sanctioned activity/function.)

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

State of Michigan Drug Laws

Schedule I Substances

Schedule I drugs include those that have a high potential for abuse and serve no legitimate medical purpose. The following substances are *some* examples of those drugs included under the Schedule I heading:

- Ecstasy (MDMA/Molly)
- LSD
- Heroin
- Peyote
- Hallucinogenic Mushrooms
- GHB (date rape drug)
- Marijuana

(List of schedule 1 Controlled Substances under MCL 333.7211, 7212)

Schedule II Substances

These drugs are substances that have a high potential for abuse and addiction but have an approved medical use in the United States. These drugs, when used for medical reasons, are extremely regulated due to their addictive natures. A few common examples are:

- Cocaine
- Opium
- Morphine
- Hydrocodone
- Oxycodone
- Methadone
- Methamphetamines

(List of Schedule 2 Substances under MCL 333.7213, 7214)

Schedule III Substances

Scheduled III drugs have a lower risk of dependency than those included in schedules I and II. However, the risk is still considered moderate. These drugs also have accepted medical uses. Some common examples in drug possession cases are:

- Ketamine (anabolic steroids)
- Morphine (lower potency)
- Hydrocodone with aspirin or acetaminophen

(List Schedule 3 substances under MCL 333.7215, 7216)

Schedule IV Substances

- These drugs have a low risk of abuse and limited addictive tendencies. Some of the most common drug possession charges in this category are:
- Valium
- Rohypnol
- Xanax

(List of Schedule 4 Substances under MCL 333.7217, 7218)

Schedule V Substances

Substances in this category have a very low risk of abuse, but the potential still exists. Many of these substances can be obtained over the counter, including:

- Cold medicine with ephedrine
- Cough syrups with Codeine

(List of Schedule 5 Substances under MCL 333.7219, 7220)

Michigan Penalties – Possession of a Controlled Substance

If you are found in possession of Schedule I or II controlled substances, you could face the following penalties:

- More than 1,000 grams (felony) - Life in prison and fines up to one million dollars.
- Between 450- 1,000 grams (felony) - Up to 30 years in prison and \$500,000 in fines.
- Between 50- 450 grams (felony) - Up to 20 years in prison and \$250,000 in fines.
- Between 25-50 grams (felony) - Up to 4 years in prison and \$25,000 in fines
- Possession of Ecstasy or Methamphetamines
- Under Michigan drug laws, Possession of Ecstasy (MDMA) or Meth in any amount has a penalty of up to 10 years in prison and \$15,000 in fines.

Possession of Marijuana

Under Michigan drug laws, Possession of Marijuana in any amount has a maximum penalty of up to 1 year in prison and \$2,000 in fines.

(References: Michigan Criminal Laws – MCL 333.7403)

Additional Penalties – Park Zone

If you are caught in a public park possessing any amount of any controlled substance you can face up to 2 years in prison.

Michigan Possession Penalties – First Offense

If you have never been convicted of similar drug charges before, a judge will likely suspend your sentence for a term of probation. However, if you violate the terms of probation your sentence will be immediately activated.

Mandatory Life Sentence for Repeat Drug Possession Offenders

If you are convicted for a second or subsequent offense of possessing or distributing a Schedule I or II drug where the amount is greater than 50 grams you will be sentenced to life in prison.

(Ref: MCL 333.7413) *This sentence is mandatory. If you are sentenced under this law you will not be eligible for probation, parole, or any other sentence reduction or early release.*

Federal Trafficking Penalties: (https://www.dea.gov/sites/default/files/drug_of_abuse.pdf)

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Michigan Substance Abuse and Driving Laws

(https://www.michigan.gov/sos/0,4670,7-127-1627_8665_9070-24488--,00.html)

When you drink alcohol, or use other drugs, and drive, you endanger your life, and the lives of your passengers and others on the road. Each year, thousands of people are killed or permanently disabled because someone drove while intoxicated or impaired after consuming alcohol or other chemical substances.

Michigan takes a strong stand against intoxicated and impaired drivers.

Driving While Intoxicated or Impaired is Illegal

Drink or use drugs and drive, and the results can be deadly. In addition to thousands of injuries, several hundred people die every year in Michigan from alcohol and drug-related crashes.

The courts, law enforcement, state and local governments, as well as a number of private agencies, are working together to reduce and prevent the thousands of injuries and deaths that result from drunk driving and drugged driving in Michigan.

Under Michigan law, it is illegal to drive:

- While intoxicated, or impaired, by alcohol, controlled substance, or other intoxicating substance.
- With a bodily alcohol content of 0.08 or more. (This crime is one of the driving while intoxicated offenses.)
- With a bodily alcohol content of 0.17 or more. (This "High BAC" crime is one of the driving while intoxicated offenses.)
- With any amount of cocaine or a Schedule 1 controlled substance in your body. (For more information about Schedule 1 drugs, see section 7212 of the Michigan Public Health Code; MCL 333.7212.)

Additionally, if you are under age 21, it is also against the law to:

- Drive with a bodily alcohol content of 0.02 or more, or with any presence of alcohol in your body except for that consumed at a generally recognized religious ceremony.
- Buy, possess, or consume alcoholic beverages. You may transport alcohol in a vehicle **only** when accompanied by someone age 21 or older. If you are stopped by the police, with alcohol in your vehicle, and there is no adult with you, you can be charged with a misdemeanor, whether you are on the road or in a parking lot.

It is best to never drink or use drugs and drive. Select a designated driver ahead of time, who will stay sober. You can also ask someone else to give you a ride, call a taxi, or use public transportation.

Never ride with anyone who has been drinking or using drugs. If necessary, take away the person's vehicle keys, and offer him or her a place to sleep. Be sure drivers are completely sober before they get behind the wheel.

Types of Charges

Operating While Visibly Impaired (OWVI) means that because of alcohol, controlled substance, or other intoxicating substance, your ability to operate a motor vehicle was visibly impaired.

Operating While Intoxicated (OWI) includes 3 types of violations:

- Alcohol, drugs or other intoxicating substance in your body substantially affected your ability to operate a motor vehicle safely.
- A bodily alcohol content (BAC) at or above 0.08. This level can be determined through a chemical test.
- High BAC means the alcohol level in your body was at or above 0.17. This level can be determined through a chemical test.

Operating With Any Presence of a Schedule 1 Drug or Cocaine (OWPD) means having even a small trace of these drugs in your body, even if you do not appear to be intoxicated or impaired. This can be determined through a chemical test.

Under Age 21 Operating With Any Bodily Alcohol Content (Zero Tolerance) means having a BAC of 0.02 to 0.07, or any presence of alcohol in your body other than alcohol that is consumed at a generally recognized religious ceremony.

Effects of Alcohol

Driving requires concentration, motor skills, common sense, and a concern for the safety of everyone on the road. Alcohol affects people differently. Mixing drugs or medications with alcohol and then driving can be especially dangerous, and even deadly.

The effects of alcohol are the same whether you drink beer, wine, or whiskey. A 12-ounce can of beer, a 5-ounce glass of wine, and a 1.5-ounce shot of whiskey all contain the same amount of alcohol. Drink a standard serving of any of these, and the effects will be the same. Your judgment and self-control will be affected. Even one drink can impair your ability to drive, slow your reaction time, dull your concentration, and cause vision problems.

Many people mistakenly believe that coffee, a cold shower, exercise, or fresh air can sober them up. Time is the only thing that sobers you up.

Teen Drivers and Alcohol

Drivers between the ages of 16 and 20 are typically the least experienced drivers on the road. When alcohol is added to their inexperience, the results can be even more deadly. According to the Centers for Disease Control, the risk of involvement in a motor vehicle crash is greater for teens than for older drivers at all levels of blood alcohol concentration (BAC). According to the National Highway Traffic Safety Administration, twenty-four percent of young drivers 15 to 20 years old who were killed in crashes in 2016 had (BACs) of .01 g/dL or higher; 82 percent of those young drivers had BACs of .08 g/dL or higher. Alcohol involvement for young drivers in fatal crashes is higher among males than among females. Twenty-one percent of the young male drivers involved in fatal crashes in 2016 had some alcohol at the time of the crashes (BACs of .01 g/dL or higher), compared with fifteen percent of the young female drivers involved in fatal crashes. Simply possessing any alcoholic beverage, whether in a motor vehicle or not, can result in a

license suspension for a teen. For more information about license actions for drivers under the age of 21, please see the Zero Tolerance section under Driver's License Actions, below.

Illegal or Street Drugs and Medications

Because everyone's metabolism is different, it's difficult to predict the effect of drugs and medications. Those substances can be as dangerous as alcohol when mixed with driving.

Illegal or "street" drugs are sold without a prescription, and are particularly dangerous. Users do not always know the contents, purity, or possible effects of these drugs.

Prescription and non-prescription medications may also contain things that can have an adverse effect on your ability to drive safely. Some drugs such as antihistamines, which are found in many cold and allergy preparations, tranquilizers, sleeping pills, and pain relievers may cause drowsiness. Diet pills, "stay awake" drugs, and other medications with stimulants, such as caffeine, ephedrine, or pseudoephedrine, may cause excitability or drowsiness. The effects may also vary depending on the combination of drugs. Know the contents and possible side effects of any drugs you take, and be sure it is safe to drive when you use them. For more information, consult your physician or pharmacist.

Recognizing Drivers Who Have Been Drinking Alcohol or Using Other Drugs

It is possible to recognize drivers who may have been drinking alcohol or using other drugs. They may:

- Weave within their lane.
- Wander from one lane to another.
- Run off the paved part of the road.
- Stop too quickly or slowly.
- Drive too fast or too slow.
- Fail to obey stop signs or other signals.
- Drive on the wrong side of the road.

These things do not always mean that the driver has been drinking or using drugs, but they do require your full attention.

If you observe a dangerous situation, do not become personally involved. Get an accurate description of the vehicle and its license plate number. Call 911, the local Michigan State Police post, or a telephone operator for police help.

You are most likely to encounter drivers who have been drinking or using drugs:

- At night or early in the morning, particularly from 8 p.m. to 4 a.m.
- On the weekends, especially late Friday and Saturday nights.
- On holidays.
- Near bars and other businesses that sell alcohol.

If you see a suspected drunk or drugged driver, put as much distance as possible between yourself and him or her. Think twice about passing a suspected drunk or drugged driver. Let the driver pass you, especially when his or her vehicle is approaching rapidly. Avoid the driver's uncertain actions. Stay alert. You might meet the same driver further down the road.

Anti-Drunk and Drugged Driving Laws

Michigan's anti-drunk and drugged driving laws require swift and sure action and stiff penalties for drivers who violated them. The laws require:

- Courts to decide drunk driving and drugged driving cases within 77 days after the arrest.
- A mandatory 6-month driver license suspension, even for a first conviction. The driver may be eligible for a restricted license after serving 30 days of the suspension.
- A mandatory 1-year driver license suspension for a first conviction of operating with a BAC of .17 or higher. This "High BAC" crime is one of the operating while intoxicated offenses. A High BAC driver may be eligible for a restricted license after serving 45 days of the license suspension, but only if an ignition interlock device is installed on any vehicle the offender owns or intends to operate.
- Court to order participation in, and successful completion of, 1 or more rehabilitation programs, including alcohol treatment or a self-help program, or another program the court decides is appropriate. The court must order this rehabilitation if the defendant has 1 or more prior convictions, or is convicted of High BAC.
- Five days to 1 year of consecutive jail time, or 30 to 90 days of community service, or both for a second conviction of drunk or drugged driving.
- Harsher license sanctions of revocation and denial for persons with multiple drunk or drugged driving convictions.
- A reinstatement fee of \$125 if your driver's license was suspended, revoked, or restricted.

Additionally, the laws make the following drunk and drugged driving offenses felonies:

- A third conviction in the driver's lifetime.
- A conviction for drunk or drugged driving that causes death.
- A conviction for drunk or drugged driving that causes serious injury to another person.

Preliminary Breath Test

If you are stopped by a law enforcement officer who believes you may be driving while intoxicated or impaired, you may be asked to take a Preliminary Breath Test (PBT) to determine whether alcohol was involved.

If you refuse to take the PBT, you may be charged with a civil infraction, which carries a fine up to \$150 plus court costs.

A person under age 21 who refuses to take the PBT will have 2 points added to his or her driving record.

Whether you take the PBT or not, you still must take the evidentiary test required by the implied consent law.

Michigan's Implied Consent Law

If you are arrested for drunk or drugged driving, you are required to take a chemical test to determine your bodily alcohol content (BAC) or the presence of drugs in your body. Under Michigan's Implied Consent law, all drivers are considered to have given their consent to this test.

Refusing to take this test has driver's license consequences that are separate from those that result from any conviction that flows from the traffic stop. You may request an administrative hearing regarding the alleged refusal. At the hearing, the law enforcement officer would have to prove certain things before the statutory consequences would apply. If you do not request the hearing, or if the officer proves his or her case at the hearing, the following will happen:

- Six points will be added to your driving record.
- Your license will be suspended for 1 year if it is the first time you refused to take the test under the Implied Consent law.
- Your license will be suspended for 2 years if you refused to take the test one or more times within the preceding 7 years. There are no hardship appeals in circuit court for a restricted license in this situation.

If you refuse to take the test, or if the test shows that your BAC is 0.08 or higher, the law enforcement officer will destroy your driver license, and will issue a paper permit to you. You may drive on the paper permit until your criminal case is resolved in court.

Anti-Drug Laws

Michigan law requires driver's license suspensions for drug convictions, even if you were not driving at the time of the offense.

If there are no prior drug convictions, your license will be suspended for 6 months. No restricted license is allowed for the first 30 days of that suspension.

If you have one or more prior drug convictions within 7 years, your driver's license will be suspended for 1 year. No restricted license is allowed for the first 60 days of the suspension.

The reinstatement fee for a drug crime driver's license suspension is \$125. This fee is in addition to a reinstatement fee required for any other driver's license sanction.

Driver's License Sanctions and Other Consequences

As indicated above, if there are multiple drunk or drugged driving convictions, or a single High BAC conviction, the court must order the defendant to participate in, and successfully complete, a rehabilitation program.

First Offense:

Operating While Intoxicated (OWI) or Operating With Any Presence of a Schedule 1 Drug or Cocaine (OWPD)

- \$100 to \$500 fine and one or more of the following:
 - Up to 93 days in jail.
 - Up to 360 hours of community service.
- Driver's license suspension for 30 days, followed by license restrictions for 150 days.
- Possible vehicle immobilization.
- Possible ignition interlock.
- Six points added to driving record.

High Blood Alcohol Content (BAC of .17 or higher). This is one of the operating while intoxicated crimes, but it has harsher consequences.

- One or more of the following:
 - Up to 180 days in jail.
 - \$200 to \$700 fine.
 - Up to 360 hours of community service.
- Driver's license suspension for 1 year. Eligible for restrictions after 45 days of suspension if an ignition interlock device is installed on all vehicles the offender owns or intends to operate.
- Possible metal license plate confiscation if the offender operates a vehicle without a properly installed ignition interlock device.
- Mandatory vehicle immobilization if the offense is subsequently convicted for operating a vehicle without a properly installed ignition interlock device.
- 6 points added to the offender's driving record.

Operating While Visibly Impaired

- Up to a \$300 fine, and one or more of the following:
 - Up to 93 days in jail.
 - Up to 360 hours of community service.
- Driver's license restrictions for 90 days (180 days if impaired by a controlled substance).
- Possible vehicle immobilization.
- 4 points added to the offender's driving record.

Second Offense within 7 Years (any combination):

Operating While Intoxicated

- \$200 to \$1000 fine, and one or more of the following:
 - 5 days to 1 year in jail.
 - 30 to 90 days of community service
- Driver's license revocation and denial for a minimum of 1 year (minimum of 5 years if there was a prior revocation within 7 years).
- License plate confiscation.
- Vehicle immobilization for 90 to 180 days, unless the vehicle is forfeited.
- Possible vehicle forfeiture.
- 6 points added to the offender's driving record.

Operating While Visibly Impaired

- \$200 to \$1,000 fine, and one or more of the following:
 - 5 days to 1 year in jail.
 - 30 to 90 days of community service.
- Driver's license revocation and denial for a minimum of 1 year (minimum of 5 years if there was a prior revocation within 7 years).
- License plate confiscation.
- Vehicle immobilization for 90 to 180 days unless the vehicle is forfeited.
- Possible vehicle forfeiture.

- 4 points added to the offender's driving record.

Third Offense Within Lifetime (any combination) is a Felony

Operating While Intoxicated

- \$500 to \$5,000 fine, and either of the following:
 - 1 to 5 years imprisonment
 - Probation, with 30 days to 1 year in jail.
- 60 to 180 days community service.
- Driver's license revocation and denial if there are 2 convictions within 7 years or 3 convictions within 10 years. The minimum period of revocation and denial is 1 year (minimum of 5 years if there was a prior revocation within 7 years).
- License plate confiscation.
- Vehicle immobilization for 1 to 3 years, unless the vehicle is forfeited.
- Possible vehicle forfeiture.
- Vehicle registration denial.
- 6 points added to the offender's driving record.

Operating While Visibly Impaired

- \$500 to \$5,000 fine, and either of the following:
 - 1 to 5 years imprisonment
 - Probation, with 30 days to 1 year in jail.
- 60 to 180 days community service.
- Driver's license revocation and denial if there are 2 convictions within 7 years or 3 convictions within 10 years. The minimum period of revocation and denial is 1 year (minimum of 5 years if there was a prior revocation within 7 years).
- License plate confiscation.
- Vehicle immobilization for 1 to 3 years, unless the vehicle is forfeited.
- Possible vehicle forfeiture.
- Vehicle registration denial.
- 4 points added to the offender's driving record.

Causing Death or Serious Injury if Operating While Intoxicated, Operating While Visibly Impaired, Operating with Any Presence of Drugs, or Operating While License Suspended, Revoked or Denied (First Offense) These crimes are felonies.

- **Death** -- Up to 15 years imprisonment, or a fine of \$2,500 to \$10,000, or both.
- **Injury** -- Up to 5 years imprisonment, or a fine of \$1,000 to \$5,000, or both.
- **Emergency Responder Death** -- Up to 20 years imprisonment, or a fine of \$2,500 to \$10,000, or both.
- Driver's license revocation and denial for a minimum of 1 year (minimum of 5 years if there was a prior revocation within 7 years).
- License plate confiscation.
- Vehicle immobilization for up to 180 days, unless the vehicle is forfeited.
- Possible vehicle forfeiture.
- 6 points added to the offender's driving record.

Causing Death or Serious Injury if Operating While Intoxicated, Operating While Visibly Impaired, Operating with Any Presence of Drugs, or Operating While License Suspended, Revoked or Denied (Second Offense within 7 years) These crimes are felonies.

- **Death** -- Up to 15 years imprisonment, or a fine of \$2,500 to \$10,000, or both.
- **Injury** -- Up to 5 years imprisonment, or a fine of \$1,000 to \$5,000, or both.
- **Emergency Responder Death** -- Up to 20 years imprisonment, or a fine of \$2,500 to \$10,000, or both.
- Driver's license revocation and denial for a minimum of 1 year (minimum of 5 years if there was a prior revocation within 7 years).
- License plate confiscation.
- Vehicle immobilization for up to 180 days, unless the vehicle is forfeited.
- Possible vehicle forfeiture.
- 6 points added to the offender's driving record.

Open Intoxicants in a Motor Vehicle

- Up to a \$100 fine.
- First offense -- No action taken against driver's license.
- Second offense -- Driver's license is suspended for 30 days, followed by restrictions for 60 days.
- Third offense -- Driver's license is suspended for 60 days, followed by restrictions for 305 days.
- Alcohol screening may be required.
- points added to the offender's driving record.

Driver's License Sanctions for Drivers Under Age 21

Zero Tolerance (under age 21)

First Offense

- Up to a \$250 fine, or up to 360 hours of community service, or both.
- Driver's license is restricted for 30 days.
- 4 points are added to the offender's driving record.

Second Offense with 7 years

- One or more of the following:
 - Up to a \$500 fine.
 - Up to 60 days of community service.
 - Up to 93 days in jail.
- Driver's license suspension for 90 days. If there is a prior drunk or drugged driving conviction, there is a driver license revocation and denial for a minimum of 1 year (minimum of 5 years if there was a prior revocation within 7 years).
- 4 points are added to the offender's driving record.

Person Under 21 Purchase/Consume/Possess Alcohol

- First offense -- \$100 fine. No driver's license sanction.
- Second offense -- \$200 fine. Driver's license is suspended for 30 days and restricted for 60 days.
- Third offense -- \$500 fine. Driver's license is suspended for 60 days and restricted for 305 days.
- Alcohol screening may be required.
- Community service may be required.

Person Under 21 Transporting or Possessing Alcohol in a Motor Vehicle

- Up to a \$100 fine.
- Driver's license sanctions:
 - First offense -- No driver's license sanction.
 - Second offense -- Driver's license suspension for 30 days, and restriction for 60 days.
 - Third offense -- Driver's license suspension for 60 days, and restriction for 305 days.
- Alcohol screening may be required.
- Community service may be required.
- Vehicle may be impounded for up to 30 days.
- 2 points are added to the offender's driving record.

Using Fraudulent ID to Purchase Alcohol

- Up to a \$100 fine, or up to 93 days in jail, or both.
- Driver's license is suspended for 90 days.
- Alcohol screening may be required.

Driving While License Suspended, Revoked, or Denied

First Offense

- Up to a \$500 fine, or up to 93 days in jail, or both.
- Mandatory additional license sanction.
- 2 points added to the offender's driving record.

Second Offense

- Up to a \$1,000 fine, or up to 1 year in jail, or both.
- Mandatory additional license sanction.
- Vehicle may be immobilized for up to 180 days.
- 2 points added to the offender's driving record.

Third Offense

- Up to a \$1,000 fine, or up to 1 year in jail, or both.
- Mandatory additional license sanction.
- 2 points added to the offender's driving record.
- If there are 2 prior convictions within 7 years, there are additional consequences:
 - License plate confiscation.
 - Vehicle immobilization for 90 to 180 days.

Fourth Offense

- Up to a \$1,000 fine, or up to 1 year in jail, or both.
- Mandatory additional license sanction.
- 2 points added to the offender's driving record.
- If there are 3 prior convictions within 7 years, there are additional consequences:
 - License plate confiscation.
 - Vehicle immobilization for 90 to 180 days.

Fifth Offense

- Up to a \$1,000 fine, or up to 1 year in jail, or both.
- Mandatory additional license sanction.
- 2 points added to the offender's driving record.
- If there are 4 prior convictions within 7 years, there are additional consequences:
 - License plate confiscation.
 - Vehicle immobilization for 1 to 3 years.

Counseling, Treatment and Rehabilitation Programs:

Career Quest Learning Centers has several options available for students and staff members who need to address alcohol and other drug abuse issues. Local community health organizations are available to provide counseling for students and staff members. In addition, CQLC has an Employee Assistance Program for all employees with a 24/7 helpline that can be utilized as the employee desires.

The institution supports programs that aid in the prevention of substance abuse. Students and employees are encouraged to seek assistance for substance abuse problems. Many health insurance plans include drug, alcohol and mental health services. If you need help in finding a treatment center, the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) offers a free service to help you locate a facility near you. The toll-free Treatment Referral Hotline can be reached 24 hours a day, 7 days a week; 1-800-622-HELP (4357). You can also access their treatment facility location online at <https://findtreatment.gov/>. Additional resources for counseling, treatment and rehabilitation include:

- ❖ Alcoholics Anonymous – <http://www.aa.org>
- ❖ Al-Anon – <http://www.al-anon.alateen.org>
- ❖ Narcotics Anonymous – <http://www.na.org>
- ❖ Michigan Department of Health and Human Services – 1-517-241-3740
- ❖ National Suicide Prevention Lifeline – 1-800-273-8255
- ❖ National Alliance for the Mentally Ill – 1-800-950-6264
- ❖ Veterans – Locate the closest VAMC or VA Regional Office: 1-800-827-1000

The Student Success Coordinators will have pamphlets and documentation of local community resources available to students, staff and faculty.

Drug-Free Workplace Policy:

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Career Quest Learning Centers and published in the Employee Handbook and CQLC Catalog each year:

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by CQLC on any property owned, leased, or controlled by CQLC or during any activity conducted, sponsored, authorized by, or on behalf of Career Quest Learning Centers. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).

2. Career Quest Learning Centers has and shall maintain a drug-free awareness program to inform employees concerning the following:
 - a) The dangers of drug abuse in the workplace
 - b) Maintenance of a drug free workplace
 - c) Drug counseling and rehabilitation programs and resources
 - d) Possible penalties of drug-abuse and rehabilitation violations.

If you DO choose to drink:

Misuse of alcohol or drugs inhibits your ability to act responsibly or react quickly. Below are a few safety tips you should keep in mind:

Limit your alcohol intake.

- ❖ Avoid combining alcohol with prescription medicines and club drugs; the combination can be dangerous.
- ❖ Never leave your drink unattended or accept a pre-poured drink from a stranger.
- ❖ Buzzed or drunk driving is deadly and illegal; leave your vehicle parked and find other transportation. Your life and others' lives depend upon your decision.

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance, it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources in the community for assistance. Questions should be directed to the Student Services Coordinators, Campus Presidents or the Human Resources department.

Significant Highlight/Changes during this time:

In previous years, this institution planned for a revised, more informative method of disseminating pertinent information related to the federally mandated *Drug-Free Schools and Communities Act*. This policy was revised in 2013 to include an updated list of penalties. The policy was further enhanced in 2014 to elaborate on Michigan substance abuse and driving laws and various drug and alcohol prevention programs. In 2016, resource websites and phone numbers were updated, along with the addition of a "Schedule I substance." Supplementary information from this institution's catalog was also added.

Review & Distribution:

This Drug and Alcohol Abuse Prevention Program Policy will be reviewed biennially (in even-numbered years) to determine its effectiveness. During the review an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein. The Drug and Alcohol Abuse Prevention Program Policy will be distributed to employees and students on an annual basis by October 1st. From employees, a sign-off acknowledging receipt will be kept in the personnel file. Students will receive notification annually through an electronic announcement.