



Drug and Alcohol
Abuse Prevention Program
with the 2024 Biennial Review

**Biennial Review of Compliance with the
Drug-Free Schools and Communities Act
January 2023 thru December 2024
Wake Technical Community College**

- I. The Drug-Free Schools and Communities Act of 1989, Public law 101-226, requires Wake Technical Community College to certify that it has adopted and implemented a program to prevent the possession, use or distribution of illicit drugs and alcohol by students and employees. This statement is being published to clearly define the following items set forth by the statute:
 - i. The annual distribution in writing to each employee and to each student who is taking one or more classes for any kind of academic credit, except for continuing education units, regardless of the length of the student's program of study, of a:
 - Description of the standards of conduct that clearly "prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any of its activities";
 - Description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol;
 - Description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - Description of any drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students; and
 - Clear statement that the College will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.
 - ii. A biennial review by the institution of its program to:
 - Determine its effectiveness and implement changes to the program if needed;
 - Ensure that disciplinary sanctions are consistently enforced.
 - iii. Biennial participants include representatives from the following areas of the College:
 - Enrollment and Student Services;
 - Campus Police;
 - Human Resources;
 - Student Activities;
 - Title IX

Material Reviewed

- College Website: www.waketech.edu
- Wellness Services <https://www.waketech.edu/student-services/wellness-services>

- Employee Handbook
<https://waketechedu.sharepoint.com/employee/handbook/SitePages/Table-of-Contents.aspx>
- College Catalog <https://www.waketech.edu/catalog/campus-policies-and-procedures>
- Annual Notification to Students
- Annual Notification to Employees
- College’s Student Code of Conduct: <https://www.waketech.edu/catalog/student-code-conduct-rights-and-responsibilities>
- Athletics Handbook

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- Karen Phinazee - Sr. Dean of Student Conduct and Community Standards/Deputy Title IX Coordinator
- Luanne Burns - Student Activities Coordinator
- Brian Anweiler – Athletic Director
- Wyatt Cumbo – Assistant Chief of Police

The Biennial Review was completed on December 4, 2024.

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Introduction

Wake Technical Community College is a tax-supported, public, non-profit, educational institution under the control of a Board of Trustees. It is part of the North Carolina Community College System and is accredited by the Southern Association of Colleges and Schools. Authority for the establishment of the College is found in Chapter 115D of the General Statutes of North Carolina. The College was chartered on April 3, 1958, as the Wake County Industrial Education Center. Operation actually began October 7, 1963, with 34 curriculum students on campus and 270 enrolled in the various industrial training programs. On January 8, 1964, the Center was formally dedicated as W.W. Holding Industrial Education Center and transferred from the Wake County Board of Education to a Board of Trustees. On March 3, 1966, W.W. Holding Industrial Education Center was granted approval by the State Board of Education as W.W. Holding Technical Institute and licensed to award the Associate in Applied Science degree. The name was changed to Wake Technical Institute in September 1974 and to Wake Technical College on March 1, 1980. The name was changed to Wake Technical Community College on December 1, 1987. The College was first accredited by the Southern Association of Colleges and Schools on December 3, 1970.

Institutions of Higher Education (IHEs) receiving federal funds or financial assistance must develop and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The program must include annual notification of 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 AOD (alcohol and other drugs) use; a description of treatment options; and a biennial review of the program's effectiveness and the consistency of the enforcement of sanctions.

Promoting a drug and alcohol-free environment is everyone's responsibility. WTCC supports this nationwide movement and is committed to maintaining such an environment for all employees and students. The college sponsors annual programs to prevent alcohol abuse and illegal drug use.

Biennial Review Process

January 2023 thru December 2024 is the period covered in this Biennial Review of Wake Technical Community College's DAAPP (Drug and Alcohol Prevention Program).

- The process of conducting this Biennial Review began September 1, 2024, and was completed December 4, 2024.
- We obtained data from the following areas of the College:
 - Campus Police Department;
 - Wellness Counselor;
 - Human Resources;
 - Office of Student Conduct
- From this data we formulated our objectives for the biennial review
- The College's Biennial Review will be kept in the Office of the Associate Vice President of Student Services.
- A request for a copy of the Biennial Review should be made through the Office of the Associate Vice President of Student Services at kabrown@waketech.edu or by calling 919-866-5475.
- Each Biennial Review Report will be kept on file for five years.

Annual Policy Notification Process

Annual Notification Process for Students

Annual notification is sent to every student taking one or more classes for any type of academic credit, except for continuing education units, regardless of the length of the student's program of study. This includes students only enrolled in online courses.

By October 1st of each year the College will send each student an email notifying them of WTCC's DAAPP and provide them with the hyperlink to view the details of the program.

Methods for Notification to Students

- Annual notification is distributed by the Associate Vice President for Student Services to students through each student's College email account. The DAAPP is also posted on the College's website.
- Students are also able to request a print copy of the WTCC DAAPP. Print copies can be made available for pick up or by mail from the Office of the Associate Vice President of Student Services by calling 919-866-5475. The response is based on requester's preference.

The Hyperlinks Included in the College's Annual Notification to Students Provides a:

- Description of the standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any of its activities;
- Description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol;
- Description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- Description of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students;
- Clear statement that the College will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion from the College and referral for prosecution

Annual Notification Process for Employees

Annual notification is sent by Human Resources to all current employees of the College via email. Our DAAPP states that distribution should occur on or before October 1st of each year. By October 1st, the College will send each employee an email notifying them of WTCC's DAAPP. In addition to the annual notification sent to each employee via email:

- The College's DAAPP will be posted on the WTCC website.
- Employees are made aware that they can request a print copy of the WTCC DAAPP from the office of the Wake Tech Campus Police by calling 919-866-6120. Copies can be mailed or made available for pick up. The response is based on requester's preference.
- New employees receive a copy of the Employee Handbook containing the colleges AOD policies during new employee Onboarding and sign a receipt acknowledging its reception. Onboarding occurs periodically throughout the year. The receipt once signed, is placed in their personnel file.

The Content of our Annual Notification to Employees Includes:

- Description of the standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any of its activities.
- Description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.

- Description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- Description of any drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students.
- A clear statement that the College will impose disciplinary sanctions on employees for violations of the standards of conduct and a description of those sanctions, up to and including termination of employment and/or referral for prosecution.

AOD Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data

Student data for the review period (January 2023 thru December 2024) are as follows:

- 1 violation of the Alcohol and Drug Policy during the reporting period;

Factors that can be attributed to the College having a relatively low number of student AOD violations during the review period may include the following:

- The College is not a residential campus;
- The College does not have social Greek (non-academic society) organizations/houses;
- College Conduct Officers have a history for diligent enforcement of the Student Code of Conduct;
- Very few students are provided with storage (lockers) on campus that could be used to store/access illegal contraband;
- With the exception of the Wake Technical Community College Excellence Awards, no events, on or off-campus, where alcohol was served involved students
- The wide dissemination of the Drug and Alcohol Policy
- The confidential Wake Tech Wellness Center and referral services

Employee data for the review period (January 2023 thru December 2024) are as follows:

- 3 violations of the Alcohol and Drug Policy during the reporting period;

Factors that can be attributed to the College having low employee AOD violations during the review period may include the following:

- The new employee orientation is apparently effective in communicating the College's disposition on alcohol and drugs;
- The College's Leadership Program which encourages supervisors and employees to share issues and concerns among themselves and other employees;
- Campuses are in a suburban setting with the vast majority of employees driving to get to work thus reducing the likelihood of coming to work impaired.

AOD Policy and Enforcement

Students

The Associate Vice President for Student Services provides general oversight of AOD policies that affect students regarding:

- Administration of the policies;
- Monitoring of the policies;
- Discipline/sanctioning/adjudication of students in violation of the policies.

Employees

If discipline is being administered to an employee by their manager as a result of a violation of AOD policies, the manager consults with HR but remains responsible for the discipline due to the reporting relationship between manager & employee.

Drug Free Schools and Campuses Act of 1989

<https://www.congress.gov/bill/101st-congress/house-bill/3614>

The Drug Free Schools and Campuses Act of 1989 requires that all students and employees be notified annually of WTCC's Alcohol and Controlled Substance Use Policy and Drug Free Workplace Policy. Other policies regarding student conduct and sanction for violations can be found in the Policies Section of the WTCC General Catalog. More information on local resources to assist you with the prevention of substance abuse is available from the WTCC Human Resources Office.

Financial Aid Drug Convictions Policy: <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions>

Drug convictions might affect the ability to get federal student aid. Eligibility might be suspended if the offense occurred while the student was receiving federal student aid (grants, loans, or work-study). When students complete the FAFSA, they will be asked whether there has been a drug conviction for an offense that occurred while they were receiving federal student aid. If the answer is yes, the student will be provided a worksheet to help determine whether the conviction affects the eligibility for federal student aid.

If the eligibility for federal student aid has been suspended due to a drug conviction, the student can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program.

If the student is convicted of a drug-related offense after submission of the FAFSA, it is possible the student will lose eligibility for federal student aid and may be liable for returning any financial aid received during a period of ineligibility.

Department of Athletics Code of Conduct Policy

The College's Athletic Department requires that each student athlete read and sign a code of conduct form (see appendix for a copy of this form). This form is used exclusively by the Athletic Department. In signing this form, the student-athlete:

- Is committed to a policy which specifically prohibits the possession and/or consumption of alcoholic beverages or other illegal drugs by any student athletes or other college students at any time or place when they are in the charge of WTCC coaching staff or at any official team function. These guidelines specifically prohibit consuming, processing, or transporting alcohol or illegal drugs while traveling in vans, buses, airplanes, or private automobiles to or from regularly scheduled contests/events, as well as at onsite accommodations, from the time the team leaves campus until its return.

The Wake Tech Campus Police Department is committed to assisting all members of the Wake Technical Community College community in providing for their own safety and security. WTCC's Annual Security Report containing information regarding campus security, personal safety, and fire safety- including topics such as crime prevention, WTCC Police law enforcement authority, crime reporting policies, and

crime statistics for the most recent three year period. The Annual Security Report is available online at <https://www.waketech.edu/about-wake-tech/administrative-offices/college-police/crime-reports>. To request a printed copy of the Annual Security Report, contact the WTCC Police Department during regular business hours at 919-866-5869.

Drug Counseling and Rehabilitative Services: If you need to seek assistance for any reason related to the use/abuse of drugs or alcohol, a member of the WTCC Wellness Center, Student Services or Student Development will act as a referral source to the following services in Wake County:

Narcotics Anonymous 877-590-6262

Alcoholics Anonymous 919- 783-6144

Alcohol and Drug Services 800-319-5178

Suicide Prevention 800-510-9132

[Wake County Referral Information](#)

[Wellness Services](#)

Enforcement of Standards of Conduct for Students and Employees:

If the alcohol policy or drug policy is violated a penalty will be imposed on students through the Student Conduct Procedure as a result of unacceptable conduct which includes violation of the College's drug and alcohol policies. Disciplinary actions may include (but are not limited to): a written reprimand; probation; suspension from the College; dismissal from the College; or possible prosecution. While on college property or at a college-sanctioned event, a person who is believed to be impaired by alcohol, a controlled substance, or prescription medication (either from side effects or improper use) may be referred to the Campus Police.

An employee who violates the drug and alcohol policy while in the workplace, on WTCC property or acting on behalf of WTCC shall be subject to disciplinary action determined to be appropriate in WTCC's discretion, based on the circumstances. Disciplinary actions issued either by Human Resources or Department head may include but are not limited to, probation, suspension, termination, referral for prosecution or the required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued employment.

The workplace is defined as an official college location and/or any location at which an employee or student is engaged in work or college activities on behalf of the college.

1. Any employee, who uses, gives or in any way transfers a controlled substance to another person while on the job or on college premises will be subject to disciplinary action up to and including dismissal.
2. The term "controlled substance" means any drug listed in Title 21 United States Code Controlled Substances Act, Subchapter I, Section 812 and other federal regulations.
3. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, methamphetamines, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
4. Each employee is required by law to inform his/her supervisor or the President in writing within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the college's premises. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.

5. If an employee is convicted of violating any criminal drug statute while at the workplace, he or she will be subject to disciplinary action up to and including termination. This action may include but is not limited to, probation, suspension, termination, or the required successful completion of a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.
6. If discipline is being administered to an employee by their manager as a result of a violation of AOD policies, the manager consults with HR, but generally remains responsible for the discipline due to the reporting relationship between manager & employee.
7. The Drug-Free Schools and Communities Act of 1989, Public law 101-226, requires Wake Technical Community College to certify that it has adopted and implemented a program to prevent the possession, use or distribution of illicit drugs and alcohol by students and employees, therefore:
 - a. Each year the Chief of the Campus Police or designee will distribute to all employees and the Associate Vice President of Student Services or designee will distribute to each student who is taking one or more classes for academic credit, except for continuing education credits, a written notice that describes:
 - b. The standards of conduct that clearly "prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities";
 - c. The applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol;
 - d. The health risks associated with the use of illicit drugs and the abuse of alcohol;
 - e. The drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students;
 - f. The disciplinary sanctions the college will impose on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution; and
 - g. Members of the review committee under the direction of the Administrative Lieutenant for the Wake Tech Campus Police will conduct a biennial program review to determine its effectiveness and implement changes to the program if needed, and to ensure that disciplinary sanctions are consistently enforced.

Alcohol on Campus

Culinary Wine & Spirits Procedures

Statement of Licensure

The culinary department has "Culinary" ABC permit. This allows us to purchase and store alcohol following state statutes under the rules of this particular license.

Ordering and Securing of Product

Holding this license allows the program to have on hand a maximum of 50 liters of beer, wine, and fortified wine. Spirituous liquor allowance is 15 liters maximum. Ordering is done through an inventory/purchase order system through the College and is delivered to the department. All spirituous liquor must be stored in a locked cabinet or cage with limited access by instructors only.

Allotments and Control for Wine Appreciation Class

For the Wine Appreciation class (CUL 214), wines are determined prior to the start of the semester and then ordered on a weekly basis for each class meeting using purchase orders. Students must be 21 years of age prior to the start of the semester in order to take the class and this is checked by the department head before the class starts. This is stated on WebAdvisor and students are also advised of this requirement.

The class consists of a one hour lecture and a two-hour lab. During this lab time, students will consume no more than 5 ounces of wine total. This is metered by the instructor.

Use of Alcoholic Beverages at Special Events During the review period, five events were held on campus where alcohol was served. A Holiday party was held where employees who attended were issued two drink tickets. No students were in attendance at this event. The Garner Chamber of Commerce and the Wake Technical Community College Excellence Awards each held two events during the review period. No one under the age of twenty-one attended the Garner Chamber of Commerce events. Several students under the age of twenty-one, who were selected to receive awards, were present at the Wake Technical Community College Excellence Awards and were not seated at a table where alcohol was served. The Wake Tech Campus Police was present and monitored the events to ensure no violations occurred.

Alcohol use for Educational Purposes

At the Wake Tech's Public Safety Education Campus alcohol is used under a controlled environment for the purpose of training public safety officers in DWI detection and Standardized Field Sobriety Testing. All volunteers are at least 21 years of age and sign an informed consent form and volunteer drinker questionnaire. (Please see the appendix for the forms)

Methods Used for General Enforcement

Law enforcement/security forces and authority/jurisdiction

North Carolina General Statute 115D-21.1 allows the establishment of a campus law enforcement agency at a community college. In 2012 the Wake Technical Community College Board of Trustees passed a resolution establishing the Wake Tech Campus Police Department as the designated campus law enforcement agency for WTCC.

The mission of the WTCC Campus Police is to provide a safe educational environment for faculty, staff, students and visitors on the property of Wake Technical Community College. WTCC Campus Police is staffed by thirty-two full-time personnel. The department consists of one chief, two lieutenants, two sergeants, three corporals, three administrative staff, four telecommunicators and 18 police officers. The department also uses some part-time, non-sworn security officers to augment the department and provide relief on the weekends.

Sworn personnel are certified police officers within the State of North Carolina who have the power of arrest and are certified through N.C. Criminal Justice Education and Training Standards Commission

within the Department of Justice. Officers enforce college, state and federal regulations. They can arrest for any offense committed within their jurisdiction. Their jurisdiction consists of college property and all roads that pass through or are adjacent to the campus.

The WTCC Campus Police Department is a full-service department handling the enforcement and investigation of all crimes committed on campus property. Personnel within WTCC Campus Police perform various duties that include: parking and traffic control enforcement, ticketing and towing of vehicles, building security through the locking and unlocking of campus buildings, response to burglar and fire alarms on campus and serve as emergency first responders. In addition, the WTCC Campus Police complete and file personal injury reports on all injuries on campus, provide motorist assistance — opening locked vehicles and starting those with dead batteries and handle the issuance of student and employee identification cards.

Please be mindful of the fact that WTCC Campus Police Officers are on campus for your protection. WTCC is an educational facility with a wide variety of students. Students are considered to be adults and will be treated accordingly. Students are held accountable for their actions. Rules are in place for you to follow. If you violate those rules, you subject yourself to disciplinary actions. When WTCC Campus Police become involved, it can indicate that the offense has elevated to a criminal matter. Should an arrest occur the individuals involved subject themselves to expulsion from the school, loss of grades and an inability to complete their education at WTCC.

Relationships with off-campus law enforcement/security forces and jurisdiction

The WTCC Campus Police Department maintains a close working relationship with the police agencies whose jurisdictions overlap ours. This includes the Cary Police Department, Raleigh Police Department, Fuquay Varina Police Department, Wake County Sheriff's Office and the North Carolina Highway Patrol. The WTCC Campus Police Department has access to the North Carolina State Bureau of Investigation (NC SBI) for assistance with investigations that fall within the SBI's jurisdiction. In addition, it has an officer assigned part-time to the SBI's NC-ISAAC and work with the FBI's Joint Terrorism Task Force.

Others who may provide monitoring of alcohol and other drug policies

In addition to the WTCC Campus Police Department, the Office of the Student Life monitors AOD policies, maintains records of student violators and actions taken against them. The Human Resources Office also monitors AOD policies and maintains records of employee violators and actions taken against them.

AOD Comprehensive Programs

Program/Intervention Descriptions

Individual-Based Programs/Interventions offered on campus which may be considered for students:

WTCC's Student Orientation brings attention to the College's resources which allow students to self-identify any personal challenges they may be facing, to include drug and alcohol issues.

The Wellness Counselor provides confidential counseling services to all students with alcohol or other drug abuse issues. Students may voluntarily avail themselves of the College's Wellness Counselor for help with alcohol or drug abuse, or they may be referred by Faculty, Staff or Student Conduct as a part of sanctions for violations of the Student Code of Conduct.

The Wellness Center utilizes the CAGE Assessment of alcohol use, an individual screening test for alcohol dependence and the CAGE-Aid, which is an adaptation of the CAGE. The test is simple, with four questions, and has proven to be accurate in identifying usage patterns that may reflect problems with alcohol. The CAGE test focuses on the use of alcohol and the CAGE-Aid focuses on non-alcohol drugs.

The Wellness Counselor also uses motivational interviewing when counseling students with substance abuse issues. Motivational interviewing enhances a person's desire for changing his or her behavior. It is person-centered which engages the students. Through motivational interviewing counselors can help students explore and resolve their ambivalence towards change, and eventually commit to changing their behavior.

When appropriate, students are also referred to off-campus treatment providers.

Additionally, the Wellness Center and Student Services maintain an extensive collection of informational brochures, flyers, booklets and other literature related to alcohol and substance abuse. Students and employees can access the materials at any time on each campus.

All club and Student Government Association travel is alcohol/drug-free. Students are asked to commit to the agreement in receiving permission from the College to travel.

The College's Athletic Department requires that each student athlete read the athletic code of conduct and sign a form indicating they have read the code and agree that they will not use any form of illegal drugs or alcohol, with an immediate suspension or dismissal from the team should they not comply. This form is used exclusively by the Athletic Department. (see appendix for a copy of this form and the code of conduct).

Student-Based Programs/Interventions on campus

- All campus programs and events are alcohol and drug-free. There are a number of student activities throughout the year that encourages student participation while in a fun alcohol-free environment. A sample of student activities that took place over the last two years includes fall and spring fests, "mocktails", movies, plays, club activities, speakers, etc.

Individual-Based Programs/Interventions for employees

For information or confidential assistance with substance abuse employees may contact the College's Employee Assistance Program (EAP) provider, ComPsych

<https://www.guidanceresources.com/groWeb/login/login.xhtml> Key account login. Information and/or assistance is available at no cost to the employee as the College pays for this service. Employees may also visit the Human Resources Department webpage or contact Human Resources at 919-866-7890.

AOD Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed

This is the College's first comprehensive Drug and Alcohol Abuse Prevention Program review.

AOD Analysis

Strengths

- The College has a wealth of collective experience in the following areas: Student Conduct, Human Resources, Counseling, and Police.
- Faculty and Staff are encouraged to monitor both students and fellow employee's behavior with the expectation of "See Something, Say Something".
- Campus Police Officers are College employees that have a vested interest in enforcement of College policies and are trained in the detection of alcohol and drugs in individuals.
- Employees are being notified annually and new employees are being notified of the College AOD Policies in Onboarding sessions providing another opportunity to introduce the College AOD policies and resources for those that need assistance.

Weaknesses

- Although students are being notified annually they cannot be counted upon to read notifications provided to them.
- Students are not required to participate in Orientation which serves as a prime opportunity for informing students of important matters such as the DAAPP.
- A large number of Wake Technical Community College students are online students and don't have regular access to on-campus events.
- A clear policy regarding the use of alcohol at special events and for educational purposes needs to be developed.

Opportunities

- The Office of the Associate Vice President for Student Services and Student Services operate with an open door policy. This practice by administrators has helped to create an environment where students can share their own concerns, as well as concerns about classmates and employees.
- Multiple Wellness Counselors have now been employed at the College for over five years and have been a key resource for students to confidentially seek assistance for alcohol or drug issues.
- The College is utilizing a database, Maxient, that will allow for more effective campus-wide tracking of AOD student violations.
- With October being Alcohol Awareness Month events are being planned to highlight the dangers of underage drinking and the overconsumption of alcohol.

Threats/Risks

- Wake Technical Community College is a commuter school where students tend to leave campus immediately upon the completion of the class. Due to this fact students may not have the opportunity to learn about the various resources available to them.
- Ensuring that all communication and publications and the College website are reviewed by each unit and compared, to ensure accuracy and consistency.
- The reluctance of students and employees to get involved or report violations.

Measures Taken to Improve the College's DAAPP

- Increase marketing efforts and promotion of the DAAPP through social media and the Wake Tech APP.
- Increase efforts to ensure that faculty and staff understand their responsibilities in reporting possible AOD violations through professional development classes.
- Identify what the College is doing well, and continue and build upon those practices.
- Review of Alcohol and Drug Policy violations.

Conclusions and Recommendations for Next Biennium

Broad recommendations for WTCC to consider addressing during the next biennium:

- Continue to improve the collection of DAAPP related data through the Maxient database;
- Since the College doesn't mandate Orientation, other methods must be identified to communicate with incoming students about the rules and regulations;
- Establish mechanisms to send notifications at the start of each full semester, and at the start of each mini-mester;
- Make prompt changes to the College's website and literature when changes occur;
- Increase the number of alcohol and drug prevention programs throughout the school in order to reach more students;
- Provide additional information and literature at student events, athletics meetings, and student orientation; and
- Ensure that applicable laws and College policies are easily accessible for students and employees.

Goals and objectives for next Biennium

- Send Annual Notifications to employees and students by October 1 of each year.
- Be more intentional about collecting data that can be analyzed to identify any AOD concerns on campus.
- Maintain a low number of AOD incidents on campus.
- Keep the College website current and send to employees and students notifications of any changes that occur, prior to scheduled notifications
- Maintain a webpage on the College's website to highlight and easily access available resources

Conclusion/General Summary of Findings

- Multiple means are utilized by the College to communicate the College's AOD policies
- There are not many mechanisms in place to quantify services provided/information requests made concerning support for alcohol or drug abuse
- The College appears to be relatively free of alcohol or drug abuse

General strengths and weakness of the institution

- The fact that there were so few AOD incidents suggests that the College has created a climate that both students and employees recognize as an inappropriate environment for the use or distribution of alcohol or drugs.
- Campus Police are College employees. Hence, there is a greater sense that this is “their” campus, versus what would be expected from city or contract police.
- The College has experienced faculty, staff, advisors and conduct officers, as well as good relationships with external support services to which students can be referred.
- Unlike many other (particularly 4-year) institutions, our time for new student orientation is limited.

Summary of recommendations, goals, and objectives

- Timeliness of notifications is a top priority.
- All publications/communications must be closely monitored to ensure that information remains current.
- Developing mechanisms for improved tabulation of AOD incidents and responses will be important in establishing our baseline.
- The success the College has had in having a low number of AOD violations during this review period makes it evident that there are practices in place that should continue.

List of Appendices

- Drug and Alcohol Policy
- Summary of WTCC Alcohol Abuse Prevention Program
- Annual Notification sent to all students
- Annual Notification sent to all employees
- Student Athletics Code of Conduct
- Student Code of Conduct
- Campus Police Programs
- Volunteer Drinker Questinaire
- Alcohol Workshop Participant Statement of Informed Consent

TITLE OF THE POLICY

Drug & Alcohol Policy

PURPOSE OF THE POLICY

This policy implements the Drug-Free Schools and Communities Act (as articulated in the Education Department General Administrative Regulations, 34 C.F.R. Part 86) and the Drug-Free Workplace Act of 1988 (41 U.S.C. 701).

APPLICABILITY

This policy applies to all members of the Wake Tech Community College community.

POLICY STATEMENT

The College, in partnership with its students and employees, strives to prevent the illegal use of alcohol and other drugs on our campuses. This policy provides guidance for responsible behavior related to drugs and alcohol use and information regarding available resources.

Policy on Illegal Drugs

In compliance with the requirements of the Crime Awareness and Campus Security Act of 1990, Wake Tech's Board of Trustees adopted a Policy on Illegal Drugs. Every student and employee of the college is responsible for being familiar with and complying with the terms of this policy. Under the policy, students and employees at Wake Tech are held responsible as a citizen for knowing and complying with federal and North Carolina laws that make it a crime to possess, sell, deliver, or manufacture any illegal drug. Any member of the college community who violates these laws may be subject both to criminal prosecution and punishment by the Justice System and to a disciplinary proceeding by the college. The penalties imposed by the college for students or employees found to have violated applicable law or college policies concerning illegal drugs will vary depending upon the nature and seriousness of the offense and may include a range of disciplinary actions up to and including expulsion from enrollment or discharge from employment.

Alcohol Policy

Wake Tech's Alcohol Policy establishes the college policy on the sale, use, and consumption of alcoholic beverages on campus and at Wake Tech sponsored events, as well as College enforcement responses for violations of this policy. Under North Carolina state law, it is unlawful for any person less than twenty-one (21) years of age to purchase or possess any alcoholic beverage and further that it is against the law to sell or give any alcoholic beverage to a person under age 21 or aide or abet such person in selling, purchasing or possessing any alcoholic beverage. Any student or employee in violation of Wake Tech's alcohol policy or North Carolina State Law may be subject to disciplinary measures by the college.

Drug-Free Workplace

As a precondition for receiving any federally funded grants or contracts, Wake Tech is required to certify that it is providing a drug-free workplace. Any employee reporting to work under the influence of alcohol or illegal drugs or using alcohol or illegal drugs on the job is subject to appropriate disciplinary action. In addition to Wake Tech's Policy on Illegal Drugs, the college is required to adhere to all federal policies. As a condition of employment any faculty, staff or student must notify the college of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. It is extremely important that you comply with the policies on illegal drugs and alcohol, which had been implemented by the federal government and the college's governing bodies. Maintaining an alcohol and drug-free workplace will benefit us all.

Health Concerns

The use of illegal drugs and the misuse of alcohol or prescription drugs are potentially harmful to a person's health. Health risks of using illegal drugs and misusing alcohol or prescription drugs include physical, emotional and psychological effects. In particular, synthetically-produced drugs often have unpredictable emotional and physical side effects that constitute an extreme health hazard. Frequent use of alcohol and illegal drugs may lead to:

- relationship problems with friends, family, and coworkers;
- substance use disorders;

- impaired learning ability, memory, ability to solve complex problems;
- hindrance of neurological development;
- increased risk of sexually transmitted infections (STI's);
- complications due to the combination of prescription medication and other drugs/alcohol;
- death, coma or toxic reactions, especially when combining alcohol with any other drug, including over-the-counter medication or prescriptions;
- guilt/regret over activities performed while under the influence of alcohol/drugs. i.e., regretting sexual encounters, fighting, excessive risk-taking, legal and employment difficulties;
- damage to the brain, cardiovascular system, liver, and other organs;
- increased risk of cancer;
- fetal alcohol spectrum disorder, birth or genetic defects;
- psychosis (hallucinations, loss of contact with reality, extreme changes in personality);
- other physiological, psychological or interpersonal problems.

Members of the college community are encouraged to research the health effects of drugs and alcohol abuse through reputable scientific sources, such as the National Institute on Drug Abuse www.nida.nih.gov, the National Institute on Alcohol Abuse and Alcoholism www.niaaa.nih.gov/ and the Centers for Disease Control www.cdc.gov.

Available Substance Use Programs

Because of the strong potential of unwanted consequences involved in drug and alcohol misuse, administrative, medical, and psychiatric help for students and employees having alcohol or other drug problems are available on a confidential basis. The Wake Tech Student Wellness Counselor will assist students regarding their needs for treatment, counseling, and referrals for those with substance abuse concerns. The college offers the Wake Tech Employee Assistance Program (EAP) to its employees. Please visit www.guidanceresources.com for valuable resources for work and personal use for the employee and dependents. Persons who are experiencing problems with substance or alcohol use, either themselves or through their families are encouraged to contact these resources through the college or use other resources such as family physicians, county mental health centers, Alcoholics or Narcotics Anonymous, and/or Al-Anon Family Groups. The college hopes that through our education and referral efforts we will be able to provide an effective means of dealing with the difficulties substance abuse can bring.

Laws Related to Unlawful Possession or Distribution of Illegal Drugs and Alcohol

The unlawful manufacture, distribution, possession, and/or use of a controlled substance or alcohol is regulated by a number of federal, state, and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as financial aid) to imprisonment and forfeiture of personal and real property. A summary of North Carolina alcohol and drug laws is available below listed under definitions. The information provided is illustrative, not exhaustive or a definitive statement of all applicable laws, but rather it indicates the types of conduct that are against the law and the range of legal sanctions that can be imposed for such conduct. More detailed and current information is available from Wake Tech's Campus Police and the North Carolina Statutes.

A further overview of federal laws and governing the manufacture, possession, use, and distribution of alcohol and illegal drugs is available at https://www.dea.gov/sites/default/files/drug_of_abuse.pdf

Promoting a drug and alcohol-free environment is everyone's responsibility. WTCC supports this nationwide movement and is committed to maintaining such an environment for all employees and students. The college sponsors annual programs to prevent alcohol abuse and illegal drug use.

Exceptions

Subject to compliance with the procedures set forth below, the above prohibitions shall not apply to the following circumstances:

1. Use of alcoholic beverages at special events on WTCC property that have been specifically approved in advance by the President or designee and comply with applicable laws. The President shall have the authority to limit the types of alcohol served.
2. Use of alcoholic beverages or controlled substances for approved educational purposes on the premises of WTCC or at other locations on behalf of WTCC when the activity complies with the applicable laws.
3. Possession and use of legal drugs by a person with a valid prescription for such drugs. However, if the legal prescription is being improperly used, or if it has side effects that cause the user to become impaired, WTCC may take appropriate protective measures.

Definition of Alcohol and Controlled Substances

“Alcoholic beverage” means any beverage containing at least one-half of one percent (0.5%) by volume, including beer, malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages and any other beverages regulated by the North Carolina ABC Commission (NCABC) under Chapter 18B of the North Carolina General Statutes.

https://ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_18B.html

“Controlled substances” means any drug included in [21 CFR Part 1308, Article V of Chapter 90 of the North Carolina General Statutes](#) or any other drugs or substances regulated under any federal or state laws or regulations, including but not limited to heroin, cocaine, methamphetamine and all of its derivatives, marijuana, PCP, and crack, and otherwise legal drugs when possessed or used by persons without a prescription.

Summary of WTCC’s Alcohol Abuse Prevention Program

Wake Technical Community College has adopted and implemented a DAAPP (Drug and Alcohol Abuse Prevention Program), as per the Drug-Free Schools and Communities Act of 1989, Public law 101-226. The College’s DAAPP is provided to prevent the possession, use or distribution of illicit drugs and alcohol on campus and support the health and well-being of members of the College community. There are significant health risks associated with illicit drug and the abuse of alcohol. As per the College’s Student Code of Conduct and the Employee Handbook, employees and students are prohibited (unless written permission is granted by senior administration), from using and/or possessing illicit drugs or alcohol on campus or at College-sponsored events. Members of the College community that violate these policies are subject to disciplinary action, which may include criminal or civil prosecution, and/or suspension or termination by the College.

Examination of records from Campus Police, Student Development and Human Resources reveal that there were (9) reports of student or employee violations of the College’s Alcohol and Drug Policies during the review period (July 2017 – July 2019). The College’s DAAPP will be reviewed and updated every two years, with annual notifications sent each fall to every student and employee. The review also included a statement of measurements taken to improve the DAAPP, as well as conclusions and recommendations for the next biennial review.

WTCC's Drug and Alcohol Abuse Prevention Program (DAAPP) and Student Code of Conduct

WTCC Students,

At Wake Technical Community College, concern for the health, safety, and welfare of the campus community is paramount. The College is committed to ensuring that all students are provided with an atmosphere that does not disrupt the college community, have a negative impact on the learning environment, or violate any local, state, federal law or ordinance, or our Code of Conduct.

The abuse of alcohol and other drugs by students is contrary to our college's values and mission and can diminish the intellectual, social, and physical development of our students. The risks of substance abuse and misuse include poor academic performance, poor social interactions, and negative impact on future career prospects, to name just a few.

Wake Tech is committed to providing educational activities and information concerning the legal and physiological aspects of alcohol and drug use and abuse. In addition, the College provides wellness programs and a wellness counselor to support a healthy lifestyle and provide referral services if needed.

This notification includes the following:

- Wake Tech's [alcohol and drug policy](#);
- Wake Tech's [Student Code of Conduct](#);
- [Disciplinary sanctions](#) for violation of the alcohol and drug policy;
- Campus location for materials and resources; and
- Local resources as a [referral guide](#).

***** Please note that Wake Technical Community College does not officially endorse any specific health care provider from the previous link, this is merely a resource guide for you to utilize as a reference.**

Awareness resource materials can be located in the Student Services areas on each campus:

Southern Wake Campus – Building L Room 121

Scott Northern Wake Campus – Building B Lobby Area

Perry Health Sciences Campus – HS2 Room 121

Western Wake Campus – Millbrook Building Room 255-B

Public Safety Education Campus – Room 1716

Health Risks Associated with Use of Illicit Drugs and Alcohol

The use of illicit drugs and the abuse of alcohol carry significant social, physical, and emotional health risks. Users may suffer damage to key body organs such as the heart, liver, kidneys, and central nervous system. Drugs can kill the user, and the use of drugs and alcohol during pregnancy may cause birth defects or death of unborn babies. Drug users may experience difficulties with concentration and memory that impair learning. They can exhibit mood swings, impaired judgement, isolation, and depression, all of which can contribute to impaired driving, injuries, accidents, domestic or random violence, and sexual assault. Drugs can be instrumental in the deterioration of family units and the breakdown of friendships and other support systems.

Legal Sanctions

The Drug-Free Schools and Communities Act (DFSCA) requires publication of the applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs or alcohol.

The North Carolina Controlled Substance Act (G.S. 90-86) may be found in the North Carolina Criminal Law and Procedure book or on the N.C. General Assembly website: NC General Statute Chapter 90. Article 5. (90-86 through 90-95)

Similar to the Federal Controlled Substance Act (1970), the North Carolina Controlled Substance Act (G.S. 90-86) defines controlled substances and places them into one of six categories called “schedules”. The placement of a controlled substance into a schedule is determined by a set of defined criteria that evaluate the substance’s potential for abuse, medical use, and safety or dependence liabilities. Minimum punishments for violations can be found in the North Carolina Controlled Substance Act.

General Assembly of North Carolina: NC General Statute 90-86, North Carolina Controlled Substance Act

U.S. Drug Enforcement Administration: Federal Trafficking Penalties

General Assembly of North Carolina: NC General Statute 18B-302- Sale To or Purchase By Underage Persons

Brian Anweiler

Dean of Student Activities and Athletics

Wake Technical Community College – Southern Wake Campus

919-866-5508

bcanweiler@waketech.edu

Annual Notification to all Employees

The Drug and Alcohol Abuse Prevention Program (DAAPP) at Wake Technical Community College (WTCC) is committed to protecting the safety, health, and well-being of all employees, students, and other individuals in our workplace/learning environment. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. Employees may view the details of WTCC's DAAPP using the following link:

<https://waketechedu.sharepoint.com/employee/handbook/SitePages/Drug-%26-Alcohol-Policy.aspx>

One of the goals for our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. WTCC has long-standing policies prohibiting the unauthorized manufacture, possession, distribution, sale, or use of alcoholic beverages or controlled substances.

Employees who desire more information or confidential assistance with substance abuse may contact the college's Employee Assistance Program (EAP) provider Deer Oaks 866-327-2400

<https://go.waketech.edu/employee/er/eh/Pages/Employee-Assistance-Program.aspx>

Additional resource links and information sources include: <http://drugfreenc.org/>
<http://www.smartrecovery.org>

STUDENT ATHLETE CODE OF CONDUCT

Definition of a Student Athlete

A student becomes a student athlete when his/her enrollment is solicited by a member of the athletic staff or other representatives of athletic interest with a view towards the student's participation in the intercollegiate athletic program. Any student becomes a student athlete when the student reports for an intercollegiate squad and their name is entered on the athletic field. However, a student may not participate on an athletic team until eligibility is determined and physical and insurance forms are provided and cleared.

Drug and Alcohol Policy

Participants in our intercollegiate athletic program are to receive the same treatment as other students. They have no unique privileges in admission, academic advising, course selection, grading, or financial aid. Similarly, athletes are not denied the rights and opportunities that would be available to them as non-athletes.

The Athletics Department is committed to a policy which specifically prohibits the possession and/or consumption of alcoholic beverages or other illegal drugs by any student athletes or other college students at any time or place when they are in the charge of WTCC coaching staff or at any official team function. These guidelines specifically prohibit consuming, processing, or transporting alcohol or illegal drugs while traveling in vans, buses, airplanes, or private automobiles to or from regularly scheduled contests/events, as well as at onsite accommodations, from the time the team leaves campus until its return.

The use or sale of illegal drugs is prohibited. In accordance with the law of the State of North Carolina, WTCC does not condone underage drinking or the use of illegal substances by its students. The College provides no sanctuary from the law and recognizes its responsibility to cooperate with law enforcement officials in matters pertaining to illegal use of drugs and/or alcohol.

Student Memorandum of Understanding

We are pleased that you have chosen to participate in the intercollegiate athletics at Wake Technical Community College, but your primary mission here is education. We will do everything we can to ensure that you have a successful educational and athletic experience, but the responsibility for academic success remains yours.

ABSENCE DUE TO TEAM TRAVEL It is the student athlete's responsibility to discuss all sports-related absences with his/her instructor(s) and make arrangements for missed assignments. It is your responsibility to do so and ask what assignments will be missed. It is your responsibility to make up any assignments missed.

ABSENCE DUE TO ILLNESS OR INJURY If you are ill or injured and cannot attend class, you must contact the instructor the day of your absence. It is your responsibility to make up any missed assignments.

STUDENT MEMORANDUM OF UNDERSTANDING I have read and understand all policies and procedures stated in the Wake Technical Community College Student Athlete Handbook. I understand that failure to follow published guidelines may result in consequences affecting my good standing as a student as well as a student athlete.

Name: _____
(Please Print)

Signature: _____

Date: _____

This form must be signed and returned to your coach before the start of the season's games/events.

Student Code of Conduct

No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor; or unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of marijuana or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, anabolic steroid, or any other controlled substance as defined in Schedule I through VI of Section 202 of the Controlled Substance Act (21 U.S.C. Section 812) and as further defined by regulation at 21 C.F.R. 1300.11–1300.15 or Article 5 of Chapter 90 of the North Carolina General Statutes, as amended from time to time, in any college location as defined below.

"College location" means in any college building or on any college premises; in any college-owned vehicle or other college-approved vehicle used to transport students to and from college or college activities; or off college property at any college-sponsored or college-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the college.

Any student who violates the terms of this policy may be subject to suspension or expulsion from the college in accordance with the [Student Code of Conduct, Rights, and Responsibilities](#) policy or may be required to participate in a drug abuse assistance and rehabilitation program approved by the Enrollment and Student Services Administration. If such student fails to satisfactorily participate in such program, the student will be suspended or expelled from the college in accordance with the Student Code of Conduct, Rights, and Responsibilities policy.

Drug Abuse Prevention Program

Recognizing the serious consequences resulting from the inappropriate use of drugs and the potential disciplinary action that could result from the possession or consumption of controlled substances on campus, Wake Tech offers a program of activities and services to prevent drug and alcohol abuse on the part of its students. The Dean of Student Development will provide oversight for the content and timeliness of the program as follows:

1. An annual notification will be sent by email to all students at the start of each fall and spring semester.
2. At least once a year, each campus will conduct a seminar, workshop, presentation or other program of information and awareness that will be open to all students, faculty and staff.
3. Each campus will provide readily available brochures and information sheets which may be used by individuals for their own personal information and awareness. These materials will be available at the Enrollment and Student Services area at each campus.
4. A list of referral services in Wake County that specialize in assisting persons with substance abuse issues is available through Wake County Crisis and Assessment Alliance Behavioral Healthcare. Click the following link or call 1-800-510-9132. ([Wake County Referral Information](#)) Alliance Behavioral Healthcare will assist students in finding a provider that matches their needs. A link to this agency will be available on the student portal.
5. Services available from our [Wellness Services](#).

Biennial Review

The Associate Vice President for Student Services is responsible for completing the biennial review as noted in 34 CFR Part 86 by December 31 of each even-numbered year, for the two prior academic years.

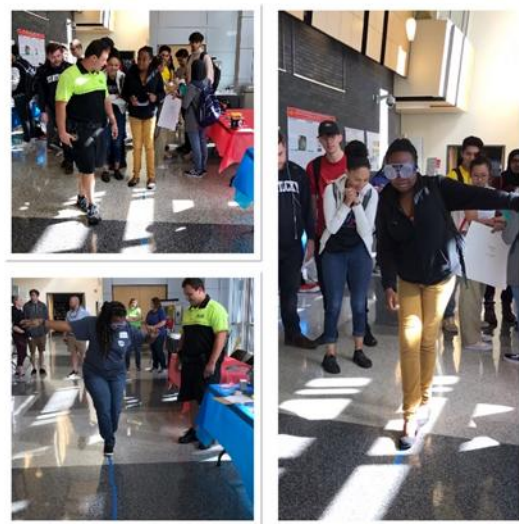
The review will:

1. Determine the effectiveness of the education program and implement needed changes. The AVP will collect program information from the Dean of Student Development.
2. Attendance, timeliness of subject matter, and relevance of content should be considered.
3. Ensure consistent enforcement of disciplinary sanctions for the unlawful possession or distribution of illicit drugs and alcohol as applicable under state or federal laws.
4. Include evidence that email notification was sent to all students at the start of fall and spring semesters

Campus Police Programs

The Wake Tech Campus Police Department (WTCPD) has taken on several community policing projects from 2023-2024. We conducted several events with students from Wake Tech Community College, Vernon Malone College & Career Academy, and with the local community. We developed partnerships with the North Carolina Highway Safety Program and the North Carolina State Bureau of Investigations, to conduct prescription pill takebacks and Driving While Impaired (DWI) prevention presentations.

Included below are several pictures from events that were held. The WTCPD has strived to provide effective community policing strategies and community outreach. We look forward to our continued participation in furthering our impact in the college community and help reduce the incidence of AOD violations.



APPENDIX L: Volunteer Drinker Questionnaire and Dosing

Chart VOLUNTEER DRINKER QUESTIONNAIRE

VOLUNTEER: _____

DATE: _____

LOCATION: _____

Wearing Glasses? Yes ☐ No ☐

Wearing Contacts? Yes ☐ No ☐

Eye Problems? _____

Sick or Injured? _____

Diabetic? _____

Epileptic? _____ Other: _____

Physical Defects? _____

Under Doctor's Care? _____

Taking Any Medications or Drugs? Yes ☐ No ☐ What: _____

Been Drinking? Yes ☐ No ☐ What: _____ When: _____

Last Sleep? _____

Number of Hours? _____

Last Ate – Time: _____ What: _____

Age _____ Eye Color _____

Height _____ Sex M ☐ F ☐

Weight _____ Build _____

APPENDIX J: Alcohol Workshop Participant Statement of Informed

Consent ALCOHOL WORKSHOP PARTICIPANT STATEMENT OF INFORMED CONSENT

I, _____, hereby agree to participate in the alcohol
(Print Name)
workshop conducted on ____/____/____ by _____
(Agency/Department)

I understand that I will consume alcohol, and may become impaired or intoxicated. I specifically agree that my participation as a volunteer drinker in this program makes it imperative that I refrain from driving for at least twelve hours following completion of the program.

I understand that, while participating in the program, I will be required to submit to breath tests to determine my blood alcohol concentration. I also understand that I will be required to submit to psychophysical examinations and other non-intrusive clinical tests to assess the extent of my impairment.

I represent that I am in good physical health, and that I am not an alcoholic. I attest that I am not now under the influence of alcohol or any other drug. I attest that I have not consumed any drug, medication, or other substance that would make my consumption of alcohol at this time inadvisable.

I affirm that no condition(s) exist that should preclude my participation in this alcohol workshop as a volunteer drinker, this includes: any medical conditions, mental health conditions, or other prohibition conditions that have been set by my employer, by a judicial official, conditions of probation/parole, or any other civil or criminal reason.

I have been informed of the purpose of this workshop, namely, to assist in training police officers to recognize and investigate persons impaired by alcohol and other drugs. I acknowledge that I may refuse to consume any or all of the alcohol offered to me during this workshop.

I also consent to being photographed or video recorded, by instructors, for training purposes only.

Date ____/____/____ Participant's Signature _____

Witness Signature _____