POLICY ON THE USE OF ALCOHOL AND OTHER DRUGS

PURPOSE**

Universidad del Sagrado Corazón, as a higher education institution mindful of its moral, social, and legal responsibility toward its members and the Puerto Rican community, has taken a leadership role in the prevention and education regarding problems associated with the use and abuse of alcohol and other drugs.

In its commitment to maintaining a campus environment free of alcohol and other drugs, this Institutional Policy was adopted to establish guidelines in this regard.

Article I

The manufacture, possession, use, sale, and distribution of illegal drugs (including prescription drugs or over-the-counter drugs not used for medical purposes) are prohibited on the premises of the Universidad del Sagrado Corazón and during its official off-campus activities. The University has a zero-tolerance policy. If there is evidence (observable behavior such as mood swings, physical changes, and lack of motor coordination) that an employee or student is under the influence of illegal drugs, including prescription or over-the-counter drugs not used for medical purposes, the person will be referred to the First Aid Unit for assessment and may not return to work or academic/extracurricular activities until their behavior returns to normal and with the authorization of First Aid staff. In the case of an employee, the supervisor may send them home for the remainder of the day.

Article II

At all times, the possession, consumption, or being under the influence of alcoholic beverages (.08% blood alcohol content—the legal threshold for determining intoxication in Puerto Rico—and where the student or employee has alcohol on their breath or exhibits observable behavior such as mood swings, physical changes, and lack of motor coordination) is prohibited during working hours, class periods, and on University premises. In situations where an employee or student exhibits the behaviors identified above, the person will be referred to the First Aid Unit for evaluation, which may include a breathalyzer test, and may not return to work or academic/extracurricular activities until their behavior returns to normal and they are authorized to do so by First Aid staff. In the case of an employee, the supervisor may send them home for the remainder of the day.

**The institution has a separate policy regarding tobacco use.*
***See definitions on page*

Article III

The use of or being under the influence of drugs and/or alcoholic beverages (a blood alcohol content of .08% or higher, or if the student/employee has alcohol on their breath or exhibits observable behavior such as mood swings, physical changes, and lack of motor coordination) is not permitted during student activities sponsored by official University entities, the Student Council, or student associations, whether on or off campus. In situations where a student exhibits the behaviors described above and the activity is taking place on University grounds, the individual will be referred to the First Aid Unit for evaluation and may not return to the activity until their behavior returns to normal and they are authorized to do so by First Aid staff. For activities held off-campus, the student must leave the activity site, and, if necessary, University staff will ensure that the student can return to their residence without endangering their own life or the lives of others.

Article IV - *Residents*

Individuals residing in the student dormitories must abide by the rules established by the dormitories and the Institutional Policy on the use of drugs and alcohol.

Under no circumstances will alcohol be permitted in the dormitories, nor will students be allowed to return to the dormitories while under the influence of alcohol (a blood alcohol content of .08% and/or the student having alcohol on their breath and/or exhibiting observable behavior such as mood swings, physical changes, and lack of motor coordination). In such situations, the student will be referred to the First Aid Unit for evaluation and will not be permitted to return to the residence until their behavior returns to normal and they are authorized to do so by First Aid staff.

Article V - *Athletes*

Athletes shall be governed by Articles I, II, and III of this policy. Additionally, they are prohibited from using anabolic steroids with the intent to enhance their performance in their respective sports. The use of such substances in any type of treatment prescribed by authorized physicians shall be governed by LAI regulations. Athletes shall be subject to the disciplinary measures described in Article 6 of this policy, which may also result in the loss of any scholarship offered by the University.

Article VI - *Disciplinary Measures*

The disciplinary process will be the same for students and employees. It will be administered by the Associate Dean of Student Affairs for students and by the Office of Human Resources, on behalf of the Dean of Administration, for employees.

Section 1 - *First Violation – Verbal Warning*

Informal Interview

a. The supervisor or designated person will address the first violation through an informal interview to discuss the facts.

b. If warranted, ***Section 2*** may be initiated immediately.

Section 2 - *First or Second Violation – Written Warning*

a. The charges and the evidence supporting the violation of this Policy will be communicated in writing or verbally.

b. The individual must participate in an administrative interview with the Associate Dean of Student Affairs or their representative, or the Director of the Office of Human Resources, to evaluate the situation and offer appropriate recommendations. A health professional from the Center for Personal Development may be present at the interview.

c. You will be offered the opportunity to attend a hearing to deny or admit to the policy violation. You may be represented by legal counsel if you wish.

d. A second hearing will be held for cases where grounds for action are established.

e. If the individual is found guilty, the penalty will be determined based on the severity of the case and may include a reprimand, suspension, or expulsion.

f. If found guilty and if the individual so desires, they may be referred to a rehabilitation program.

g. The affected individual's acceptance of treatment may help them retain their status as a student or employee of the University.

Section 3 - *Third Violation -* ***Dismissal or Expulsion***

a. The specific charges, witnesses, and testimony justifying dismissal or expulsion will be provided in writing.

b. The individual will have the opportunity to request a hearing to present witnesses and evidence in their defense.

c. Depending on the seriousness of the charges, criminal proceedings may be initiated under the laws of the Commonwealth of Puerto Rico.

d. If the individual acknowledges the need for help and undergoes treatment, they may be considered for reemployment by the University or readmission, if they are a student.

Article VII - ***Conviction by a Court***

a. Any University employee or student who has been convicted by a court of law of violating a statute related to the use and/or sale of drugs is responsible for notifying the University in writing of such conviction within the first five (5) days following the conviction. **Failure to do so may result in the student's suspension or expulsion and the employee's termination, depending on the severity of the situation.**

b. The University, in accordance with the Drug-Free Schools and Communities Act, will notify the appropriate agencies of such a conviction within ten (10) days of the University being informed**. The agencies to be notified will depend on the specific case. These include, but are not limited to:**

***Local Department of Education**
***Federal Department of Education**
***Department of Labor**
***Puerto Rico Police**

c. The University will take disciplinary or rehabilitation action with respect to the employee or student within thirty (30) days of being notified of the conviction.

d. Universidad del Sagrado Corazón will assist the student or employee in seeking professional help, if they so desire.

e. An employee or student who fails to notify the University of a conviction may be suspended, terminated, or expelled, depending on the circumstances and the seriousness of the case.

Article VIII - ***Safety Measures***

1. Safety measures will be implemented to address problems related to the use and abuse of alcohol and drugs.

2. The University reserves the right to conduct preventive searches or searches when there is cause or suspicion to verify the possession of drugs or use of alcohol among members of the university community and its visitors.

3. Any person who appears to be intoxicated, under the influence of intoxicating or alcoholic beverages, or whose behavior is inappropriate or indecent may be required to undergo an alcohol or drug test. In some cases, the person may be referred to the First Aid Unit for evaluation.

4. The University may use other means to detect the presence or possession of drugs, such as trained dogs and electronic devices.

Article IX - ***Federal and State Legal Provisions***

Penalties

These laws criminalize the possession, use, or distribution of controlled substances. They also apply on campus, as well as during all activities on the Universidad del Sagrado Corazón's premises.

Drugs

1. Federal laws, as set forth in the Annotated United States Code at 21 U.S.C. § 12 et seq., establish penalties ranging from imprisonment for a term of 5 years to life imprisonment, with maximum fines ranging from $100,000 to $8 million per person; $500,000 and $20 million for an organization, or both fines and imprisonment at the court's discretion.

2. The laws of the Commonwealth of Puerto Rico, as set forth in the collection of state laws at 14 LPRA § 2401 et seq., classify the possession, use, or distribution of controlled substances as a felony and impose penalties ranging from one year in prison and a $5,000 fine to 50 years in prison and a $50,000 fine, or a combination of both penalties at the court's discretion.

3. The same person may be subject to liability under both federal and state laws simultaneously. If found guilty in both jurisdictions, the penalties imposed may be served consecutively.

4. The severity of the penalty varies depending on the classification of the controlled substance. The lower the classification, the more severe the penalty.

5. Prior convictions under federal or state law may result in more severe penalties for repeat offenders.

Alcohol

1. The Puerto Rico Penal Code, 33 LPRA 1021 and 4246, prohibits the sale or distribution of alcoholic beverages to minors under the age of 18. Penalties include imprisonment or a fine, or both, at the court's discretion.

2. The Puerto Rico Vehicles and Traffic Act, as amended, 9 LPRA § 1041 et seq., prohibits driving motor vehicles while intoxicated.

- Penalties for violating the provisions of this Act range from 10 days in jail and a $100 fine to 3 years and $500, or both, at the court's discretion.

- In addition, penalties may range from temporary suspension of the driver's license to permanent revocation.

- For drivers of private vehicles, the limit is a blood alcohol concentration of .08%.

- For drivers licensed by the Public Service Commission—such as those operating heavy vehicles, passenger transport, taxis, and others—the maximum permitted blood alcohol concentration is 0.05**%. <u>However, employees of the institution who provide transportation to students and staff are subject to a zero-tolerance policy regarding the consumption of alcoholic beverages while on duty.</u>**

- Any person who serves alcoholic beverages at university events in violation of the law is subject to a fine or imprisonment.

- If, as a result of such a violation, individuals or property suffer damage, the person who served the alcohol or the organization they represent may be subject to civil lawsuits for damages.

Article X - ***Institutional Operations***

The University is committed to providing its students and employees with an alcohol- and drug-free environment; for this reason, it has established support programs that are endorsed and supported by the institution.

Members of the university community may seek help voluntarily or through referrals to these programs.

The rules regarding the consumption of alcoholic beverages will be reviewed periodically, in accordance with institutional policy and applicable state laws, and may be amended.

Surveys and other research activities will be used to identify specific problem areas related to alcohol and drug use and abuse within the university community.

Article XI - *Institutional Support Center*

Center for Personal Development

The Center promotes:

1. Educational activities—both group and individual—for the university community aimed at promoting holistic health care.

2. Awareness of the effects of cigarette smoking, alcohol, and other drugs.

3. It helps foster a critical analysis of social problems, with an emphasis on alcoholism, drug addiction, and the search for alternatives to these issues.

4. It fosters awareness and positive attitudes toward healthy lifestyles, both individually and collectively.

5. It fosters a drug-free environment that improves our quality of life.

6. It offers counseling services, psychologists, and group and individual therapy aimed at prevention—not only of addictions but also of other problems that affect personal, family, and social development.

7. It establishes guidelines and policies to raise awareness and educate the university community about the use and abuse of alcohol and other drugs. It also promotes a drug-free social environment on campus.

8. It refers members of the university community who are identified as having problems with the use and abuse of alcohol and other drugs to appropriate services.

9. It provides information on public and private treatment and support services on our island.

Article XII - *Responsible Consumption Policy for Activities Involving Administrative Staff, Faculty, and Visitors.*

1. The consumption of alcoholic beverages at certain official University events must be approved in advance by the Office of the President and will be governed by the University's policy on responsible alcohol consumption.

2. The responsible alcohol consumption policy includes the following provisions:

    a. Alcoholic beverages will be served only to individuals of legal drinking age as defined by state law.

b. Members of the university community in charge of the events will be responsible for enforcing the rules regarding the consumption of alcoholic beverages and will establish the following conditions:

- Effective measures to monitor alcohol consumption.
- Non-alcoholic beverages must be prominently offered (at least 75% of the beverages available must be non-alcoholic, such as soda, water, juices, etc.).
- Food must be provided in proportion to the number of participants.

3. The serving of alcoholic beverages will be discontinued a reasonable amount of time before the end of the event (at least one hour beforehand).

Article XIII - Definitions

Universidad del Sagrado Corazón—A nonprofit institution of higher education, incorporated under the laws of the Commonwealth of Puerto Rico, offering undergraduate and graduate programs.

University Community—Students officially enrolled at the Universidad del Sagrado Corazón, as well as faculty, administrative staff, and visitors who regularly interact with the institution.

University Premises—The University campus or any location on campus where the institution sponsors an official activity.

Official or University-Sponsored Activities—Activities authorized by the institution held both on and off its premises.

Use and Abuse—Occasional, habitual, or excessive consumption of alcoholic beverages and non-prescription drugs.

Alcoholic Beverages—Any non-medicinal beverage not prescribed by a physician that contains alcohol.

Alcohol—A toxic substance that acts as a depressant on the individual. In Puerto Rico, its consumption is legal for persons over 18 years of age. It affects the central nervous system and has harmful effects on the user's health, as well as on their individual and social behavior. Its abuse can cause liver, heart, and brain diseases and is associated with the development of various forms of cancer.

Drugs—Any substance controlled or considered illegal under the laws of the Commonwealth of Puerto Rico, not used for medical purposes, that alters the functioning of the body, mind, and nervous system, as well as a person's behavior and emotions.

Tolerance—When the body's nerve cells become accustomed to a certain amount of alcohol or drugs, requiring an increase in the original dose to achieve the same effects.

Dependence—When the use of alcohol or drugs causes the user to develop a physical or psychological need.

Addiction—Physical and psychological dependence in which a person loses the ability to exercise self-control regarding the use of a substance.

Overdose - An amount of alcohol or drugs greater than the body can tolerate. It can occur due to impurities in the substance or an increased dose, which results from tolerance. It can cause seizures, psychosis, coma, or death.

Services

Public and private treatment and support centers

Alcoholics Anonymous (information and help for alcoholism) Tel. (787) 704-1634 www.aa-pr.org

Metro District
Phone: (787) 786-8287

Western *Hotline* (A.A.)
Tel. (787) 892-7777

Eastern District
Phone: (787) 745-0217

Northern District
Phone: (787) 862-2311

Central District
(787) 635-
8334

Southern District
Phone: (787) 259-2424

Northwest District
Tel. (787) 818-8826

Eastern District Tel.
(787) 340-0668

Caribbean District
Phone: (787) 312-2066

Administration of Mental Health and Addiction Services (ASSMCA)
Tel. (787) 763-7575

Peace Line (crisis intervention) Tel. 1-800-981-0023

Al-Anon and Al-Teen
(For family members and friends of alcoholics) Tel. (787) 786-1414

San Patricio Mental Health Center Tel.
(787) 793-1550

Mental Health Center - Bayamón Regional Hospital
Tel. (787) 786-7373
(787) 740-1925 (Emergency)

Más Salud Center in San Juan – Hoare, Santurce
Tel. (787) 480-3600/3837/3838

Community Mental Health Clinic, Inc.
Carlos Albizu University – San Juan
Phone: (787) 725-6500 Ext. 1582
(787) 724-2222

First Pan-American Hospital
(Mental health issues, alcohol and drug addiction rehabilitation) Tel. (787) 739-5555
1-800-981-1218 (crisis hotline)

Metropolitan Hospital - Puerto Rico *Addictive Medical Service (PAMS)* Tel. (787) 782-9999 Ext. 4108

Pavía Hospital - Hato Rey
Phone: (787) 641-2323 Ext. 1550 or 1551
(787) 772-4759

Ramón Fernández Marina Psychiatric Hospital, Rio Piedras Medical Center
Phone: (787) 766-4646

San Juan Capestrano Hospital
(Rehabilitation for alcoholism, drug addiction, and mental health issues)
www.sjcapestrano.com
Phone: (787) 760-0222
(787) 625-2900
1-888-967-4357 (24-hour helpline) (787) 725-6000
County
(787) 769-7100 Carolina

UPR Hospital – Carolina
Phone: (787) 257-0690 Ext. 493
(787) 757-1800

Celia and Harris Bunker Home Institute
Phone: (787) 765-7895
(787) 765-7899

Pan-American Institute
Phone: (787) 758-4845, (787) 758-4556

Puerto Rico Psychotherapy Institute (INSPIRA)
Phone: (787) 753-9515/9575 Hato
Rey (787) 704-0705 Caguas
(787) 296-0555 Auxilio Mutuo Hospital
(787) 995-2700/2701 Bayamón
1-800-284-9515 Crisis Hotline

Crisis Hotline and Mental Health Services Coordination
Phone: 1-800-503-7929 APS
1-866-808-4614 SHC

Narcotics Anonymous
(Drug Addiction Issues) Tel. (787)
763-5919 Helpline

NAR-ANON
(For family members and friends of
addicts) Tel. (787) 281-8243

Recovery, Inc.
(Mental health program) (787)
774-7618

Alcoholics Anonymous Meetings

San Juan Group
Universidad del Sagrado Corazón, Santurce
Meetings: Tuesdays and Thursdays, 7:00–
10:00 p.m., Room BS-107 (room subject to
change) (787) 728-1515 Ext. 2375

University Group
United Presbyterian Church, 132 Eleonor Roosevelt Street, Hato Rey Meetings: Wednesdays at 8:00 p.m. – Saturdays at 3:00 p.m.

Puerto Nuevo Group
Nuevos Horizontes Masonic Lodge, 606 Córdova Street (upper level), entrance on Constitución Street, Puerto Nuevo
Meetings: Tuesday 8:00 p.m., Sunday 2:00 p.m.

El Paraíso Group
Christ the Redeemer Church, Parish Hall
Gange Street at the corner of Paraná, El Paraíso Neighborhood,
Río Piedras Meetings: Mondays and Thursdays at 8:00 p.m.

Humildad Group
First Baptist Church, Parish Hall
Eider Street at the corner of Raspinel, Country Club**,** Río Piedras
Meetings: Mondays, Wednesdays, and Saturdays at 8:00 p.m.

Las Lomas Group
First Church of the Resurrection (annex)
16 Calle 31, Las Lomas Neighborhood**,**
Río Piedras
Meetings: Mondays at 8:00 p.m., Fridays at 7:30 p.m.

Youth Group
Community Center, Crown Hills Neighborhood, 152 Winston
Churchill Ave., El Señorial Neighborhood**,** Río Piedras
Meetings: Mondays, Wednesdays, and Fridays at 8:00 p.m.

Placita Bolívar Group
Immaculate Heart of Mary Parish,
1740 Rodríguez Vera Street, Santiago Iglesias, Río
Piedras Meetings: Mondays (CE) and Thursdays (AB) at
8:00 p.m.

San Antonio Group
260 Barbosa Ave. (upper level), corner of De
Diego (across from the Roxy Hotel) in Río
Piedras
Meetings: Sunday at 12:00 p.m., Monday, Wednesday, and Saturday at 8:00 p.m.

Al-Anon Meeting

Universidad del Sagrado Corazón, Santurce
Room BS-105 (room subject to change)
Meetings: Tuesdays 8:00–9:30 p.m.

Narcotics Anonymous Meetings

La Resurrección del Señor Parish, 797 Calle 31, Las Lomas Neighborhood, Río
Piedras Mondays and Saturdays at 12:00 p.m.

San Juan Capestrano Hospital, Trujillo Alto,
Mondays and Wednesdays at 12:00 p.m.

Santa Teresita Academy, Mc Clery Street, corner of Tapia Street, Ocean Park, San Juan, Mondays–Saturdays, 8:00 p.m.

Sagrado Corazón School, Esmeralda Ave., Muñoz Rivera Neighborhood, Guaynabo, 8:00 p.m.

Regional Office—Lomas Verde Ave., corner of Yaguez St., Bayamón, 10:00 a.m.

Recovery Meetings

Universidad del Sagrado Corazón, Santurce,
Room BS-104 (room subject to change)
Meetings: Tuesdays, 7:00–10:00 p.m.

United Evangelical Church, 1058 Brumbaugh Street, Río Piedras
Meetings: 9:00 a.m.