

College Council: Procedure Review

2-13-2025

AP 3530 Weapons on Campus – The CCLC Service updated this procedure to clarify the prohibition on weapons.

AP 3550 Drug and Alcohol-Free Environment – The Service updated this procedure to include provisions related to fentanyl test strips pursuant to changes in the Education Code. Additional changes by staff as noted.

In January, the following procedure was revised with non-substantive changes (such as legal citations, new ACCJC citations, or grammar) and updated online without going through the participatory review process. All have been reviewed and/or approved without changes by the responsible department areas and constituents.

- AP 3600 Auxiliary Organizations

Chapters 1, 2, and 3 board policies and administrative procedures are currently under review by staff as part of the regular 6-year cycle of review process. Next, the responsible department areas and relevant constituents will have time to review the BPs and APs. Unless there are any substantive revisions made by the responsible department areas and/or constituents, they will be automatically listed as recently reviewed on the website.

For current Board Policies and Administrative Procedures that are posted online please see [Policies & Procedures](#).

General Institution

The Service updated this procedure to clarify the prohibition on weapons. Mici 9-25-2024

Approved without changes. Raul/Campus Safety PD 1-16-2025

Copy to Eresa/Administrative Services 10-29-2024, resent as copy 1-17-2025

AP 3530 WEAPONS ON CAMPUS**Reference:**

Penal Code Sections 626.9 and 626.10

Except as set forth below, Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on all District property. The prohibition of firearms on any District campus, District center, or in any District facility includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the District Police before taking place.

Any person who believes that he/she/they may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the Superintendent/President or designee, and obtain written permission from the Superintendent/President or designee, to possess a firearm or other weapon on campus.

Pursuant to Penal Code § 626.9(h), individuals may not possess a firearm on campus without the written approval of the Superintendent/President or designee even if in possession of a valid permit to carry a concealed weapon, with the following exceptions:

- The weapon is possessed by a peace officer carrying out official duties
- The weapon is possessed by an honorably retired peace officer authorized to carry a concealed weapon
- The weapon is possessed by an authorized security guard

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon District property, unless the person is authorized to possess such a weapon in the course of his/her/their employment, has been authorized by the Superintendent/President or designee to have the knife, or is a duly appointed peace officer, who is engaged in the performance of his/her/their duties, is prohibited on any District campus or at any District Center, or in any facility of the District. Any student or employee who the Superintendent/President or designee has authorized to have a knife, including kitchen knives, must exercise caution in using and storing the knife.

Office of Primary Responsibility: ~~Administrative Services~~ Finance and Operations

Date Approved: February 17, 2009

Date Reviewed/Revised: May 21, 2013; November 17, 2015; December 5, 2017; May 16, 2023

Date Revised:

General Institution

The Service updated this procedure to include provisions related to fentanyl test strips pursuant to changes in the Education Code. Mici 10/22/2024

Revisions as noted. Recommended that PD review and note that PD has Narcan. Ryan Byrne to review this to ensure that the Health Center also has Narcan and a process. Sadika/SAS 10-22-204

Approved without changes. Raul/PD 1-16-2025

Copy to Ryan Byrne 1-16-2025

Copy to Nikki/HR 1-16-2025

**AP 3550 DRUG AND ALCOHOL-FREE ENVIRONMENT AND DRUG AND ALCOHOL ABUSE
PREVENTION PROGRAM (DAAPP)**

References:

Education Code Section 67384;
Drug Free Schools and Communities Act Amendment of 1989 (~~20 U.S. Code Section 1145g~~);
20 U.S. Code Section 1011i;
~~41 U.S. Code Section 702~~;
34 Code of Federal Regulations Sections 86.1 et seq.;
Federal Drug-Free Workplace Act of 1988;
41 U.S. Code Section 8103

The District is committed to providing its employees and students with a drug and alcohol-free workplace and campus environment. It emphasizes prevention and intervention through education.

- Employees will be referred to programs and services by the Human Resources Department.
- Students will be referred to programs and services by Student Health Services and/or Counseling.

Alcohol is a central nervous system depressant. Aside from the health risks of alcohol, drugs (legal or illegal) carry their own risks.

- Since everyone's brain and body chemistry is different and tolerance for drugs is different, it cannot be predicted how any individual may be affected, especially if it is a first-time use, and even if it is a small amount or dose.
- Using drugs or alcohol can lead to abuse, addiction, serious health problems and even death.
- Drugs that are legal - prescription and over-the-counter (OTC) medications, can be just as dangerous as illegal drugs.

The District maintains a website where more information on the health risks associated with alcohol, drugs and/or the mixing of alcohol and drugs, college resources and referral for those affected by alcohol or substance abuse may be found. The page may be found by searching DAAPP on the College's website.

The District provides ~~educational activities and opportunities to learn more about the information and resources to address the risks associated with~~ drug and alcohol abuse. For more information, please contact Student Health Services or Student Activities and Advocacy.

The District provides a Med-Project kiosk and individuals may dispose of unused or expired prescription medication at the Kentfield Campus Police Department. Only scheduled II-V controlled and non-controlled substances that are lawfully possessed by the ultimate user are acceptable to be placed in the kiosk. [For more information, contact the Campus Police Department.](#)

Prohibition of Drugs and Alcohol

State and federal law prohibits the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District. Passage of Proposition 64 in November 2016, legalizing the use of recreational marijuana among people over the age of 21, does not permit any person to possess or use recreational marijuana on a community college campus or while in operation of any District owned equipment, including vehicles. Using and possessing marijuana is still illegal under federal law. The federal Drug Free Schools and Communities Act and Drug Free Workplace Act require that the District, which receives federal funding, have policies and procedures that prohibit marijuana use, possession and distribution on campus and in the workplace.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five calendar days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug free policy within ten days after receiving notice of a workplace drug conviction.

Distribution of Drug and Alcohol Abuse Prevention Program (DAAPP) Materials

All current students and employees shall receive information annually on College of Marin's DAAPP via the following methods, and others as warranted.

1. A web page has been created under Consumer Information on the College's website to establish relevant information and links.
2. A DAAPP oversight team will meet regularly to ensure progress on program objectives, including timely distribution of materials to students and employees.
3. Information dissemination by means of the content on the DAAPP link will be distributed in the following ways:
 - Provided to new employees
 - Semester by semester consumer information e-mail to students;
 - Enhanced content incorporated into new student orientation;
 - Revised admission letter sent to new and returning students;
 - Information/link via college catalog and semester class schedules;
 - Annual notice to students and employees on October 1, per college master calendar

Opioid Overdose Student Safety

The District shall provide, as part of established campus orientations, educational and preventive information provided by the State Department of Public Health about opioid overdose information about and the use and location of fentanyl test strips and opioid overdose reversal medication to students at all campuses. The District will notify students of the presence and location of fentanyl test strips through a method such as email.

Each campus health center shall apply to distribute dosages of a federally approved opioid overdose reversal medication and participate in the Naloxone Distribution Project administered by the State Department of Health Care Services. Upon approval to distribute dosages of a federal approved opioid overdose reversal medication and participation in the Naloxone Distribution Project, each campus health center will distribute a federally approved opioid overdose reversal medication obtained through the Naloxone Distribution Project. Each campus health center will also stock fentanyl test strips in the campus health center and distribute the fentanyl test strips through the campus health center. The campus health center will distribute written instructions on how to properly use the fentanyl test strips together with the fentanyl test strips.

Offices of Primary Responsibility: Health Center, Human Resources, Student Activities and Advocacy, Campus Police and ~~Administrative Services~~ Finance and Operations

Date Approved: November 16, 2010

Date Reviewed/Revised: March 14, 2017; May 16, 2023; December 12, 2023

Date Revised: