



Biennial Review of Northeastern  
Illinois University's Alcohol and  
Drug Abuse Prevention Program  
2016-2018

**NORTHEASTERN ILLINOIS UNIVERSITY**

**BIENNIAL REVIEW 2016-2018**

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## INTRODUCTION

The NEIU campus and community are provided comprehensive alcohol and drug abuse prevention programs and services that involve information distribution, education, intervention, research and assessment. The Dean of Students Office will annually distribute the University's Alcohol and Drug Abuse Prevention information via a targeted e-mail notification to every student and employee of the University. The policy will include:

- Standards of Conduct and Prohibitions to the unlawful possession, use or distribution of alcohol and illegal drugs on campus or at campus sponsored activities.
- A description and reference of Illinois Law that describes the sanctions for the unlawful possession or distribution of alcohol and illegal drugs.
- An explanation and clear statement of disciplinary sanctions that will be imposed by the university to students and employees that violate laws and policies regarding improper or illegal use of alcohol or illegal drugs.
- A description of the counseling and support services available to students and employees.
- A description of the health risks associated with the abuse of alcohol and the use of illegal drugs.

This notification will also be available at all times, to students, staff and employees at:

<http://www.neiu.edu/university-life/dean-students>



## **NEIU Alcohol and Drug Abuse Prevention Information**

The health and well-being of NEIU students, faculty and staff are critical components of the overall health of our university community. Consequently, Northeastern Illinois University seeks to maintain a campus environment that is free from the illegal use of alcohol and other drugs.

Consistent with its mission as a public institution of higher education, the University is committed to educating the students, faculty and staff on the dangers of alcohol and drug abuse, and to establishing standards of conduct that maintain a campus environment in which such abuse is prohibited. These standards are intended to be in full compliance with the Drug-Free Workplace Act of 1988 (41 U.S.C., Section 701, et seq.) and the Drug-Free Schools Act of 1989 (34 C.F.R. 86, et seq.) by annually producing and distributing this Drug and Alcohol Abuse Prevention Policy. This information will comply with the Department of Education, Federal Student Aid, Drug and Alcohol Abuse Prevention Information 668.14(c); 34 CFR 86

This information applies to University students and employees. It applies to incidents that occur on University property, as well as off-campus functions sponsored by the university or supervised by university personnel.

### **Standards of Conduct and Prohibitions**

Students or employees who violate federal, state or local laws concerning drugs or alcohol are subject to criminal prosecution; those who violate university policies may also be subject to institutional sanctions or dismissal.

Employees and students, in their affiliation with the University, shall not manufacture, possess, use, deliver, sell or distribute any substance prohibited by the Illinois Controlled Substance Act or any other State or Federal statute, except as authorized by law, consistent with the regulations of the University's Board of Trustees.

No one under the age of 21 may possess, sell or consume alcoholic beverages on any property under the control of Northeastern Illinois University. Persons of legal drinking age – 21 and older – may possess or consume alcoholic beverages only in accordance with the University's Alcohol Policy, which expressly limits consumption of alcoholic beverages to persons 21 years of age or older, who are attending as specific invitees of the President or appropriate Vice President or designee, at a function specifically approved by the President or appropriate Vice President or designee, held in a specifically approved designated area.

The unlawful or unauthorized possession, use, distribution, dispensation, sale or manufacture of controlled substances or alcohol is prohibited on university property or as part of any university activity. Students or employees who violate this policy may be disciplined in accordance with university policies, statutes, rules and regulations up to and including dismissal and referral for prosecution.

Prohibited Acts according to the NEIU Student Code of Conduct:

# 9 – Manufacture, delivery, sale, use, possession, or distribution of either narcotic or dangerous drugs, except as permitted by law and University regulations.

#10 -- Possession, consumption, or distribution of alcoholic beverages on University property or at University sponsored activities except in accordance with the university policy.

HR policy: In compliance with federal and state laws, employees are subject to disciplinary action, including discharge, for unauthorized consumption of intoxicating liquors on institutional time or property; inability to satisfactorily perform their assigned duties as a result of drinking alcoholic beverages; illegal use of drugs, narcotics or intoxicants; unauthorized sale or distribution of drugs, narcotics or intoxicants; or otherwise unfit to perform job duties due to the use of alcohol or illegal drugs.

Illinois Laws that Apply to Alcohol and Drug Use

Controlled Substances:

The possession, sale and delivery of controlled substances is prohibited by Illinois through the Cannabis Control Act [720 ILCS 550/] and the Illinois Controlled Substances Act [720 ILCS 570/100]. Under the Cannabis Control Act, courts can set penalties that increase in accordance with the amount of substances containing cannabis in each case [720 ILCS 550/1]. In regard to both acts, penalties vary with: the amount of the drug confiscated, the type of drug found, the number of previous offenses held by the individual, and whether the individual intended to manufacture, deliver or possess with intent to deliver [720 ILCS 570/401] [720 ILCS 570/402] [720 ILCS 550/4] [720 ILCS 550/5].

#### Underage Drinking:

The consumption of alcoholic liquor by any person under the age of 21 years of age is illegal. [235 ILCS 5/6-20]. It is also against Illinois law for anyone to permit a gathering at their residence at which one or more persons under 21 possess or consume alcoholic beverages, to rent a hotel or motel room for such purposes, and to sell or deliver alcohol to anyone under 21, or to any intoxicated person [235 ILCS 5/6-16]. It is also illegal for a person under 21 to present false identification in an attempt to purchase alcohol [235 ILCS 5/6-16].

#### Driving Under the Influence:

Driving while under the influence of alcohol, drugs, intoxicating compounds, or any combination thereof is against Illinois law. Substantial penalties exist for individuals driving or physically controlling a motor vehicle with a blood or breath alcohol concentration of .08 or greater [625 ILCS 5/11-501.1] These acts, depending on the circumstances, may incur penalties, such as a jail sentence, fines, or suspension/revocation of a driver's license. Transporting open alcohol containers in a motor vehicle is also punishable under Illinois law [625 ILCS 5/11-502].

#### Federal Laws that Apply to Alcohol and Drug Use:

Possession and delivery of a controlled substance is prohibited by the United States Code, Uniform Controlled Substance Act [21 U.S.C. 801 and following]. Similar to the Illinois law, individuals can be penalized on the quantity of confiscated drugs, the type of the drug(s) found, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell or use the drug.

#### Disciplinary Sanctions

- **Northeastern Illinois University will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) up to and including suspension, expulsion, termination of employment, and referral for prosecution.**

#### Student Sanctions

The University will impose disciplinary sanctions (consistent with local, State and Federal law) on students who violate the University's foregoing policy up to and including expulsion and referral for prosecution and completion of an appropriate rehabilitation program, all in accordance with the Student Code of Conduct. Furthermore, student employees who violate the University's foregoing policy may be subject to termination of employment.

***Students charged or referred to Student Affairs for underage drinking or illegal drug use and possession will be charged with Non-Academic misconduct and are subject to the Student Code of Conduct. Students found responsible for Underage Drinking or illegal drug use or possession will be sanctioned based on type, severity and frequency of misuse. Sanctions for this category range from restorative justice (community service), educational programs or assessments, conduct probation, suspension or expulsion.***

#### Employee Sanctions

The University will impose disciplinary sanctions (consistent with local, State and Federal law) on employees who violate the University's foregoing policy up to and including possible termination of employment and referral for prosecution.

#### Applicable Legal Sanctions

Employees and students who violate State and/or Federal law may be subject to criminal prosecution. A number of Illinois and Federal statutes provide extended definitions of what constitutes illegal possession, use, and distribution of alcohol and drugs. Criminal penalties for violations of Illinois statutes include terms of imprisonment for up to sixty (60) years and fines of up to \$500,000. Equally severe penalties and sanctions may be imposed for violations of Federal statutes. Detailed information on penalties and sanctions are distributed annually to all students, faculty and

staff and are available from Student Affairs. Definitions of legal sanctions under Illinois law for the unlawful possession, use and distribution of illicit drugs and alcohol are included in 720 ILCS Sec. 570/201 et seq. and 720 ILCS Sec 550/1 et seq., copies of which are available for review by students and employees in the University library.

Distribution of Materials:

Responsible Office:

STUDENTS: Student Affairs

EMPLOYEES: Human Resources

Prior to the start of the fall semester, all students will be sent the NEIU Alcohol and Drug Abuse Prevention Information via e-mail/targeted announcement.

Prior to the start of the fall semester, all employees will be sent the NEIU Alcohol and Drug Abuse Prevention Information via e-mail/targeted announcement.

New students that begin the academic year during the Spring or Summer semester will be sent the NEIU Alcohol and Drug Abuse Prevention Information at the start of their respective semester via e-mail/targeted announcement.

New employees will be sent the NEIU Alcohol and Drug Abuse Prevention Information via e-mail or as part of their new employee orientation materials distributed by Human Resources.

Biennial Review:

- The school must conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and ensure that any disciplinary sanctions are consistently enforced.

Biennial review will be conducted by the Alcohol and Drug Abuse Prevention Program Content Review Committee. The committee will determine program effectiveness and implement changes to the program as needed. The committee will review a summary report of all disciplinary sanctions imposed by the Dean of Students and Human Resources to ensure that all sanctions are consistently enforced.

The committee will be chaired by a Student Affairs staff member and comprised of representatives from the following areas:

- Student Health Services
- Student Counseling Services
- University Police
- Student Leadership Development
- Academic Affairs
- Human Resources
- Financial Aid

## **Counseling and Support Services**

Students:

Student Counseling Services (773-442-4650) offers counseling and referral services to students who have drug or alcohol abuse-related problems. Student Affairs provides (a) information about on-campus substance abuse self-help groups, (b) referrals to off-campus prevention and treatment resources, and (c) substance abuse information and prevention literature.

Employees:

Human Resources (773-442-5200) responds to employees and their dependents who encounter drug and alcohol abuse problems are encouraged to seek assistance voluntarily from the University's Employee Assistance Program (EAP). If job performance is adversely affected by drug or alcohol abuse, an employee may be referred to the EAP. Participation in the EAP is confidential and is encouraged by the University; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties in a safe and efficient manner.

## Health Risks

The abuse or illegal use of alcohol and the illegal use of controlled substances can seriously injure the health of employees and students, adversely impair the performance of their duties and their academic achievements, and endanger the safety and well-being of fellow employees, students, and others.

Substance abuse may involve not only controlled substances and illegal drugs, but also alcohol and other substances that pose a health risk. When drugs are combined, their negative effects on the mind and body are often multiplied beyond the effects of the same drugs taken singly, which can be deadly.

Here is a chart describing some of the health effects associated with the use of alcohol and other drugs:

**Alcohol:** Alcohol is the drug most frequently abused on college campuses and in our society. Even small amounts of alcohol can impair the judgment and coordination required to drive a car, increasing your chances of having an accident. Alcohol may be an interacting factor in the incidence of aggressive acts, including vandalism and assault and serious health problems, such as liver damage. Consuming moderate to large amounts of alcohol impairs your ability to learn and remember information. Because alcohol is a depressant, very large amounts can cause respiratory and cardiac failure, resulting in death.

**Cannabis:** Marijuana and hashish impair the user's short-term memory and comprehension. They can cause confusion, anxiety, lung damage and abnormalities of the hormonal and reproductive system. Hours after the feeling of getting high fades, the effects of cannabis on coordination and judgment may remain, heightening the risks involved in driving or performing other complex tasks. Cannabis, a fat soluble substance, may remain in the body system for weeks. An overdose or long-term use may bring about paranoia, panic attacks or psychiatric problems.

**Club/Designer Drugs:**

The term "club drugs" and "designer drugs" refer to a wide variety of drugs including MDMA (Ecstasy), GHB rohypnol (roofies), ketamine (special K), methamphetamine (meth) and LSD (acid). Research indicates that these drugs can cause serious health problems or even death. They can have even more serious consequences when mixed with alcohol. Club/Designer drugs are also occasionally used or administered in connection with sexual assault.

**Depressants:**

Barbiturates, benzodiazepines (e.g. valium), Quaaludes, and other depressants cause disorientation, slurred speech, and the other behaviors associated with drunkenness. The effects of an overdose of depressants range from shallow breathing, clammy skin, dilated pupils, and weak and rapid pulse to coma and death.

**Hallucinogens:**

Hallucinogens such as LSD, MDS, PSP (angel dust), mescaline, peyote and psilocybin (shrooms) can cause powerful distortions in perception and thinking. Intense and often unpredictable emotional reactions can trigger panic attacks or psychotic reaction. An overdose of hallucinogens can cause heart failure, lung failure, coma and death.

**Narcotics/Opiates:**

Heroin, codeine, morphine, methadone and opium are narcotics/opiates. There is a high likelihood of developing a physical and psychological dependence on these drugs. Health effects include anxiety, mood swings, nausea, confusion, constipation, and respiratory depression. Overdose may lead to convulsions, coma, and death. The risk of being infected with HIV, the virus that causes AIDS, or other diseases significantly increases if you inject drugs and share needles.

**Stimulates:**

Cocaine/crack, amphetamines, and other stimulants can cause agitation, loss of appetite, irregular heartbeat, chronic sleeplessness, and hallucinations. All non-prescribed stimulants are extremely dangerous and psychologically and physically addictive. An overdose can result in seizures and death.

**Tobacco:**

Nicotine, the active ingredient in tobacco, increases your heart rate and raises your blood pressure. The tar in cigarette smoke is a major cause of cancer and other respiratory problems. The carbon monoxide in cigarette smoke can promote arteriosclerosis. Long term effects of smoking cigarettes may include emphysema, chronic bronchitis, heart disease and lung cancer.

### **Emergency Services Hotlines:**

NEIU University Police (773) 442-4100 Emergency on-campus x 5511

Alcohol and Drug Helpline: (800) 821-HELP  
Gateway Foundation – Alcohol and Drug Treatment  
24 hour Helpline: 1-877-505-HOPE(4673)  
<http://recovergateway.org/>

Illinois Poison Control Center:  
<http://illinoispoisoncenter.org/> (800) 222-1222

### **Self-Help Groups**

Alcoholics Anonymous (312)346-1475  
<http://www.chicagoaa.org/>

Al-Anon/Alateen (312)409-7245  
<http://www.niafq.org>

Narcotics Anonymous (708) 848-4884  
<http://www.chicagona.org/>

### **Other resources:**

Gersten Center for Behavioral Health – Swedish Covenant Hospital  
[www.gerstencenter.com](http://www.gerstencenter.com)  
5215 N California Ave, Chicago, IL (847) 329-9210

State Services Employee Assistance Program  
(866) 659-3848

Chicago Treatment and Counseling Center (773) 506-2900  
4453 N Broadway Ave, Chicago, IL

Family Guidance Center, Inc. (773) 293-5582  
Located at: Methodist Hospital of Chicago  
5025 N. Paulina St, Chicago, IL 60640

New Hope Recovery Center (888) 707-4673  
2835 N Sheffield Ave, Chicago, IL  
[www.new-hope-recovery.com](http://www.new-hope-recovery.com)

[Alcohol: Rehab and Recovery](#), a guide from Help.org, a community organization dedicated to empowering people suffering from substance abuse addiction with tools and resources to start their personal journey toward recovery.

Resources for Women and Children  
Haymarket Center (312) 226-7984  
932 W. Washington, Chicago, IL  
Detox Services: (312) 226-7984 ext: 348

### **REFERENCES**

NEIU Administrative Memorandum No. 51 – May 27, 1997  
UIC- Alcohol and Other Drugs policy – A policy and Resource guide for Students and Employees at the University of Illinois at Chicago  
Chicago State University – Drug and Alcohol Policy  
Formerly Administrative Memorandum No. 51 – Drug and Alcohol Abuse, May 27, 1997  
Alcohol and Other Drugs Effects on Health

## UNIVERSITY POLICY

<b>Volume E4:</b> Event Planning and Space Management	<b>E4.5</b> <b>Service of Alcoholic Beverages</b>  <b>Effective Date:</b> 01/01/17 <b>Last Revised:</b> 01/01/17	<b>Responsible Office:</b> Student Union, Event and Conference Services
		<b>Responsible Officer:</b> Director

### Policy Statement

Northeastern Illinois University (the University) prohibits the unregulated purchase and serving of Alcoholic Beverages on University-controlled property.

### Purpose of the Policy

To outline how Alcoholic Beverages may be obtained, served and consumed on University-controlled property.

### Who is Affected by This Policy

All NEIU students, faculty, staff, and members of the University community.

### Definitions

**Alcoholic Beverage:** Includes only legally produced, commercially available beverages having alcoholic content. All other beverages having an alcoholic content shall be strictly prohibited and excluded from the permissible uses under this policy.

**Approved Event:** Any University activity, function, or event where Alcoholic Beverages are to be served that has the final endorsement of the President of the University, or appropriate Vice President.

### Regulations

[Liquor Control Act of 1934, 235 ILCS 5/6-15 \(amended\)](#)

## **1. PERMISSION TO SERVE ALCOHOLIC BEVERAGES**

- 1.1. The department/division must obtain written approval from the President or appropriate Vice President in advance of any event where Alcoholic Beverages will be served.
- 1.2. There are no standing approvals.

## **2. AGE RESTRICTIONS**

- 2.1. Persons younger than 21 years of age may not purchase, sell, possess, consume, serve or be served Alcoholic Beverages on University-controlled property.

## **3. SALES AND LOCATION RESTRICTIONS**

- 3.1. Alcoholic Beverages may not be sold on any University-controlled property or at Approved Events. Private rentals are exempt from this regulation.
- 3.2. Alcoholic Beverages are permitted only at Approved Events in designated areas that are conducive to control by University personnel and/or appropriately licensed concessionaires, operators, or caterers, and are conducive to reasonable privacy. Approved Events must be attended by specific invitees of the President, appropriate Vice President, and/or representatives from the sponsoring agency, unit, department and/or division.
  - 3.2.1. An Approved Event taking place in an area where students may be in the vicinity must be appropriately cordoned off.
  - 3.2.2. Event participants may not remove Alcoholic Beverages from the controlled setting.

## **4. PURCHASE, SERVICE, AND CONSUMPTION RESTRICTIONS**

### **Purchase**

- 4.1. Alcoholic Beverages may not be purchased utilizing state or local funds.
- 4.2. Alcoholic Beverages may be purchased utilizing NEIU Foundation funds.

### **Service**

- 4.3. Alcoholic Beverages may only be dispensed at Approved Events by a licensed bartender.
  - 4.3.1. Alcoholic Beverages purchased using NEIU Foundation funds for Approved Events will not include fees for bartender services. Licensed bartenders must be arranged for through the University's contracted food concessionaire, and payment for bartender services must be made directly to the food concessionaire.
- 4.4. All persons being served must be of the legal drinking age.
  - 4.4.1. Any person who appears to be inebriated will not be served.
- 4.5. Event participants may not bring their own Alcoholic Beverages to any University activities, functions or events.
- 4.6. "Tip jars" are not allowed at any University activities, functions or events.

### **Consumption**

- 4.7. Any University department/division receiving permission to provide Alcoholic Beverages for its Approved Event is solely responsible for ensuring that the Alcoholic Beverages being served are consumed in a responsible manner.

## **5. Alcoholic Beverage restrictions FOR Resident Students**

- 5.1. All resident students and their guests must be 21 years of age to possess, transport, store or consume Alcoholic Beverages. Storage of Alcoholic Beverages in a room where a minor resides is prohibited. This includes common areas such as kitchens and living rooms.
  - 5.1.1. Residents who are 21 or older may consume Alcoholic Beverages within the privacy of their own residence hall bedroom or any University housing so long as there are no minors present, and the door to the outside hallway is closed.
  - 5.1.2. Residents or guests who are under 21 years of age may not be in situations where Alcoholic Beverages are present and must vacate the area immediately.

5.1.3. Resident students who are 21 years of age or older may not purchase or provide any Alcoholic Beverage to any underage resident or guest.

5.1.4. Staff members may require residents to dispose of Alcoholic Beverages if the possession of such is in violation of state law or University policy.

5.1.5. No one, regardless of age, may have open containers of Alcoholic Beverages in any public area, which includes but is not limited to, academic spaces, parking garage and lots, lawns, University Commons, athletic fields, apartment balconies and patios, lounges, study rooms, laundry rooms, or any other similar space.

5.1.6. Kegs, including those that are empty or untapped, bulk sources of Alcoholic Beverages, and any item used for the rapid consumption of Alcoholic Beverages are not permitted in or around University housing regardless of a resident's age. Any prohibited items will be confiscated and disciplinary action will be initiated.

· Alcoholic Beverage containers may not exceed one gallon, four liters, or one twelve pack of beer per person of the legal drinking age.

· Alcoholic Beverage container collections and/or displays (empty or unopened) are not permitted in University housing.

## **6. GENERAL RESTRICTIONS AND PROVISIONS**

6.1. The University reserves the right to withhold its permission to serve Alcoholic Beverages from any organization, group or individual at any time and for any reason deemed appropriate by the University. The decision is discretionary and lies wholly with the University which will base such judgments on what the University believes to be in its best interest. The President of the University reserves the right to grant exceptions to this policy as deemed appropriate.

6.2. The NEIU Foundation reserves the right to revoke its approval to use Foundation funds to purchase Alcoholic Beverages.

6.3. Alcoholic Beverages may not be donated to the University. They must be donated to the NEIU Foundation.

6.4. Approved Events must meet the following conditions:

- must be hosted and controlled by a University unit;
- must provide alternative non-alcoholic beverages and food in sufficient quantities to serve the expected number of attendees;
- must be of a social or educational nature, such as a reception, dedication, or recognition program;
- must not have either a direct or indirect charge to participants for the Alcoholic Beverages and;
- must be limited to beer, wine, and champagne.

6.5. Alcoholic Beverages are not permitted at student sponsored events.

6.6. The Office of the President and appropriate Vice President areas, the management of the facility, the function sponsor, and the University Police share within their own areas of jurisdiction, responsibility for the enforcement of this policy.

6.7. Alcoholic Beverages possessed in violation of this policy will be confiscated, and those responsible for the violation may be subject to administrative and/or civil action.

### **Procedures**

1. Alcoholic Beverages for Approved Events may be obtained in the following ways:

- As a personal purchase with no expectation of being reimbursed. The Alcoholic Beverages will then be donated to the NEIU Foundation in order to be usable for Approved Events.
- Alcoholic Beverages may be purchased for an Approved Event utilizing NEIU Foundation funds by departments/divisions that have an established Foundation account or access to Foundation funding.

2. If any department/division does not have a NEIU Foundation account, a new application for a Foundation account (with all appropriate signatures) should be submitted no fewer than thirty days (30 days) prior to the proposed event. Once the Foundation account is either opened or verified, departments/divisions may then apply for a permit to serve Alcoholic Beverages through the Student Union, Event and Conference Services office by completing a "Request for Alcoholic Beverage Service" application (see Appendix) at least three (3) weeks ahead of the proposed event. The request will be reviewed to ensure the proposed event meets the requirements of state law and University policies.

2.1. A copy of the approved permit will be displayed at the dispensary location(s) at all times during the event while Alcoholic Beverages are being served. The University reserves the right to shut down service of Alcoholic Beverages if the permit is not being prominently displayed.

3. Catering orders should be placed with the food service concessionaire in advance of the event indicating a request for bartending services. Requesting a bartender does not guarantee permission to serve Alcoholic Beverages. Arrangements to serve Alcoholic Beverages will be finalized with the University's food service concessionaire once the President's or appropriate Vice President's approval has been obtained.

3.1. Alcoholic Beverages not donated to the NEIU Foundation for use at Approved Events will be ordered by Student Union, Event and Conference Services.

4. The department/division will include as part of their event materials (in all event advertising and any published programs, or through signage at the event) the following statement: "This event is sponsored in part by the NEIU Foundation."

## Guidelines

Northeastern Illinois University reserves the right to deny the use of its facilities and properties to any individual or organization whose activities or intentions are not consistent with the University's mission, policies or procedures, or are in violation of local, state or federal law.

## Author Reference

[Illinois Liquor Control Act of 1934, 235 ILCS 5/6-15 \(amended\)](#)

NEIU Administrative Memorandum no. 51 (3/01/1995) – replaced by [Drug and Alcohol Abuse Prevention Policy](#)

[NEIU Administrative Memorandum no. 52](#) (3/01/1995)

NEIU Use of Facilities Policy and Procedures (7/1990)

NEIU Foundation Alcoholic Beverages Purchase Procedures

The Nest Resident Handbook

## History

Formerly Administrative Memoranda Series #52 Selling and Serving Alcoholic Beverages

## Appendix

Request for Alcoholic Beverage Service application

## Related Policies, Documents, and Links

Northeastern Illinois University Conduct Codes

E4.4 – [Selling and Serving of Food](#)

## Contact Information

Please direct questions or concerns about this policy to:

**Contact**

Director of Student Union, Event  
and Conference Services

**Phone**

(773) 442-4630

**E-Mail**

SUECS@neu.edu

## Disclaimer

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer or University Officers call for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.

**THIS APPROVED FORM MUST BE DISPLAYED AT ALL TIMES THROUGHOUT THE EVENT**

<b>APPLICATION DATE:</b>	<b>ORGANIZATION/DEPARTMENT:</b>		
<b>CONTACT NAME:</b>	<b>CONTACT PHONE:</b>	<b>CONTACT EMAIL:</b>	
<b>UNIT HEAD OR FACULTY/STAFF SPONSOR NAME:</b>		<b>FOUNDATION ACCT. NAME: _____</b>	
		<b>NUMBER:</b>	
		<input type="checkbox"/> Office Use Only <input type="checkbox"/> SF - Approved <input type="checkbox"/> NSF - Declined: return for funding	
<b>PURPOSE OF EVENT:</b>	<b>TYPE OF EVENT</b> (Check all that apply):		<b>TYPE OF BEVERAGE</b> (Check all that apply):
<input type="checkbox"/> Institutional Advancement/Foundation <input type="checkbox"/> Conference/Convention <input type="checkbox"/> Reception <input type="checkbox"/> Cultural Event <input type="checkbox"/> Educational Event	<input type="checkbox"/> NEIU Faculty <input type="checkbox"/> NEIU Staff <input type="checkbox"/> NEIU Alumni and Friends <input type="checkbox"/> Private Rental		<input type="checkbox"/> House Red Wine <input type="checkbox"/> Beer <input type="checkbox"/> House White Wine <input type="checkbox"/> Exception* <input type="checkbox"/> House Champagne <i>*For private rentals only</i>

Day	Date / /	Time Begin: am/pm End: am/pm	Estimated Attendance:	Event Location:
DIRECTOR, Student Union, Event and Conference Services		AREA VICE-PRESIDENT/PROVOST/PRESIDENT		
Signature: _____ Date: _____		Signature: _____ Date: _____		
1. Have alcoholic beverages been ordered through SUECS? <input type="checkbox"/> YES <input type="checkbox"/> NO If <b>NO</b> , please indicate source: _____				
2. Have bartender services been arranged through the University food concessionaire? <input type="checkbox"/> YES <input type="checkbox"/> NO				
3. Will you allow students to be served alcoholic beverages? <sup>o</sup> <input type="checkbox"/> YES <input type="checkbox"/> NO				
4. Will everyone in attendance be at least 21 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO If <b>NO</b> , what percentage of the whole group will be under 21 years? to 50% <input type="checkbox"/> <10% <input type="checkbox"/> 10% <input type="checkbox"/> >50%				
5. Will there be non-NEIU participants in attendance? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, what percentage of the whole group will be non-NEIU? to 50% <input type="checkbox"/> <10% <input type="checkbox"/> 10% <input type="checkbox"/> >50% Please describe the nature of the non-NEIU attendees: _____				
<sup>o</sup> <b>Alcoholic beverages are not permitted at student sponsored events</b>				

SIGNATURE: \* \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(person submitting request)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Unit Head or Faculty/Staff Sponsor)

\* I have read, understand, and agree to abide by the NEIU alcohol policy (reverse side). By signing this request, Unit Head or Faculty/Staff Sponsor agrees to authorize payment for the purchase of alcohol from the appropriate Foundation Account.

Charges for Alcoholic Beverages will be calculated following the event and charged to the Foundation Account listed above.

WHITE = Requestor

PINK = Student Union, Event & Conference Services

YELLOW = Foundation

## ASSESSMENT

2016-18 were some of the most difficult times at the university due to the State of Illinois budget crisis that had a negative impact on the staffing and student programming at the university. Several key employees involved in the Alcohol and Drug Abuse Prevention efforts were laid off or retired during this time period. It wasn't until late Spring 2018 that the state passed its first budget in two years and the staff started to rebound to acceptable programmatic levels. While the university stayed in full compliance of our obligations according to the act, the weekly prevention efforts were not as plentiful and became less effective over time.

Northeastern Illinois University was in the process of partnering with the CORE Institute at Southern Illinois University- Carbondale to administer the Long Form- CORE Alcohol and Other Drug survey. The initial survey was set to be administered in the Spring of 2017. The CORE institute underwent a change in leadership and was reassigned from an administrative unit into an academic unit. The goal to administer the survey in the Spring 2017 turned out to be unattainable. During this process we searched other avenues for this type of survey and our searches continued to come back to the CORE. It is paramount that we create some benchmarking data with the opening of our first ever residence hall. The Nest was opened in Fall of 2016 and the plan is for the survey to be administered in the Late Fall or Spring of 2018.

## EDUCATION, INTERVENTION AND PREVENTION

The primary method of prevention education is a comprehensive peer education model co-facilitated by Student Health, Counseling Services and the Dean of Students Office.

### NEIU Alcohol and Drug Abuse Prevention Peer Educator Program

NEIU has a model for a comprehensive Peer Education Program in this area. We will begin the process of restarting this program in the Spring of 2019. There are several students and student groups on campus that are interested in this work.

Additional alcohol and drug abuse prevention programs were conducted by the Office of Student Leadership Development. There were monthly programs for the general student population and specific targeted programming for student organizations. This educational programming contained comprehensive prevention programming for NEIU Greek organizations. Other activities included outreach and visibility programs, tabling in Village Square and social norming and prevention signage and messaging in all university bathroom locations.

## EMPLOYEES

### EAP – Employee Assistance Program

The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their duties, and endanger the safety and wellbeing of fellow employees, students, and others. Therefore, the university encourages employees who are involved in the illegal use of controlled substances to seek professional advice and assistance. One source of assistance is the university's Employee Assistance Program (EAP). If job performance is adversely affected by abuse of controlled substances, an employee may be referred to the EAP. Participation in the EAP is confidential and is encouraged by the university; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties. Employees directly engaged in the work under a federal grant or contract are required, as a condition of employment under the grant or contract, to: a.) Abide by the terms of this policy, and b.) Notify their supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such convictions may result in the application of sanctions, as described above. The university will notify the granting or contracting federal agency within 10 days of receiving notice of a criminal drug statute conviction of any employee working on a federal grant or contract when said conviction involves a drug offense occurring in the workplace. A copy of this statement shall be given to all employees assigned to work under a federal grant or contract. Questions concerning this policy should be addressed to the appropriate vice president.

### Intervention Services

NEIU does not have a formal Alcohol and Drug Abuse Intervention Service office. Students in need of intervention services will be referred to Student Health and Counseling Services. The counseling center has connections to a strong network of intervention resources within the Chicagoland area.

### On-Campus Student Housing

Student Housing opened in the Fall of 2016. Alcohol is allowed in the residence hall for those students over the age of 21. In the first two years of the building being open we have had only two incidents of intoxication leading to student conduct issues from of age residents. We have seen a significant increase in the number of alcohol related cases, but that is not uncommon when adding a residence life component. What we are changing in fall 2018 is the manner in which all alcohol and drug related conduct charges are adjudicated. All alcohol and drug related charges will automatically be sent to the Dean of Students for adjudication. In the first two years the first offense was handled internally by the ACC housing management partner.

## ENFORCEMENT

NEIU has its own sworn police force. Prior to the opening of The Nest residence hall there were very few reported or forwarded reports of alcohol or illegal drug use on campus. With the opening of The Nest residence hall we have seen a significant increase in alcohol and drug cases. The majority of violations were handled through the residence hall staff (third party contractor - American Campus Communities) with the more significant violations referred to the Dean of Students as misconduct reports. At the initial onset of the residence hall we created a tier system for adjudication. First offences that involved minimal amounts of alcohol or marijuana were internally adjudicated (residence life staff). Larger quantities of alcohol, significant participation of underage individuals or use by repeat offenders were the cases most referred to the Dean of Students. We had no arrests or referrals from our satellite locations.

Following are the latest figures from the 2018 Annual Safety and Security Report (Clery Report):

### MAIN CAMPUS

<b>ARREST</b>	2016 On Campus	2016 Non Campus	2016 Public Property	2017 On Campus	2017 Non Campus	2017 Public Property
Liquor Law Violation	0	0	0	0	0	0
Drug Law Violation	3	0	1	0	0	0
<b>Referrals to Student Due Process</b>	2016 On Campus	2016 Non Campus	2016 Public Property	2017 On Campus	2017 Non Campus	2017 Public Property
Liquor Law Violations	12	0	0	8	0	0
Drug Law Violations	3	0	0	13	0	0

**EL CENTRO CAMPUS**

<b>ARREST</b>	2016 On Campus	2016 Non Campus	2016 Public Property	2017 On Campus	2017 Non Campus	2017 Public Property
Liquor Law Violation	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0
<b>Referrals to Student Due Process</b>	2016 On Campus	2016 Non Campus	2016 Public Property	2017 On Campus	2017 Non Campus	2017 Public Property
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0

**CARRUTHERS CENTER for INNER CITY STUDIES CAMPUS**

<b>ARREST</b>	2016 On Campus	2016 Non Campus	2016 Public Property	2017 On Campus	2017 Non Campus	2017 Public Property
Liquor Law Violation	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0
<b>Referrals to Student Due Process</b>	2016 On Campus	2016 Non Campus	2016 Public Property	2017 On Campus	2017 Non Campus	2017 Public Property
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0

## NEIU Alcohol and Drug Abuse Prevention Committee

The Alcohol and Drug Abuse Prevention Committee was formed to provide a mechanism to examine the overall alcohol and drug abuse issues affecting the NEIU community and to develop, promote, support and evaluate the educational and preventative programs administered by the various student affairs and academic departments on campus. Members of this group include: The Dean of Students, the Peer Educator lead counselor from Student Health and Counseling Services, the Director of Human Resources, the outreach lieutenant from the NEIU Police Department, the Director of Financial Aid, the Community Outreach/Service Learning Coordinator from Student Leadership Development and a representative from the Office of Academic Affairs. The most recent meeting of the group was to review the programmatic and educational efforts over the past reporting period.

The Alcohol and Drug Abuse Prevention Review Committee met on Thursday, August 9th, 2018 to review the effectiveness of the program and to ensure that disciplinary sanctions were being consistently enforced. The following recommendations were made by the committee:

Review comments for 2016-18 and recommendations for 2018-20:

Northeastern Illinois University has rebounded from its challenges fulfilling the requirements of the Drug Free Schools and Communities Act during the past reporting period. We were in full compliance for 2016-18.

Review:

1. A total revision and update of the Alcohol and Drug Abuse Prevention Policy for required annual distribution to include current language, updated community referral resources and assurance of compliance elements.

**Progress: This was fully accomplished with easier language and updated resources.**

2. Every semester distribution of the Alcohol and Drug Abuse Prevention Policy to all students and employees of the University.

**Progress: The information has been sent to all students, faculty and staff every semester for the reporting period. In addition, all new hires receive the information in their welcome packet.**

3. Successful launch and continued success of the Alcohol and Drug Abuse Prevention Peer Mentor program developed by Student Health and Counseling Services and the Dean of Students Office.

**Progress: This was active and effective for 2016-17, with leadership by the Asst. Dean of Students and a member of Student Counseling Services. Both individuals left the university prior to 2017-18 and the program became inactive.**

5. A comprehensive planning of general student, student organization and fraternity and sorority educational and prevention programming.

**Progress: This initiative was not accomplished during the reporting period. There in**

**minimal alcohol and drug abuse prevention education during the semester mandatory hazing workshop but there is no individualized specific training.**

6. Launch of a comprehensive student housing alcohol policy and educational abuse prevention program for the establishment of the first on-campus residence hall in coordination with American Campus Communities, the corporate partner that will be managing the residence life component.

**Progress: There were several educational and interactive programs focusing on alcohol and drug abuse prevention conducted by the Resident Assistants within the residence hall. There was limited attendance and the overall effectiveness of the program was found to be inadequate for the population.**

7. Planning, coordination and required approvals to conduct the CORE Alcohol and Other Drug Survey to gauge perceptions and usage statistics of NEIU student environmental behaviors. This will give the involved programming and prevention departments a baseline and comparison data related to other urban predominantly commuter campuses.

**Progress: The CORE survey was not administered during the reporting period. The budget crisis made funding an issue and the CORE changed administrative departments with further affected the opportunity to administer during 2017-18.**

8. Quarterly meetings of the Alcohol and Drug Abuse Prevention Review Committee with a cross section of counselors, police, student programming offices, compliance officials and administrators.

**Progress: ADAPRC did meet during the reporting period on a regular basis to discuss program and adjudication.**

9. Reporting matrix for units with student conduct enforcement, alcohol and drug related misconduct and sanctioning information and compilation of reports required for biennial reviews, annual reports and evaluations.

**Progress: The initial adjudication matrix was not as effective as planned. There were perceived inconsistencies in the way first time alcohol and drug violations were handled by the resident hall management company. While it was agreed that initial violation would be adjudicated "in-house", there was inadequate oversight of their processes.**

The programming, counseling, prevention and enforcement departments at NEIU continue to work to create comprehensive Alcohol and Drug Abuse Prevention Plans that will exceed all regulatory requirements and have a lasting impact on the lives and experiences of the students, faculty and staff of Northeastern Illinois University. We continue to revise and evaluate our institutional program plan to ensure compliance.

#### Recommendations for 2018-20

The Alcohol and Drug Abuse Prevention Committee met on August 9, 2018 and September 4, 2018 to discuss the recommendations for the future reporting period.

1. The university has hired a Health Educator to begin the process of bringing best practices in prevention education to the University. We are going to take the fall 2018 to create a comprehensive alcohol and drug prevention campaign to increase the effectiveness of passive and active programming within the university with special attention to The Nest residence hall.
2. The Dean of Students area has changed the adjudication matrix involving first time alcohol and drug violations. For the first two years the first offense was adjudicated internally by the residence life staff. The committee found that his practice was inconsistent and recommended that all alcohol and drug offenses be referred to the

Dean

of Students as a non-academic misconduct report.

3. The Alcohol and Drug Abuse Prevention policy has been upgraded in two ways. 1) It was changed from a policy to an informational document. This item has a wealth of information about sanctions, practice and resources, but it did not meet the criteria to be a part of the university policy library. 2) The resources have been update to include the most up to date information on local treatment centers and areas of support and assistance.
4. Moving into a stable financial environment, the university has the resources to contract with the CORE Institute to administer the Alcohol and Drug survey in the Spring of 2019.
5. A goal for this period is to reestablish the peer mentor program.