

**POLICIES AND PROCEDURES**  
**Southern Nazarene University**

**NUMBER: GI-45**

**TITLE: Suspicion of Alcohol/Drug Use Policy**

**DATE IMPLEMENTED: In place Fall, 2000**

**RESPONSIBLE ENTITY: Vice-President for Student Development**

**APPLICABLE TO: SNU students**

**POLICY:**

**Suspicion of Alcohol/Drug Use Policy**

1. Upon encountering student you must observe at least one of the following: smell of alcohol or drug; unusual/suspicious behavior- OR have valid information suggesting student has participated in the use of alcohol/drugs.
2. Confront student with suspicion/information that you have using statements such as: "You smell of alcohol/specific drug, do you want to tell me about it?" "It is my understanding you have been to a club/party tonight in which you used alcohol/drugs."
3. Allow student to tell you their side of the story asking for details. Make note of details student gives you to verify or to review later for clarity. Student may or may not admit/confess at this time
4. Inform student, despite their admission/confession or lack there of, they will be held responsible. They need to know that observations from staff are enough proof for the University to hold a student responsible.
5. Ask student to participate in the alcohol or drug test provided. Procedural guidelines outlined by the supplier of the product being used must be followed carefully and accurately. A Resident Director, the Director of Housing, Vice-President for Student Development, or SNU Counselor must be present when a test is administered.

Alco-Tab- For accurate readings, you must wait 15 minutes before administering test. Have student spit into a cup or on a paper to alleviate any coloring from the student's tongue.

Drug Test: Someone must be present when the student provides the urine specimen to alleviate any alteration in the urine (i.e. water added, having someone else do it for them, etc.).

6. Once results are obtained, review the incident with the student. Allow them to verify the results if they are positive. If the results are negative, talk to student about why you felt it necessary to confront them on this issue stating behaviors noticed, information received, etc.
7. Submit a written report of the incident along with the alcohol or drug test with the Student Development Office within 12 hours.