

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 2-003

25 March 2019

**ALCOHOL AND OTHER DRUGS POLICY**

**1. PURPOSE**

The use of harmful and addictive substances poses a threat to The Citadel's mission and its educational environment. The Citadel requires its employees to report to work in appropriate mental and physical condition, able to safely perform their duties. The Citadel requires **cadets**<sup>1</sup> to conduct their daily activities responsibly, never succumbing to the damaging effects of drugs or alcohol. The Citadel requires all students to attend classes free from intoxicating or behavior altering influences, and always ready to learn.

The Citadel prohibits the use of illegal drugs by its faculty, staff, cadets, and students, and it supports only the legal use of prescription drugs and alcohol. The Citadel reminds all members of its community that the consumption of alcoholic beverages and legal behavior modifying substances is an option. The college strongly encourages an individual's choice to abstain, and The Citadel will uphold that choice at all times.

The purpose of the policy is to assist members of The Citadel community in their understanding of:

- A. The harmful and addictive potential effects associated with the use of alcohol and other drugs;
- B. The consequences of the use, possession, manufacture, or distribution of illicit drugs and drug paraphernalia;
- C. The dangers associated with the possession of prescription drugs, as well as the damages resulting from their alteration or unlawful distribution;
- D. The consequences of the unlawful use and possession of alcohol; and
- E. The benefits of the development of acceptable and intelligent drinking behavior.

---

<sup>1</sup> For the purpose of this document, a "cadet" means freshmen, sophomores, juniors, and seniors who are members of the South Carolina Corps of Cadets; a "student" means veteran students, day students, undergraduate students, and graduate students enrolled in classes but not part of the South Carolina Corps of Cadets.

**AT ALL TIMES, THE CITADEL SEEKS TO PROVIDE A SAFE AND DRUG-FREE WORKPLACE AND ENVIRONMENT. THE CITADEL REMINDS ALL OF ITS EMPLOYEES, CADETS, AND STUDENTS THAT THEY ARE RESPONSIBLE FOR THEIR OWN CONDUCT, FOR SETTING A PROPER EXAMPLE FOR OTHERS, AND FOR ACTING IN A MANNER THAT BRINGS CREDIT TO THEMSELVES AND THE CITADEL.**

## **2. REFERENCES**

[Part 86 of the Drug-Free Schools and Campuses Regulations](#)

The Drug Free Workplace Act of 1988, 41 U.S.C. 701

21 USC Section 812

S.C. Code Ann. 41-1-15

S.C. Code Ann. 59-101-187

S.C. Code Ann. 61-4-50, -60, -90

S.C., Code Ann 61-6-4070, -4075, -4080

S.C. Code Ann. 63-19-2440

## **3. DEFINITIONS**

For the purposes of this policy, the following definitions shall apply:

- A. Alcohol (or Alcoholic Beverage): Distilled spirits and any beverage containing 0.5 percent or more alcohol by volume;
- B. Citadel Campus: All property and buildings owned or leased by The Citadel or the Board of Visitors including, but not limited to: 171 Moultrie Street, Johnson Hagood Stadium, The Altman Center, The Citadel Beach House, the Lockwood Property, College/Riley Parks, and The Citadel Alumni Facility(ies), as well as any other property under the control of The Citadel.
- C. Drug paraphernalia: Any of those items identified in S.C. Code Ann. 44-53-110, as amended. Examples of these prohibited items include, but are not limited to all of those items listed in [Annex A, paragraph 2](#).
- D. Illicit Drug: A controlled substance under provisions of South Carolina Sections 44-53-190, 44-53-210, 44-53-230 44-53-250 and 44-53-270, as amended., and also 21 USC Section 812. Examples of these prohibited items include, but are not limited to all of those items listed in [Annex A, paragraph 1](#).

- E. Training for Intervention ProcedureS (TIPS): training for the responsible service, sale, and consumption of alcohol. **TIPS** is a skills-based training program designed to prevent intoxication, underage drinking, and drunk driving.

#### 4. POLICY

- A. As a higher education institution whose purpose is to educate and develop principled leaders in a disciplined and intellectually challenging environment, The Citadel expressly prohibits:

1. The unlawful manufacture, alteration, distribution, dispensing, possession, or use of any illicit drug;
2. The unlawful possession or use of a controlled substance regulated under the provisions of South Carolina Code Sections 44-53-190, 44-53-210, 44-53-230 44-53-250 and 44-53-270, as amended or 21 USC Section 812; unless dispensed and used pursuant to prescription or otherwise allowed by law;
3. The manufacture, alteration, delivery, distribution, dispensing, and/or sale of controlled substances;
4. The possession by employees, cadets, and students, at any time in any place, of any item or piece of drug paraphernalia, as defined by, but not necessarily limited to those items in South Carolina Code of Laws Section 44-53-110;
5. Providing financial assistance or otherwise aiding or abetting any other person in the purchase, sale, manufacture, or delivery of any prohibited drug, substance, or item;
6. The unlawful purchase, possession, distribution and/or use of alcohol by employees, cadets, and students (see [Annex B](#));
7. The possession of alcohol on property owned or controlled by The Citadel (see Section 4.C. for exceptions);
8. The use of alcohol off-campus when an employee, cadet, or student is acting as a representative of The Citadel, if such use, in the sole discretion of The Citadel, tends to bring discredit on The Citadel;
9. The appearance by any employee, cadet or student at work, in class or any College function while under the influence of alcohol or any illicit drug; and
10. Possession, purchase, manufacture, solicitation, distribution, sale, or use of any hallucinogenic substance.

- B. Prescription Drugs, Controlled Substances, and Hallucinogenic Materials.

1. Employees.

- a. The Citadel provides a drug free, healthy, safe, and secure work environment by requiring employees to submit to drug testing as follows:
- b. A post-accident drug screen may be required at the discretion of the supervisor when an employee apparently caused or played a part in causing an on the job accident or safety related incident resulting in the following:
  - 1) Lost time from work;
  - 2) Injury requiring medical attention;
  - 3) Fatality;
  - 4) Damage to property; or
  - 5) The hospitalization of one or more persons.
- c. A “for cause” drug screen may be required at the request of the supervisor when an employee is suspected of being under the influence of drugs or alcohol. The request must be approved by the employee’s Vice President or equivalent, in consultation with the General Counsel.
  - 1) Individuals asked to submit to a “for cause” or post-accident screen will be immediately removed from the workplace until the screen results are available. Refusal to submit a sample will be considered a positive result. Once screen results are available, the supervisor will notify the individual within twenty-four hours of the results and pending actions. Any leave of absence must comply with The Citadel’s Human Resources policies and procedures. If an individual is removed from the workplace in a “not for pay status” and the screen results are negative, the individual will be paid retroactively. If the screen results come back positive, the individual will not be paid.
  - 2) If the screen is negative, the individual may be reinstated into their current job at the discretion of the Vice President or Dean of the respective College. The Vice President or Dean should seek counsel and advice from the Department of Human Resources. If the screen is positive, the individual will be subject to disciplinary action up to and including termination.
  - 3) An employee returned to work after testing positive will be subject to random drug screens. The Department of Human Resources will notify the employee’s supervisor when a drug screen is scheduled. The employee may be subject to up to 6 (six) random screens in a 12-month period beginning the date of the initial positive result.
- d. Drug dependency is recognized as an illness and a major health problem and drug abuse is recognized as a potential health, safety, and security

problem. Employees needing help in dealing with such problems are encouraged to use the [Employee Assistance Program \(EAP\)](#) and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

- e. As a condition of continued employment, each employee must:
  - f. Report any arrest under a criminal drug or alcohol statute. A report of an arrest must be made within five (5) days after the arrest as mandated by the Drug Free Workplace Act of 1988.
2. South Carolina Corps of Cadets.
- a. The Citadel randomly tests members of the Corps of Cadets for the presence of illicit drugs and substances as proscribed herein. Participation in mandatory drug testing is a condition of acceptance and continued enrollment as a cadet.
  - b. The Citadel will conduct unannounced, random drug tests periodically during the Academic Year. Cadets selected for random testing will be directed to report to a specified location at a specified time for the purpose of providing an observed specimen for testing. Each cadet will be briefed on the process and will remain at the designated location until an acceptable sample is provided for use by the testing laboratory.
  - c. The Citadel will direct members of the Corps of Cadets to be tested when reasonable suspicion of drug use exists. "Reasonable suspicion" is defined as the existence of circumstances, reports, information or direct observation, which suggests that a violation of The Citadel "Policy Governing the Use and Prohibition of Alcohol and Other Drugs" has occurred. Reasonable suspicion or probable cause will be determined only by the Commandant (or designee), in consultation with the General Counsel.
  - d. Refusal to provide an observed specimen upon request, and in accordance with the provisions of this Policy, will be treated as the equivalent of a positive test. In such circumstances the cadet(s) who refused the drug test will be immediately referred to the Office of the Commandant for disciplinary action in accordance with this Policy.
  - e. The Citadel will consider a cadet conviction, admission, plea of nolo contendere, plea pursuant to North Carolina v Alford, or confession in any legal or administrative proceeding to the possession or use of any such drug, substance or item prohibited herein as possession of such drug, substance or item. A conviction is not necessary for The Citadel to proceed with an administrative hearing. The scheduling or timing of criminal or civil proceedings will not affect administrative proceedings conducted by the

College. The College will schedule an administrative hearing as soon as feasible and with due process.

- f. The Citadel will also consider a positive finding of the presence of a prohibited substance pursuant to any generally accepted test, including but not limited to, a blood, urine, or hair follicle test for such substance, as possession of such drug substance or item.

### C. Alcoholic Beverages.

1. The Citadel strongly encourages alcohol-free events. Except as specifically authorized by the President (or Designee), cadets and students will not drink alcoholic beverages on the campus or bring to or have alcoholic beverages on the campus. This prohibition includes parking areas for athletic facilities on days of events, including football and other events at Johnson Hagood Stadium, as well as baseball and other events at Joe Riley Park and College Park
2. Alcoholic beverages are prohibited at any event which is funded by cadet or student fees.
3. Consumption of alcoholic beverages should never be the central attraction of a party or any gathering. Alcoholic beverages may be served in accordance with this policy as an amenity to a well-planned and structured program, not as the indispensable and essential program element.
  - a. When alcoholic beverages are served, food must be served, and non-alcoholic beverages must also be served.
  - b. The only alcoholic beverages that may be possessed or consumed at campus events are those served at the event. All such alcoholic beverages must be consumed within the facility or space designated for the event.
  - c. The amount of alcohol served at any event must be proportionate to the expected attendance and duration of that event.
  - d. Promotional material for any Citadel function, party or event (including those to be held off campus) shall not make reference to the amount of alcoholic beverage available at the event nor feature alcoholic beverages as the predominant aspect of the event.
4. The sale of alcoholic beverages on The Citadel Campus may be permitted only in approved areas and only by licensed distributors. Only those groups holding the appropriate state license for the sale of alcoholic beverages may sell alcoholic beverages. Individuals and/or groups that sponsor events where alcoholic beverages are served are prohibited from charging for the beverages, either directly or indirectly, without the proper state license.

5. Any person or persons desiring to serve alcohol at any function on Citadel property or in Citadel facilities must request permission from the Senior Vice President for Operations and Administration.<sup>1</sup>
  - a. Each host and activity sponsor, on all occasions, shall set a proper example and abide by state laws concerning the sale, consumption and transfer of alcoholic beverages.
  - b. A prospective host or activity sponsor must complete and submit a Registration for Events with Alcohol Form, [Annex E](#) from [Memorandum 6-404, Use of Citadel Facilities](#)), at least fourteen (14) days in advance of the requested use. All requests must be approved by both the Coordinating Facility Official (Annex A from [Memorandum 6-404, Use of Citadel Facilities](#)) and the Senior Vice President for Operations and Administration. As a material part of requesting to serve alcohol, the requesting individual must review this policy in its entirety and acknowledge their understanding of it in writing.
  - c. The host or activity sponsor must coordinate with Citadel Public Safety, which will determine the required level of security. The host or activity sponsor will be responsible for providing security in accordance with PSAF's requirements.
  - d. The host or activity sponsor must remain on location throughout the event.
  - e. The host or activity sponsor must take precautionary measures, including but not limited to checking I.D.s. Cadets, students, and their guests must present a valid driver's license or other government-issued ID.
  - f. The host or activity sponsor shall not serve persons who appear intoxicated.
  - g. Beer, champagne, and wine are the only alcoholic beverages that may be served to cadets and students at any Citadel facility.
  - h. Alcohol may only be served by independent, Training for Intervention ProcedureS (TIPS)-trained contractors.
  - i. The Citadel prohibits drunkenness, vandalistic, and disruptive behavior on campus. The Citadel may terminate a facility use contract as a result of such behavior, as well as deny future facility use privileges. The Citadel reserves the right, without penalty, to refuse service of alcoholic beverages to an individual, or group, or to discontinue service at a function if, in its opinion, it is in the best interest of The Citadel.

---

<sup>1</sup> This provision does not apply to private events at private family residences, but only so long as those events do not involve cadets,

6. Employees entertaining cadets or other students in their quarters must abide by South Carolina state laws concerning alcoholic beverages. Employees may also serve alcohol to their children in accordance with S.C. Code Ann. § 61-6-4070.

D. Alcohol and Other Drug Prevention and Education.

1. The Citadel encourages education as the first step in assisting students to take responsibility for their behavior and to understand the consequences of current and future behavior as it relates to drug and alcohol use. The Citadel takes a multi-faceted approach to accomplish this goal. The multi-faceted approach is coordinated through the [Campus Alcohol and Drug Information Center \(CADIC\)](#).
2. The Campus Alcohol and Drug Information Center (CADIC) is a department within the Office of the Commandant. The mission of CADIC is “to enhance the well-being of cadets and students by decreasing risk factors that contribute to substance abuse and increasing protective factors that empower cadets and students to make healthy choices.” This mission is achieved through comprehensive services, programs, events, and outreach:
  - a. **Services** occur in the office and utilize best practice strategies in a confidential setting.
  - b. **Programs** are small, group activities, which are highly interactive and self-reflective, with content developed to meet the needs of a specific audience, group, or cohort.
  - c. **Events** are large, campus-wide activities and include health fairs, speakers, and participation in National prevention campaigns.
  - d. **Outreach** includes interactive and educational “tabling activities” that occur at random locations (e.g., Battalions, Mark Clark Hall, Deas Hall) throughout the term.
  - e. To provide a well-coordinated and comprehensive substance abuse prevention effort on campus, CADIC works closely with many departments, programs, and groups including the Counseling Center, Assistant Commandant for Discipline, Leadership Training Program (LTP), battalion and company Teach, Advise, and Coach (TACs), and the group of peer health educators known as Human Affairs.
  - f. The Counseling Center provides evaluation and treatment of alcohol and substance abuse. Evaluation and treatment strategies used by the Counseling Center include an in-depth alcohol and substance use evaluation, individual short-term counseling and appropriate referrals for long-term outpatient and inpatient treatment.

3. Cadets who are found responsible for violating the Alcohol and Other Drugs Policy are sanctioned to CADIC for mandatory education and intervention by the Assistant Commandant for Discipline. Furthermore, battalion and company TACs who learn of possible substance use issues among cadets will proactively request a substance abuse prevention program from CADIC in an effort to mitigate violations of the Alcohol and Other Drugs Policy.
4. Another way cadets receive substance abuse prevention information from CADIC is via the Commandant's Leader Training Program (LTP), which is the training component of The Citadel's leader development program. LTP equips cadets with the knowledge, skills, abilities, and behaviors associated with principled leadership in order to link the theoretical leadership knowledge taught in the curriculum (Reserve Officer Training Corps or ROTC classes, Krause Center classes, and courses taught in the academic departments and schools) with the practical experiential-environment exercised in the barracks, athletic fields, ROTC labs, and elsewhere.
5. A large and important part of the substance abuse prevention effort comes from a group of cadets known as The Human Affairs (HA) Team. The HA Team has received specialized training in substance abuse prevention (as well as other health and safety issues) including recognizing signs of substance abuse and making appropriate referrals on behalf of cadets. Additionally, the HA Team assists with the implementation and delivery of substance abuse prevention events and pro-health messages on campus.
6. To ensure all substance abuse prevention efforts are effective in, "...assisting students to take responsibility for their behavior and to understand the consequences of current and future behavior as it relates to drug and alcohol use..." CADIC uses several different evaluation methods:
  - a. **Process evaluation** measures the implementation and operation of program components;
  - b. **Impact evaluation** occurs immediately after a program and measures the change in knowledge, attitudes, and/or behaviors of the participants; and
  - c. **Outcome evaluation** measures the long-term results of the program and is an indirect measure of the project's goals.

## 5. COMPLIANCE

- A. Violation of these rules will result in disciplinary sanctions. The sanctions imposed range from written warnings to expulsion from the College, including expulsion from enrollment for cadets and students and termination of employment for employees, if appropriate. Disciplinary action against an employee, cadet, or student by the College does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude disciplinary

action by The Citadel. The choice of sanction will depend on the individual circumstances of the case, including any extenuating circumstances.

B. Specific Discipline and Sanctions.

- a. Any cadet or student possessing or using any hallucinogenic, narcotic, or other drug or substance, which hallucinogenic, narcotic, drug, or substance, is prohibited or otherwise controlled by law in South Carolina, will be subject to expulsion from the College. Any cadet or student possessing or using any drug paraphernalia which is prohibited by law in South Carolina, and any cadet or student using any other paraphernalia in an attempt to use any drug or substance will be subject to expulsion from the College. Any cadet or student possessing or using any other hallucinogen which causes a loss of control or inebriation will be subject to dismissal from the College.
- b. Any employee possessing or using any hallucinogenic, narcotic, or other drug or substance, which hallucinogenic, narcotic, drug, or substance, is prohibited or otherwise controlled by law in South Carolina, will be subject to disciplinary action, up to and including termination. In addition, such person(s) shall be subject to arrest and criminal prosecution, as well as ejection and barring from The Citadel campus and its properties. Further, any such prohibited item located on The Citadel campus or Citadel controlled property is regarded as contraband and subject to immediate seizure.
- c. Any visitor to campus possessing or using any hallucinogenic, narcotic, or other drug or substance, which is prohibited or otherwise controlled by law in South Carolina, will be subject to arrest and criminal prosecution, as well as ejection and barring from The Citadel and its properties. Further, any such prohibited item located on The Citadel campus or Citadel-controlled property is regarded as contraband and subject to immediate seizure.

C. Parental Notification.

Any violation of The Citadel Alcohol and Other Drug Policy by cadets and students under the age of 21 will consistently result in parental notification. Parental Notification is at all times handled according to State and Federal laws governing the confidentiality of student records.

D. Suspension Pending Final Disposition.

The College reserves the right to suspend an employee, cadet, or student between the time of the initial charges and the impending hearing. This action will be subject to the applicable personnel rules and will be invoked only if in the opinion of campus administrators, the continued presence of this individual poses a clear and immediate danger to himself/herself and/or other members of the campus community. Under such circumstances a formal hearing must be held within a

requisite number of school/working days, determined by the areas responsible for each constituency, to consider the suspension or impose more severe sanctions.

## 6. NOTES

### A. Dates of Official Enactment and Amendments:

Approved by the Executive Assistant to the President on 25 March 2019

Non-substantive changes include the removal of Memorandum 2-8, Sale and Consumption of Alcoholic Beverages at Social Activities Involving Cadets/Students policy, dated 30 July 2009 from the Cross-Reference list and adding same policy to the Rescission list of policy.

### B. Responsible Department:

Campus Alcohol and Drug Information Center (CADIC)

### C. Responsible Official:

Director, Campus Alcohol & Drug Information Center (CADIC)

### D. Cross References:

[College Regulations](#), Section IV, Part 3, "Alcoholic Beverages"

[College Regulations](#), Section IV, Part 16, "Policy on Hallucinogenic, Narcotics, and Controlled Drugs and Substances..."

[Blue Book](#), Section 1.13

[Memorandum 1-3, Events and Entertainment Policy](#), Section 3.E. "Alcohol"

[Memorandum 2-107, Drug-Free Workplace Policy](#), All

[Memorandum 6-404, Use of Citadel Facilities](#), Section 4.J. "Alcohol"

[Memorandum 7, Regulations for Non-Cadet Students and Cadets in Day Student Status for Fall and Spring Semesters for Maymester and Summer School and Barracks Regulations for Maymester and Summer School](#), Section 11

## 7. RESCISSION

Memorandum 2-003, Alcohol and Other Drugs policy, dated 17 December 2018.

Memorandum 2-8, Sale or Consumption of Alcoholic Beverages at Social Activities Involving Cadets/Students, dated 30 July 2009.

## 8. REVIEW

Review this policy on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL:

//Signed, WAL, 25 March 2019//  
WILLIAM A. LIND  
Commander, US Navy, Retired  
Executive Assistant to the President

Attachments:

[Annex A](#), Controlled Substance List

[Annex B](#), Relevant State and Federal Laws on Alcohol

**Annex A**  
**Controlled Substance List**

1. Drugs and substances which are prohibited by this policy include, but are not limited to:
  - A. anabolic steroids;
  - B. cannabis or marijuana;
  - C. cocaine, "crack cocaine," "crank" or "ice";
  - D. hallucinogens;
  - E. narcotics;
  - F. depressants;
  - G. LSD;
  - H. opiates or opiate derivatives;
  - I. amphetamines;
  - J. stimulants; or
  - K. All drugs listed on the National Institute on Drug Abuse [Commonly Abused Drugs chart](#).
  
2. Items constituting paraphernalia which are prohibited by this policy include, but are not limited to, those items identified in, as amended. Examples of these prohibited items include, but are not limited to:
  - A. Any instrument, device, article, or contrivance used, designed for use, or intended for use in ingesting, smoking, administering, or preparing marijuana, hashish, hashish oil, or cocaine and shall not include cigarette papers and tobacco pipes;
  - B. Metal, wooden, acrylic, glass, stone, plastic, or ceramic marijuana or hashish pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls;
  - C. Water pipes designed for use or intended for use with marijuana, hashish, hashish oil, or cocaine;
  - D. Carburetion tubes and devices;
  - E. Smoking and carburetion masks;
  - F. Roach clips;

- G. Separation gins designed for use or intended for use in cleaning marijuana;
- H. Cocaine spoons and vials;
- I. Chamber pipes;
- J. Carburetor pipes;
- K. Electric pipes;
- L. Air-driven pipes;
- M. Chilams;
- N. Bongs; or
- O. Ice pipes or chillers.

**Annex B**  
**Relevant State and Federal Laws on Alcohol**

1. South Carolina Code § 63-19-2440: “It is unlawful for a person under the age of twenty-one to purchase or knowingly possess beer (or other alcoholic beverages). Possession is prima facie evidence that it was knowingly possessed.”
2. S.C. Code Ann. § 61-4-60 “It is unlawful for a person to whom beer or wine cannot be lawfully sold to knowingly give false information concerning his age for the purpose of purchasing beer or wine.