

**Cleveland State Community College  
Drug-Free Schools and Campuses Act  
Biennial Review  
2020-2022**

**October 28, 2022**

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## 1. REQUIREMENTS OF THE DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS

From U.S. Department of Education, EDGAR [34 DFR Part 86]

At a minimum, each school must distribute to all students and employees annually:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students
- A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct

The law further requires an institution of higher education to conduct a biennial review of its program to:

- determine its effectiveness and implement changes if they are needed
- ensure that the sanctions developed are consistently enforced

## 2. CLEVELAND STATE COMMUNITY COLLEGE COMPLIANCE STATEMENT

Cleveland State Community College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. College policy 1:13:00:00, Drug-Free Campus/Workplace, details the college provisions under the Drug-Free Workplace Act of 1988 and Drug-Free schools and Communities Act of 1989 (**see Attachment A**). As described in this policy, the college has a program which addresses standards of conduct concerning drugs and alcohol, legal sanctions, health risks, available counseling and treatment programs, and disciplinary sanctions that the institution will impose on students and employees. Both students and employees are expected to be familiar with and comply with CSCC Policy 1:13:00:00. Students

are expected to comply with college policy 3:10:00:00, Alcoholic Beverages, that states the use and/or possession of alcoholic beverages on Cleveland State Community College owned or controlled property is prohibited (**see attachment B**). Additionally, college policy 3:02:00:01, General Regulations on Student Conduct & Disciplinary Sanctions, addresses alcohol and drug offenses and disciplinary sanctions for students (**see Attachment C**).

All three of these policies are referenced in the 2022-2023 CSCC Student Handbook, which is available electronically from the Cleveland State Home Page. All CSCC policies are linked under "About CSCC" from the Home Page at [www.clevelandstatecc.edu](http://www.clevelandstatecc.edu). The Drug-Free Campus/Workplace policy is also referenced in a printed brochure titled "Drug-Free Workplace and Schools Information" (**see Attachment D**).

Additionally, the policy is distributed to all currently enrolled students, faculty, and staff via a CougarNet announcement at the beginning of both fall and spring semesters during the academic year. See **Attachment E** for an example of the announcement. Drug free statements are also included in various publications and policies such as the Athlete Handbook (**see Attachment F for excerpt**), Faculty Tenure Packet (**see Attachment G for excerpt**) and the Faculty Handbook (**see Attachment H for excerpt**).

### **3. STATEMENT OF PROGRAM GOALS AND EVIDENCE OF GOAL ACHIEVEMENT**

It is the goal of the college to:

#### **A. Educate members of the college community on the dangers of alcohol and drug abuse.**

Evidence of goal achievement includes:

- The college's 2022-2023 Student Handbook includes references to the college's Student Disciplinary policies and Drug-free campus policy.
- The college participates in the Vector Solutions Title IX Sexual Assault Prevention course. The course is sent out to all Cleveland State students and is required for first time freshmen. Students who participate are introduced to information that links excessive alcohol and other drug use to incidents of sexual assault.
- Employees of the college receive a monthly electronic newsletter from the college's EAP provider (Optum: Here4TN Support for Your Life). Articles in the newsletter frequently cover issues related to mental health and substance abuse.
- The college became a member of the Tennessee Coalition for a Safe and Healthy Campus Community, (CHASCo) in Fall 2022. This organization addresses alcohol, drug, and violence prevention issues on Tennessee's college campuses by providing high-quality consultation and training, technical assistance, research support, and policy development to member institutions.
- Several staff members in the Counseling & Support Services department completed the Tennessee Department of Health's training for overdose and naloxone use on November 20, 2020.

**B. Provide members of the campus community with healthy alternatives to social activities involving alcohol and other drugs.**

Evidence of goal achievement includes:

- All student activities and events are alcohol and drug free and provide opportunities for participants to enjoy social and educational activities in a safe environment. The college employs a full-time Student Life Coordinator who promotes healthy social activities such as clubs and organizations and events such as Octoberfest and Back-to-School Bash.
- Students who will be traveling as part of a college-sponsored group through recognized student organizations are required to meet as a group with a student services staff member and to sign both a "Student Trip/Participation Waiver and Release" form (Item 8 in the rules and regulations section addresses alcohol/drug use) and a "Student Organization Travel" form (**see Attachment I**).

**C. Provide helping and referral resources for individuals who have concerns about their behavior related to alcohol and other drugs.**

Evidence of goal achievement includes:

- The Counseling & Support Services Center provides resources to assist members of the college community in learning more about issues arising from behaviors influenced by alcohol or other drug use. The resources include online resources, community resources, and the availability of counselors to meet with students individually.
- **Attachment J** is a list of local resources for alcohol and drug education and treatment. Counseling & Support Service staff members also regularly attend the monthly Bradley County Interagency Council meetings to learn about local resources and network with providers.
- Human Resources provides information about the EAP to employees.

**D. Determine the effectiveness of the Policy and implement changes if needed.**

Evidence of goal achievement includes:

- A review of judicial records indicates that there were no drug/alcohol offenses committed by any student at Cleveland State Community College during the 2020-2022 review period.
- A review of the Campus Police 2022 Security Report shows there have been no Drug Law arrests or violations or Liquor Law arrests or violations in 2019, 2020, or 2021.

**E. Ensure that sanctions are developed and consistently enforced.**

Evidence of goal achievement includes:

Sanctions are articulated in the Policy.

#### **4. SUMMARY OF PROGRAM STRENGTHS AND WEAKNESSES**

##### **Strengths**

- Strong Policy statement
- Policy widely distributed to all faculty/staff/students via announcements, handbooks, etc.
- Records maintained of all disciplinary incidents. If any incident involving drugs/alcohol was reported, records would be on file.
- The requirement that students meet with a staff person and sign waiver/release/travel forms prior to traveling with recognized student organizations reinforces the importance of adhering to college policies even while away from campus on official college business.

##### **Weaknesses**

- Some of the details of the policy regarding office and personnel titles need to be updated to reflect current organizational structure.

#### **5. RECOMMENDATIONS FOR POLICY REVISIONS**

- Review current policy to ensure accuracy and currency, and revise as needed.
- Institute a group (to include representatives from areas such as Student Activities, Campus Police, Counseling & Support Services, Student Services, Human Resources, and Athletics) to meet at least once per academic year to review policies and programs to promote drug-free schools awareness and activities.

## **ATTACHMENT A**

**Policy No. 1:13:00:00**

**CLEVELAND STATE COMMUNITY COLLEGE Cleveland, Tennessee**

**SUBJECT: Drug-Free Campus/Workplace**

### **1. Purpose**

The purpose of this policy is to state the position of Cleveland State Community College relative to controlled substances (illicit drugs) and alcohol. The information contained in this policy is being provided to all CSCC employees and students in compliance with provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

### **2. Provisions of the Acts**

#### **1. Drug-Free Workplace Act**

Effective March 18, 1989, the Drug-Free Workplace Act requires employers who contract with or receive grants from federal agencies to certify that they will meet certain requirements for providing a drug-free workplace.

#### **2. Drug-Free Schools and Communities Act**

Effective October 1, 1990, the Drug-Free Schools and Communities Act provides that in order to receive federal financial assistance of any kind, an institution of higher education must certify that it has “adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.” Each institution must have a program that provides for all students and employees to receive a written statement annually covering (1) standards of conduct concerning drugs and alcohol; (2) legal sanctions; (3) health risks; (4) available counseling and treatment programs; and (5) disciplinary sanctions that the institution will impose on students and employees. Every two years the institution must conduct a review of its program to determine the effectiveness, implement changes and ensure that disciplinary sanctions are being consistently enforced. These requirements are separate and distinct from the requirements under the Drug-Free Workplace Act of 1988. The Drug-Free Workplace rules relate only to employees involved in work under federal grants or contracts and cover illegal drugs only. The rules under the Drug-Free Schools and Communities Act are broader in scope, covering drugs and alcohol, students and employees. All divisions of the College are covered by the Act as long as the College receives any federal funds.

#### **3. Health Risks Associated with the use of Illicit Drugs and/or Abuse of Alcohol**

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity digestion and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the use of illicit drugs increases the risk of contracting hepatitis, aids and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

#### **4. Legal Sanctions**

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substances involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or college campus or, (2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of “personal use amounts” of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor’s senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417.

It is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer. Such offenses are classified Class A misdemeanors and are punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of 21, such offense being classified as a Class A misdemeanor (T.C.A. 39-15-404). The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both (T.C.A. 39-17-310).

#### **5. Standards of Conduct**

Cleveland State Community College employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the College campus, at off-campus facilities owned or



controlled by the College or as a part of College sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state and local laws related to this matter.

## **6. Penalties and Sanctions**

Appropriate action will be taken in all cases in which faculty, staff, or students are determined to be in violation of this policy. Any alleged violation by students shall be reported to the Dean of Student Affairs. Allegations involving faculty or staff shall be reported to the Dean of Administrative Services. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

### **1. Employees**

1. Recommended professional counseling
2. Letter of warning/admonition
3. Probation
4. Mandatory participation in an organized drug treatment/ rehabilitation program
5. Suspension
6. Termination in accordance with the terms of employment-at-will contract
7. Termination for cause
8. Referral for prosecution
9. Other appropriate disciplinary action

### **2. Students**

1. Probation
2. Mandatory participation in a drug/alcohol abuse/rehabilitation program
3. Suspension
4. Expulsion
5. Referral for prosecution
6. Other appropriate disciplinary action.

## **7. Drug and Alcohol Counseling, Treatment and Rehabilitation Programs**

### **1. The Counseling & Career Services Center**

Counselors in the Counseling & Career Services Center provide confidential counseling to students on drug and alcohol related problems. This service is furnished at no cost. Referral services are also provided for professional counseling, treatment and rehabilitation programs that are available in the local community. The cost of these professional services is normally the responsibility of the individual concerned or the individual's insurance carrier.

### **2. Employee Assistance Program (EAP)**

Employees of the College and their dependents are eligible to participate in the State of Tennessee Employee Assistance Program. Professional counseling services for drug and alcohol related problems are available through the Institute for Human Resources, Incorporated, an independent contractor. The counseling services are voluntary and strictly confidential. The services are free of charge for employees and their immediate family members. Appointments for counseling are made by calling 855-437-3486.

## **8. Notification of Drug Conviction**

Faculty and staff employees shall notify the President of the College in person or in writing of any drug conviction resulting from a violation in the workplace no later than five days after the conviction. Conviction includes a finding of guilt, plea of nolo contendere, or imposition of a sentence by any state or federal judicial body.

## **9. Notification of Contracting or Granting Agency**

The college is responsible for making an official notification to the applicable federal contracting or granting agency within ten days after receiving notice from a faculty or staff employee or otherwise of an employee's criminal drug statute conviction for conduct in the workplace.

Source: Federal Legislation

Revised: December 1, 1992

## **Attachment B**

**Policy No. 3:10:00:00**

**CLEVELAND STATE COMMUNITY COLLEGE Cleveland, Tennessee**

**SUBJECT: Alcoholic Beverages**

The use and/or possession of alcoholic beverages on Cleveland State Community College owned or controlled property is prohibited.

Source: TBR Policy No. 3:05:01:01

Revised: January 1, 1993

## **ATTACHMENT C**

**Policy No. 3:02:00:01**

**CLEVELAND STATE COMMUNITY COLLEGE Cleveland, Tennessee**

**SUBJECT: General Regulations on Student Conduct & Disciplinary Sanctions**

Part 1 Institution Policy Statement

Part 2 Disciplinary Offenses

Part 3 Academic and Classroom Misconduct

Part 4 Disciplinary Sanctions

Part 5 Traffic and Parking

Part 6 Disciplinary Procedures

Purpose:

The purpose of this Policy is to provide conduct and administration of rules governing student disciplinary offenses, academic and classroom misconduct, student disciplinary sanctions, traffic and parking regulations, and student disciplinary procedures.

### **Part 1 Institution Policy Statement**

1. Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the State Board of Regents (TBR) has authorized the presidents of the institutions and directors of the technology centers under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
2. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the State Board of Regents has developed regulations, which are intended to govern student conduct on the several campuses under its jurisdiction. As a TBR institution, Cleveland State Community College has implemented policies subject to, and consistent with, these regulations. In addition, students are subject to all federal, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the college may enforce its policies regardless of

the status or outcome of any external proceedings instituted by other civil or criminal authorities.

3. For the purpose of these policies, a "student" shall mean a person who is admitted and/or registered for study at Cleveland State Community College for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct. Students are responsible for compliance with the Rules of Student Conduct and with similar institutional policies at all times.
4. Disciplinary action may be taken against a student for violation of the policies which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. The college may enforce these policies regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.
5. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) 20 U.S.C. 1232g , and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

## **Part 2 Disciplinary Offenses**

1. Disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by CSCC.
2. The following non-exclusive list provides notice of offenses for which both individuals and organizations may be subject to disciplinary action:
  - a. Threatening or Disruptive Conduct. Any conduct, or attempted conduct, which poses threat to the safety of others or where the student's behavior is disruptive of the institution's learning environment;
  - b. Hazing. Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s), that endangers the mental or physical

health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;

- c. Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;
- d. Obstruction of or Interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional program, event, or facility including the following:
  - 1. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities.
  - 2. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by an institution.
  - 3. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of an institution, or failure to comply with any emergency directive issued by such person in the performance of his or her duty.
- e. Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;
- f. Theft, Misappropriation, or Unauthorized Sale of Property;
- g. Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
- h. Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;
- i. Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
- j. Alcoholic Beverages. The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;

- k. **Drugs.** The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, substance or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property;
- l. **Drug Paraphernalia.** The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property;
- m. **Public Intoxication.** Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance;
- n. **Gambling.** Unlawful gambling in any form;
- o. **Financial Irresponsibility.** Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution;
- p. **Unacceptable Conduct in Disciplinary Proceedings.** Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;
- q. **Failure to Cooperate with Institutional Officials.** Failure to comply with directions of institutional officials acting in the performance of their duties;
- r. **Violation of General Rules and Regulations.** Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
- s. **Attempts, Aiding and Abetting.** Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;
- t. **Violations of State or Federal Laws.** Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;
- u. **Violation of Imposed Disciplinary Sanctions.** Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the

institution;

- v. Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law;
- w. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, CSCC Policy 7:04:00:00 and TBR Guideline P-080.
- x. Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section, the following definitions apply:
  - 1. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution;
  - 2. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours;
  - 3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise;
- y. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for an institutional facility without proper authorization;
- z. Litter. Dispersing litter in any form onto the grounds or facilities of the campus;
- aa. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
- bb. Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to, the following:
  - 1. Use of another person's identification to gain access to institutional computer resources;
  - 2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems;
  - 3. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file;
  - 4. Unauthorized transfer of a computer or network file;
  - 5. Use of computing resources and facilities to send abusive or obscene correspondence;
  - 6. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system;
  - 7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official;
  - 8. Violation of any published information technology resources policy;
  - 9. Unauthorized peer to peer file sharing;
- cc. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or



occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;

- dd. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;
  - ee. Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;
  - ff. Use of Tobacco Products on Campus. Smoking or the use of tobacco products, e-cigarettes, or any device that produces a vapor of any type is prohibited on any property owned by, or leased and operated on behalf of, Cleveland State Community College as per CSCC Policy 1:14:00:00.
  - gg. Sexual Misconduct – an offense including acts of sexual assault, domestic violence, dating violence and or/stalking as defined in CSCC Policy 7:05:00:00. All matters involving allegations of sexual misconduct will be governed by the procedures set for in CSCC Policy 7:05:00:00.
3. Disciplinary action may be taken against a student for violations of these policies which occur at or in association with enrollment at the college for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at the college, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the college with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.02, Disciplinary Offenses. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

### **Part 3 Academic and Classroom Misconduct**

1. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be

effected only through appropriate procedures of the institution.

2. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).
3. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise, examination, or course due to academic misconduct. A faculty member who determines that a student has engaged in academic misconduct in connection with a course taught by the faculty member or an examination proctored by the faculty member or his or her designee may choose to exercise Discipline as outlined below:
  - a. A student's grade in the course or the assignment or examination affected by the alleged academic misconduct may be lowered to any extent including a grade of "F".
  - b. The faculty member exercising this authority shall notify the appropriate department Chairperson and/or Dean of the action. The department Chairperson/Dean shall notify the affected student in writing of the faculty member's decision and advise the student of his or her right to a hearing with regard to the decision to the Student Disciplinary Committee. A copy of the student notification must also be sent to the Vice President for Student Services. Hearings will be conducted pursuant to the process set forth in this policy for hearings before the Student Disciplinary Committee.
  - c. Student Appeal: To initiate a hearing to contest the finding or grade sanction related to academic misconduct, the student must contact the Chair of the Student Disciplinary Committee or the Vice President for Student Services within five (5) class days of receipt of notification of the summary action.
  - d. A student who is found responsible for academic misconduct will not be permitted to withdraw from the course to avoid grade sanctions and/or other discipline.
  - e. A student who is found responsible for academic misconduct may be subject to additional educational sanctions imposed by the Vice President for Student Services through campus disciplinary processes as outlined in Section 6 of this policy.
  - f. Multiple Acts of Academic Misconduct: A student who is found to have committed more than one act of academic misconduct may be summoned to appear before the Student Disciplinary Committee and may be subject to additional disciplinary sanctions described in Section 6 of this policy.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic and

Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

#### **Part 4 Disciplinary Sanctions**

1. Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these policies, the following disciplinary sanctions may be imposed, either singly or in combination.
2. Definition of Sanctions.
  - a. Restitution: may be required to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Restitution shall be limited to actual cost of repair, replacement or financial loss;
  - b. Warning. The Vice President for Student Services or designee may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;
  - c. Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these regulations.
  - d. Service to the Institution or Community. A student or student organization may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property);
  - e. Specified Educational/Counseling Program. A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;
  - f. Apology. A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;
  - g. Fines. Penalties in the form of fines may be imposed against a student or an organization. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;
  - h. Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges;
  - i. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or organization placed on probation will be notified in writing of the terms and length of the

probation. Probation may include restrictions upon extracurricular activities or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;

- j. Suspension: is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;
  - k. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission to or the organization's recognition by the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
  - l. Revocation of Admission, Degree, or Credential;
  - m. Any alternate sanction deemed necessary and appropriate to address the misconduct at issue;
  - n. Interim Involuntary Withdrawal or Suspension. As a general rule, the status of a student or student organization accused of violation of these regulations or institutional policies should not be altered until a final determination has been made in regard to the charges. However, interim involuntary withdrawal or suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the conduct or attempted conduct of the student poses a direct threat to the safety of any other member of the institution, its guests, property, or the student's behavior is materially and substantially disruptive of the institution's learning environment, or other campus activities. In any case of interim involuntary withdrawal or suspension, the student, or student organization shall be given an opportunity at the time of the decision or as soon thereafter as reasonably possible to contest the suspension;
3. The president is authorized, at his or her discretion, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.04 Disciplinary Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

## **Part 5 Traffic and Parking**

**Campus Traffic Regulations:** These regulations apply to all who drive motor vehicles on any part of the Cleveland State Community College properties.

- 1. General Vehicle Operation/Parking/Traffic Regulations
  - a. The purpose of this policy is to facilitate the safe and orderly operation of college business and

to provide parking facilities for this operation within the limitations of available space.

- b. The Campus Police Department is responsible for implementation and enforcement of this policy.
- c. The responsibility for locating a proper parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse for violating any provision of the parking policy.
- d. The college shall have no responsibility for loss or damage to any vehicle or its contents operated or parked on the CSCC campus. All persons operating a vehicle on college property must be properly licensed operators.
- e. Pedestrians have the right-of-way at established pedestrian crossings.
- f. Under normal conditions the maximum speed limit on campus is 15 mph.
- g. Traffic control signs, devices and directions of Security Officers must be obeyed.
- h. All persons operating vehicles are responsible for maintaining control of the vehicle, safe operations, and observance of traffic control signs, barriers, devices, and all personnel of the Campus Police Department.
- i. Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.
- j. The use of skateboards, roller skates and in-line skates is prohibited on any Cleveland State Community College property.
- k. All motor vehicle related accidents must be reported to the CSCC Campus Police Department at (423) 472-7141, (423) 618-1720 or (423) 478-6236. All vehicle break-ins or incidents should be reported immediately.

2. Registration of Automobiles/Permits/Decals:

- a. Parking permits are required for all Staff, Faculty, Adjunct Faculty and Students and are issued by the CSCC Campus Police office located in the Student Center. Lost or stolen decals will be replaced without charge.
- b. Guest parking permits are available upon request at the CSCC Campus Police Department.
- c. CSCC handicap permits are available upon request to the Coordinator of Disabilities Support Services. CSCC handicap parking decals are issued by the CSCC Campus Police Department, are for use on CSCC properties only, and are issued upon proper medical documentation being submitted to and approved by the Coordinator of Disabilities Support Services located in the George L. Mathis Student Center, Room U118. CSCC temporary handicap permits are also available for medical reasons upon request and proper medical documentation and the approval of the Coordinator of Disabilities Support Services.

3. Parking Restrictions: Parking is restricted to authorized areas.

- a. Student parking is confined to areas designated as student parking.
- b. Visitor parking is confined to those areas designated as visitors parking. Visitors are those individuals whom are not currently enrolled at CSCC.
- c. Staff, Faculty, Adjunct Faculty, and Students should refrain from parking in visitor parking

spaces and service vehicles spaces.

4. Violations: The following examples constitute violations of this policy.

a. Parking:

- A. Parking in “no parking” or “loading” zones
- B. Parking in unauthorized area, to include grass, seeded or recreation areas, blocking or obstructing traffic, street, sidewalk, driveway, fire hydrant, building entrance or exit, another vehicle, or trash dumpster.
- C. Parking where curbs or lines are painted yellow
- D. Parking in motorcycle space
- E. Blocking loading zone
- F. Blocking driveway, intersection or sidewalks
- G. Parking on grass
- H. Parking in visitor, staff, or service vehicles spaces
- I. Parking in front of fire hydrants or fire lanes (Vehicle subject to immobilization and a city/state citation)
- J. Backing into a parking space
- K. Parking in crosswalks
- L. Parking in handicap zone (Vehicle subject to immobilization and a city/state citation)
- M. Parking in reserved areas
- N. Parking in student parking space without a decal.

b. Moving:

- A. Exceeding posted speed limit. (15 mph max.)
- B. Exceeding safe speed for conditions
- C. Failure to obey traffic control signal or sign
- D. Failure to obey traffic officer

5. Fines/Penalties

- a. All violation fines must be paid within fifteen (15) weekdays at the Business Office located in the Administration Building. Do not send cash payments by mail. Checks are to be written out to Cleveland State Community College.
- b. Parking Violation..... \$25.00
- c. Obstruction of Traffic..... \$30.00
- d. Fire Hydrant..... \$50.00 (TN Traffic Statute 55-8-160 (4))
- e. Handicap Violation..... \$200.00 (TN Traffic Statute 55-21-108)
- f. Anyone who parks illegally in handicap designated parking areas is in violation of Tennessee Traffic Laws, “Unauthorized use of disabled parking space or handicapped permit” 55-21-108, and is subject to a Cleveland City Traffic Citation, State Citation, and Vehicle Immobilization (booting). If a person’s vehicle has been immobilized, the CSCC Campus Police Department may be reached at 423-618-1720 for assistance.

6. Penalties

- a. A faculty or staff member who persists in violating these regulations (three or more violations in an academic term) or fails to pay a citation will be reported to their appropriate supervisor for disciplinary action.
- b. Students who persist in violating these regulations (three or more violations in an academic term) or who fail to pay fines will not be allowed to receive an official transcript, be subject to administrative and/or disciplinary actions, and not allowed to graduate.
- c. Cleveland State Community College Vehicle Immobilization Guidelines: In regard to vehicles that are parked illegally in a parking space that is designated and marked as handicap, fire hydrant, or fire lane; or vehicles that may be impeding or obstructing the normal/natural flow of traffic, or blocking drive ways or cross walks upon any property owned or leased by Cleveland State Community College, CSCC Campus Police Officers are authorized to immobilize (boot) said vehicle and issue either a Campus or state citation. It is the officer's discretion on which particular citation is issued. The issuance of state traffic citations will be in accordance with the Tennessee Traffic Law/Statute Titles 39, 54, & 55:
  - A. 55-21-108 Unauthorized use of disabled parking space or handicap permit
  - B. 55-21-105(d) Reciprocal Agreement Clause for out of state tags/placards
  - C. 55-21-103(a)) Parent/Legal Guardian Clause for those disabled persons who do not hold a valid driver's license.
  - D. 55-8-160 Stopping, standing or parking prohibited in specific places:
    - (A) (2) Blocking Public or Private Drive Way,
    - (4) Fire Hydrant/Lane,
    - (5) Cross Walk,
    - (11) Obstructing Traffic Flow

Procedure: Officers shall be absolutely certain that a vehicle is in fact in violation of CSCC parking rules and regulations or Tennessee Traffic Laws/Statutes before proceeding with the immobilization (booting) of said vehicle; if possible and logical (officer discretion), officers should endeavor to make contact with vehicle owner(s) and advise them that their vehicle is in violation of CSCC parking rules and regulations, as well as Tennessee Traffic Laws/Statutes, the nature of the violation, and that their vehicle is about to be immobilized (booted) and cited Campus Police Department officers unless moved immediately.

Upon the issuance of the state citation and the Campus Police Officer has indicated that he/she is finished, Officers are to remove the Immobilization device (boot) as well as the green sticker.

If CSCC Campus Police Officers are questioned at any time about the state citation that has been issued, they will refer the individual(s) to the Bradley County Court System advising that the court date is on the citation.

## 7. Parking Violation Appeals

- a. Students may submit an appeal, in writing, to the Student Parking Appeals Committee within fifteen (15) weekdays from issuance of the citation. Forms may be picked up at the Information Desk, Business Office, or the CSCC Campus Police Department and turned in to the Office of the Vice President for Student Services (U110a) or the Student Senate Office (U100).
  - b. The Student Parking Appeals Committee consists of the Vice President of Student Senate as chair and three (3) to five (5) students who volunteer and are approved by the Student Senate. Committee members serve for an academic year.
  - c. Student appeals are to be submitted and determined on the basis set forth in the written appeal document(s) submitted by the student. The Appeals Committee meets every other week to study the appeals and vote to approve or deny all pending appeals.
  - d. The student will be notified in writing of the committee's decision. If an appeal is successful, the Business Office will be notified. If the fine has already been paid, a refund will be provided by the college in a timely manner.
  - e. Students may submit an appeal from a decision of the Student Parking Appeals Committee to the President of the College within fifteen (15) days of the Committee's decision. The appeal shall be submitted in writing and must clearly state the basis for the appeal. The President will consider the appeal based on the information provided by the student and the record of the decision from the Student Parking Appeals Committee, and will notify the student and the committee of his/her decision within ten (10) days from the receipt of the appeal.
  - f. Staff, Faculty, and Adjunct Faculty may appeal a citation directly to the Office of Vice President of Finance and Advancement by submitting a Parking Appeal Form within fifteen (15) weekdays from the date of the citation.
  - g. All employee appeals will be submitted directly to the Office of the Vice President of Finance and Advancement to be reviewed at their discretion. The result of the appeal will be delivered in writing from the Vice President of Finance and Advancement.
  - h. If an appeal is successful, the Business Office will be notified. If the fine has already been paid, a refund will be provided by the College in a timely manner.
  - i. Staff, Faculty, and Adjunct Faculty may submit an appeal from a decision of the Vice President of Finance and Advancement to the President of the College within fifteen (15) days of the decision. The appeal shall be submitted in writing and must clearly state the basis for the appeal. The President will consider the appeal based on the information provided by the employee and the record of the decision from the Vice President of Finance and Advancement, and will notify the employee and the Vice President of his/her decision within ten (10) days from the receipt of the appeal.
8. Special Occasions and Emergencies: On special occasions (for example; athletic events, concerts, graduation exercises, etc.) and in emergencies, parking and traffic limitations may be imposed by the Office of Security as required by the conditions which prevail.



9. The institution reserves the right to tow any vehicle that is improperly parked. Any fees associated with towing will be the responsibility of the owner of the vehicle.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12

## **Part 6 Disciplinary Procedures**

1. General: Cleveland State Community College, in the implementation of TBR regulations pertaining to discipline and conduct of students, insures the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.
2. Institutional Procedures: For matters not subject to the requirements of UAPA, the Vice President for Student Services (VPSS), or designee, is responsible for initiating disciplinary action against any student.
  - (a) Where alleged misconduct of any student is believed to be of such a nature to require the imposing of any disciplinary sanction, it should be brought to the attention of the office of the Vice President for Student Services.
  - (b) The VPSS or designee shall inform the student, in person if possible, of the charges against him/her and proceed to gather information concerning the case including, but not limited to, interviews with all relevant parties (accused, accuser, and possible witnesses).
  - (c) The VPSS or designee shall review the evidence, determine whether there appears to have been a violation of the College regulations and, if so, decide upon a proper disciplinary sanction within five (5) class days.
  - (d) Following completion of the investigation, the VPSS or designee may: (a) determine that there is an insufficient basis, in fact, and dismiss the matter; (b) conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of the college privileges would be appropriate; or (c) conclude that there is a sufficient factual basis for discipline and that discipline, including the possibility of suspension or expulsion or removal of college privileges, would be appropriate.
  - (e) The student will be notified of the conclusion of the VPSS or designee, and the proposed sanction. The student shall be informed of his/her right to accept the VPSS or designee's decision and/or the right to a hearing before the Student Disciplinary Committee. In cases where suspension or expulsion are proposed as sanctions, the student shall additionally be notified, in writing, that he/she may request either a hearing conducted pursuant to UAPA (Uniform Administrative Procedures Act) or a hearing before the Student Disciplinary Committee. The student, after notice, may elect to waive the right to either, or both, a Student Disciplinary Committee hearing, and/or a UAPA hearing. Failure to elect a hearing shall constitute waiver.

3. Hearings before the Student Disciplinary Committee.

(a) The following procedures shall apply:

1. The Student Disciplinary Committee is a standing committee of Cleveland State Community College composed of students and faculty. The Student Disciplinary Committee is comprised of: One (1) faculty member from each academic department selected by the Faculty Senate, the President of the Student Senate, four (4) students selected by the Student Senate, the Vice President for Student Services (ex officio), and the President of the College (ex officio).
2. The accused student shall be informed in writing of the date, time, and place of the hearing, not less than five (5) working days prior to the day of the hearing. The Student Disciplinary Committee shall afford the student a hearing within twenty (20) days after receipt of the case.
3. All hearings shall be closed unless the student requests an open hearing in writing.
4. The VPSS or designee shall read the charges and present the results of the investigation.
5. The student shall be given an opportunity to respond to the evidence against him/her. He/she shall have an opportunity to present his/her position, make such admissions, denials, or explanations as he/she thinks appropriate and testify or present such other evidence as is available to him/her. The technical rules of evidence normally followed in civil and criminal trial shall not apply.
6. The student may be accompanied by an advisor whose participation shall be limited to advising the student and shall not include representing the student.
7. The student shall have the right to call witnesses on his/her behalf and the right to hear and question the witnesses against him/her.
8. Members of the Committee shall have the right to ask questions.
9. All evidence upon which the decision is made shall be presented at the proceedings before the Committee.
10. After all the presentations of evidence and testimony, the Committee shall retire to discuss the case and render a decision.
11. The student shall be notified of the decision, in writing, within five (5) days of the hearing and shall be advised of his/her right to appeal the decision of the Student Disciplinary Committee to the President of the College. The appeal shall be submitted in writing and must clearly state the basis for the appeal. The President will consider the appeal based on the information provided by the student, as well as the record of the proceedings and decision from the Student Disciplinary Committee, and will notify the student and the Committee of his/her decision within ten (10) days from the receipt of the appeal.

4. Contested Case Procedure: All cases which may result in: (a) suspension or expulsion of a student from

the institution for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Uniform Administrative Procedures Act (UAPA), T.C.A. §4-5-301 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure. These procedures shall be described in the institution's policy. The Vice President for Student Services has the authority and responsibility for coordination and administration of cases involving students that may be subject to the Uniform Administrative Procedures Act.

(a) For cases which may result in Interim Involuntary Withdrawal or Suspension, the institution must incorporate the guidelines set forth herein at (4) in its decision-making processes.

5. Interim Involuntary Withdrawal or Suspension Hearings: Hearings conducted with regard to interim involuntary withdrawals or suspensions imposed prior to or pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for imposition of the interim involuntary withdrawal or suspension.

(a) In determining whether a student should be involuntarily withdrawn or suspended for threatening or disruptive conduct, the institution shall consider the nature, duration, severity, and probability of the threat posed and/or the disruption caused by a student, relying on the best available objective evidence and, if applicable and obtainable, the most current medical evidence.

(b) The institution shall also determine whether reasonable modifications of its policies, practices, or procedures could sufficiently mitigate the risk.

(c) Absent exigent circumstances creating an imminent risk or harm, the assessment will be made prior to a decision to involuntarily withdraw or suspend based on the threat he or she poses to others.

(d) If exigent circumstances warrant the immediate removal of a student from the institution, the student will receive, at a minimum, notice and an initial opportunity to present evidence immediately after being placed on involuntary withdrawal and the opportunity to initiate full due process within thirty (30) days of the removal.

(e) All matters involving allegations of impermissible discrimination, harassment, or retaliation will be governed by the procedures outlined in TBR Guideline P-080 Subject: Discrimination and Harassment – Complaint and Investigation Procedure and/or an institutional policy that reflects the requirements of that Guideline.

(f) The VPSS will convene as many members of the Student Disciplinary Committee as may be assembled within two (2) business days of the notification of summary suspension to hear the student's appeal. A minimum of three (3) voting members of the committee must be present to

hear the student's appeal.

(g) The Student Disciplinary Committee will apply the same procedures for interim suspension hearings as those used by the committee for other hearings described in Part 6, section (3)(a) of this policy.

(h) The president of the college is authorized, at his or her discretion, to subsequently convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

Approved by President's Cabinet: November 7, 2011; January 8, 2013

Revised by Tennessee Board of Regents: March 29, 2012

Revised by Tennessee Board of Regents: June 19, 2015

Reviewed/Approved by Office of Acad. Affairs and Office of General Counsel, Feb. 15, 2016

Approved by President's Cabinet: June 29, 2017

**ATTACHMENT D**  
**(Drug Free Workplace and Schools Information Brochure)**



Cleveland State Community College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. College policy 1:13:00:00 details the college provisions under the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act of 1989. As described in this policy, the college has a program which addresses standards of conduct concerning drugs and alcohol, legal sanctions, health risks, available counseling and treatment programs, and disciplinary sanctions that the institution will impose on students and employees. Students and employees are expected to be familiar with and comply with CSCC policy 1:13:00:00.

The Human Resource Office is to disseminate to employees a written statement annually covering (1) standards of conduct concerning drugs and alcohol; (2) legal sanctions; (3) health risks; (4) available counseling and treatment programs; and (5) disciplinary sanctions that the institution will impose on students and employees. Students are provided this information on at least an annual basis by the Student Services Office.

#### **Health Risks Associated with the use of Illicit Drugs and/or Abuse of Alcohol**

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the use of illicit drugs increases the risk of contracting hepatitis, aids and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

#### **Legal Sanctions**

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substances involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or college campus or, (2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417.

It is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer. Such offenses are classified Class A misdemeanors and are punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of 21, such offense being classified as a Class A misdemeanor (T.C.A. 39-15-404). The offense of public intoxication is a Class

C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both (T.C.A. 39-17-310).

#### **Standards of Conduct**

Cleveland State Community College employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the College campus, at off-campus facilities owned or controlled by the College or as a part of College sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state and local laws related to this matter.

#### **Penalties and Sanctions**

Appropriate action will be taken in all cases in which faculty, staff, or students are determined to be in violation of this policy. Any alleged violation by students shall be reported to the Vice President of Student Services. Allegations involving faculty or staff shall be reported to the Director of Human Resources. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

##### **Employees**

Recommended professional counseling; letter of warning/admonition; probation; mandatory participation in an organized drug treatment/rehabilitation program; suspension; termination in accordance with the terms of employment-at-will contract; termination for cause; referral for prosecution; other appropriate disciplinary action

##### **Students**

Probation; mandatory participation in a drug/alcohol abuse/rehabilitation program; suspension; expulsion; referral for prosecution; other appropriate disciplinary action. In

addition to these sanctions, state law requires that the college notify a parent of a student under 21 if the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance that is in violation of any federal, state, or local law, or of any rule or policy of the institution.

#### **Drug and Alcohol Counseling, Treatment and Rehabilitation Programs**

##### **ACCESS Center**

Counselors in the ACCESS Center provide confidential counseling to students on drug and alcohol related problems. This service is furnished at no cost. Referral services are also provided for professional counseling, treatment and rehabilitation programs that are available in the local community. The cost of these professional services is normally the responsibility of the individual concerned or the individual's insurance carrier.

##### **Employee Assistance Program (EAP)**

Employees of the College and their dependents are eligible to participate in the State of Tennessee Employee Assistance Program. Professional counseling services for drug and alcohol related problems are available through Magellan Health Services, an independent contractor. The counseling services are voluntary and strictly confidential. The services are free of charge for employees and their immediate family members. Appointments for counseling are made by calling 1-800-308-4934.

##### **Notification of Drug Conviction**

Faculty and staff employees shall notify the President of the College in person or in writing of any drug conviction resulting from a violation in the workplace no later than five days after the conviction. Conviction includes a finding of guilt, plea of nolo contendere, or imposition of a sentence by any state or federal judicial body.

##### **Notification of Contracting or Granting Agency**

The college is responsible for making an official notification to the applicable federal contracting or granting agency within ten days after receiving notice from a faculty or staff employee or otherwise of an employee's criminal drug statute conviction for conduct in the workplace.

## **Cleveland State**

### **COMMUNITY COLLEGE**

3535 Adkisson Drive

PO Box 3570

Cleveland, TN 3720-3570

[www.clevelandstatecc.edu](http://www.clevelandstatecc.edu)

Cleveland State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Ga. 30033-4097, telephone number (404) 679-4501.

The Tennessee Board of Regents is the nation's sixth largest higher education system, governing 46 post-secondary educational institutions. The TBR system includes six universities, 13 two-year colleges and 27 technology centers, providing programs in 90 of Tennessee's 95 counties to more than 200,000 students.

Cleveland State Community College is an Affirmative Action/Equal Employment Opportunity (AA/EEO) institution committed to the education of non-racially identifiable staff and student body. The College does not permit discrimination on the basis of race, color, religious views, veteran status, political affiliation, gender, age, national origin, Orientation or disability against employees, students and guests in any college sponsored or hosted educational program or activity including, but not limited to, the following: recruitment; admissions; academic and other educational program activities; housing; facilities; access to course offerings; counseling; financial assistance; employment assistance; health and insurance benefits and services; rules for marital and parental status; student services; and athletics.

CSCC SS/11253/08122011



## Attachment E

Example of CougarNet announcement posted for students, faculty, and staff.

### [Notice] Drug-and-Tobacco-Free-Campus

1 message

CougarNet <cougarnet@clevelandstatecc.edu>

Posted August 26, 2019

#### Cleveland State Community College



In compliance with federal Drug-Free Schools and Campuses Regulations, the following information must be disseminated to all campus constituencies annually. If you have questions or comments, please call or visit the Office of the Vice-President for Student Services.

#### Drug-Free Campus/Workplace

Cleveland State Community College employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the College campus, at off-campus facilities owned or controlled by the College or as a part of College sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state and local laws related to this matter.

Policy 1:13:00:00

#### Use of Tobacco Products on Campus

Cleveland State Policy 1:14:00:00 states that smoking or the use of tobacco products, e-cigarettes, or any device that produces a vapor of any type is prohibited on any property owned by, or leased and operated on behalf of, Cleveland State Community College. All guests and visitors will be encouraged to refrain from using any tobacco product on campus including parking lots and sidewalks. Appropriate signage will be in place for explanation and clarification.

Policy 1:14:00:00

Sent on behalf of:

Dr. Michael Stokes  
Vice-President for Student Services  
Cleveland State Community College  
[mstokes@clevelandstatecc.edu](mailto:mstokes@clevelandstatecc.edu)



## **Attachment F**

### **Cleveland State Student-Athlete Handbook Updated August 2022**

#### **Student-Athlete Conduct**

Cleveland State student-athletes represent the college not only on the athletic fields, but also in the classroom as well as in the community. The distinction of being a student-athlete carries a heavy burden. Student-athlete conduct is paramount to a successful athletic program. All student athletes will represent Cleveland State in a manner that promotes the overall philosophy of the athletic program, which is to represent Cleveland State in a first-class manner, as it relates to language, appearance and dress and behavior both on-campus and off. Failure to comply with the conduct requirements may result in loss of practice time and/or game suspensions.

#### **Student-Athlete Code of Conduct**

1. Treat college faculty, staff, and fellow students with dignity and respect.
2. Treat with care team equipment and college property.
3. Follow TCCAA and NCAA sportsmanship guidelines during all athletic contests whether participating or a spectator.
4. Follow the Athletic Department and team policies and procedures.
5. Student-athletes are prohibited from the use of drugs and alcohol. Disciplinary action may be brought against the student-athlete as outlined in the College Handbook.

## **Attachment G**

Policy 5.02.03.00 Academic Tenure, has the following as one of the justifications for firing a faculty member even with tenure.

V. G. 1. d. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his or her departmental and college duties and responsibilities.

## Attachment H

Page 9 of the current Faculty Handbook states:

### "2.2 Alcoholic Beverages/Drugs/Tobacco Products

The use and/or possession of alcoholic beverages, drugs, and tobacco products by anyone while on property owned or controlled by the College are prohibited. For more information, see CSCC Policy No. 1:13:00:00. The purpose of this policy is to state the position of the College relative to controlled substances (illicit drugs) and alcohol. The information contained in this policy is provided to all CSCC employees and students in compliance with provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Smoking or the use of tobacco products, e-cigarettes, or any device that produces a vapor of any type is prohibited on any property owned by, or leased and operated on behalf of, Cleveland State Community College. All guests and visitors will be encouraged to refrain from using any tobacco products on campus including parking lots and sidewalks. Appropriate signage will be in place for explanation and clarification. For more information, please refer to CSCC Policy No. 1:14:00:00. If you suspect that a student has a problem with drugs or alcohol, you should discuss the situation with your department chair."

## ATTACHMENT I

### WAIVER FORMS SIGNED BY STUDENTS TRAVELING ON COLLEGE TRIPS

#### STUDENT ORGANIZATION TRAVEL

#### CONDUCT CODE

#### **Rationale:**

The following rules and regulations apply to all CSCC students participating in travel activity which is; 1) sponsored or co-sponsored by a recognized CSCC student organization, or 2) in which the name of the institution is used in any conjunction with the event, 3) the student is representing the institution, or 4) supported by College funds.

#### **Specific Rules/Regulations**

1. All participants in such travel are required to comply with all College policies/practices/rules, including all student disciplinary rules and Cleveland State Community College's Code of Conduct; as well as all local, state, and federal laws for the entirety of all travel and related activities.
2. Participants' behavior during any event, and during travel to and/or from the event, will be such that it reflects positively on the organization, the institution, and the individual.
3. The participants will act in the best interest of the student group/organization they represent as well as the college.
4. Identification badges will be worn by each participant during official business and when appropriate.
5. Participants will dress appropriately for each situation.
6. Participants will attend all business meetings, workshops and other scheduled event programs in accordance with the specifications established for each trip. Please be prompt and prepared for all sessions.
7. Participants will report any accidents, injuries, or illness to the advisor or head delegate immediately.
8. Alcoholic beverage consumption is not permitted. Students will refrain from the unauthorized or illegal use, possession, or distribution of illegal drugs and/or alcohol. Students are required to report violations of this provision. Failure to report violations will be subject to disciplinary action.
9. Any long-distance telephone calls, charges to the room or other personal expenses will be the responsibility of the individual participant. Participants having expenses covered by the group/organization should keep all receipts to turn in for the purpose of verification and reimbursement per business office procedures.
10. All students will adhere to and abide by the advisor's decisions and judgments as the official representative of Cleveland State Community College. In the advisor's absence, this authority may be given to the ranking student delegate. If no ranking student delegate is available, a designee may be chosen prior to the event.

11. Participants will abide by all conference rules; Participants who disregard or violate rules may be subject to disciplinary action including re-payment of travel money provided by the College.

### **PARTICIPANT AGREEMENT**

I have read the Code of Conduct and agree to abide by these established rules.

---

**Title of Event**

---

**Sponsoring Organization (print)**

---

**Name of Participant (print)**

---

**Signature of Participant      Date**

IMPORTANT LEGAL DOCUMENT –PLEASE READ CAREFULLY

## STUDENT TRIP/PARTICIPATION WAIVER AND RELEASE

The undersigned intends, on a completely voluntary basis, to participate in a

\_\_\_\_\_ sponsored by \_\_\_\_\_ in

(Name of event)

(club/organization)

\_\_\_\_\_ to \_\_\_\_\_ from

(Location)

(Purpose of Trip)

\_\_\_\_\_ until \_\_\_\_\_.

(Date Leaving)

(Date Returning)

In consideration of and in return for the services, facilities, and the other assistance provided to me by Cleveland State Community College (or “the Institution”), its officers, agents and/or employees, I release Cleveland State Community College, its officers, agents and/or employees from any and all liability, claims, and actions that may arise from injury or harm to me, from my death, or damage to my property in connection with this activity, regardless of the location where such loss or injury occurred except for those claims that are cognizable in the Tennessee Claims Commission and subject to the limitations established under the Tennessee Claims Commission Act. I hereby agree to release and waive all rights to file causes of action in any forum established in any foreign nation, state, county or municipal court other than the Tennessee Claims Commission and subject to the limitations applicable under the Tennessee Claims Commission Act, as against Cleveland State Community College, its officers, agents and/or employees. I understand that this Release covers liability claims and actions caused entirely or in part by any acts or failures to act, including but not limited to negligence, mistake, or failure to supervise.

I grant the Institution its officers, agents and/or employees’ permission to summon and authorize emergency medical treatment, if deemed necessary by the Institution its officers, agents and/or employees while on College sponsored, funded or affiliated travel. I agree that neither the Institution its officers, agents and/or employees assume no responsibility or liability for any injury or damage which might arise out of or in connection with such authorized medical emergency treatment. I further state that I have adequate health insurance necessary to provide for and pay for any medical costs that I may incur during or arising from my participation in this activity.

I recognize that this Release means I am giving up, among other things, certain rights to sue the Institution its officers, agents and/or employees for injuries, damages, or losses I may incur. I also understand that this Release binds my heirs, executors, administrators, as well as myself.

I have read this entire Release; I fully understand it; and I agree to be legally bound by it. I acknowledge receipt of a copy of this release and waiver.

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Print Name

Parent or Guardian if Under Age 18.

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

\_\_\_\_\_

Print Name

## ATTACHMENT J

ATS The Bridge - Awareness - Treatment - Sustainability

(423) 464-4600

reba@atsthebridge.org



ATS Resource Directory

P.O. Box 5712

Cleveland, TN 37320

(423) 464-4600

Substance Abuse Resources

Updated August 2019

Bradford Health Services

6160 Shallowford Road, Suite 103

Chattanooga, TN 37421

423-933-2685

Alcohol/chemical dependency programs for both adults and adolescents

Contact person: Christy Smith – Community Outreach Representative

Email address: [christysmith@bradfordhealth.net](mailto:christysmith@bradfordhealth.net)

Website link: [www.bradfordhealth.com](http://www.bradfordhealth.com)

Description of Services:



Bradford Health Services is dedicated to creating effective and affordable chemical dependency treatment programs. Through a variety of innovative inpatient and outpatient services, we're bringing new hope to patients and their families. We have acute detoxification facilities, residential inpatient, as well as outpatient services. We accept most major Insurance providers including TennCare. Family members join the patient and learn about addiction and the family's role in the recovery process. Program participants are eligible for two years of continuing care after discharge from outpatient services.

Buffalo Valley, Inc.

Locations in Hohenwald, Nashville, Lewisburg, Clarksville, Castillian Springs

800-447-2766

Population served: Adults

Contacts: Admission Office-Tammy King or administrative issues-Debbie Hillin

Email address: [TammyKing@buffalovalley.org](mailto:TammyKing@buffalovalley.org)

Website link: [buffalovalley.org](http://buffalovalley.org)

Description of services:

Buffalo Valley provides detox, residential treatment, partial hospitalization, intensive outpatient treatment as well as housing for veterans, elderly, and disabled. Buffalo Valley can accept most insurances, including all TNCARE, and they do accept a limited number of clients on a sliding fee basis and cost.

CADAS

205 Minor Street

Chattanooga, TN 37405

423-756-7644

Website link: [www.cadas.org/](http://www.cadas.org/)

Description of Services:

Alcohol/chemical dependency program for adults, providing residential treatment, intensive outpatient treatment, and transitional living.

Cumberland Heights

Residential Facility: 8283 River Rd, Nashville TN.

Local Outpatient Facility: 6650 E. Brainerd Road, Chattanooga, TN

Phone: Admissions 800-646-9998. Outpatient Office: 423-308-0689

Population(s) served. Addictions, Family therapy, Outpatient Therapy.

Contact Person: Kasey Patterson; Chattanooga: 423-646-0689

Email address: Kasey\_Patterson@cumberlandheights.org

Website link: [www.cumberlandheights.org](http://www.cumberlandheights.org)

#### Description of Services:

Nationally recognized Drug and Alcohol treatment facility that provides detox treatment, residential treatment (30-90 days) and has various Outpatient Facilities across the state of Tennessee

including Chattanooga.

Takes all private insurance including the marketplace. Does not accept any form of TennCare at this time.

Erlanger Behavioral Health Hospital

804 North Holzclaw Avenue

Chattanooga, TN 37404

Phone: Main Line (423) 498-4650 Referral Line (423) 498-4602

Population(s) served:

Mental Health: Adolescents age 11-17 and Adults age 18+ with a mental health emergency, suicidal or homicidal, psychosis, PTSD, or other imminent psychiatric need

Dual-Diagnosis: Adults 18+ with a substance use emergency and mental health diagnosis or symptoms, need for detox, or immediate stabilization

Geriatric: Adults age 65+ with behavioral disturbances related to memory care/

Alzheimer's, or with mental health and/or substance use emergencies

Contact person: Eve Nite, Director of Business Development

Email address: [eve.nite@erlangerbh.com](mailto:eve.nite@erlangerbh.com)

Website link: [www.erlangerbh.com](http://www.erlangerbh.com)

## Description of Services:

Erlanger Behavioral Health Hospital is a state-of-the-art, inpatient mental health and addiction treatment facility offering acute care for patients who need crisis stabilization in a safe and secure setting. Comfortable care rooms, courtyard areas for relaxation, and a large gymnasium for exercise and recreation offer a well-rounded treatment experience. By helping our patients work through the symptoms of mental illness and overcome addiction concerns, we are assisting them in taking the first steps towards a brighter future.

A diagnosis is not needed prior to entering Erlanger Behavioral Health Hospital. Our qualified clinicians will assess individuals for an appropriate diagnosis during the intake process. Clinicians are available 24 hours a day, seven days a week to answer questions, explain the details of our programming, and begin the process of admissions.

All calls are free and confidential and Erlanger Behavioral Health Hospital accepts most major insurance plans, Medicare, and TennCare.

All programs offer an all-inclusive approach to care, incorporating a variety of evidence-based therapeutic interventions based on research-supported treatment modalities. Personalized care plans are developed with the individual receiving services and can include: medication management, individual therapy, group therapy, family therapy, animal-assisted therapy, and/or faithbased group programs. All patients who complete our inpatient program will receive a detailed discharge plan to guide their continued recovery. Erlanger Behavioral Health Hospital is pleased to provide psychiatric services for patients of all life stages, so call today and take your first step toward true and lasting healing.

## Focus Treatment Centers

7429 Shallowford Road

Chattanooga, TN 37421

(423) 308-2560

Website link: [www.focustreatmentcenters.com](http://www.focustreatmentcenters.com)

Populations served: Adults with substance use disorders and female adults with eating disorders

## Description of Services:

## Description of Services:

Focus Treatment Centers offer substance abuse treatment at the residential, partial hospitalization (PHP) and intensive outpatient (IOP) levels of care.

- The residential program is 28 days and includes any medical detox that may be needed.

Residential treatment includes medication management, group therapy, individual therapy, family therapy, and nightly 12-step meetings.

- PHP patients attend 8 am - 3 pm on weekdays and some weekends at counselor's discretion. PHP patients cannot require a medical detox. In PHP patients receive all the same services as the residential patients, with the exception of the nightly 12-step meetings.

PHP patients are expected to attend meetings nightly on their own.

- IOP consists of all group therapy. There is no medication management and no individual or family therapy. The length of the IOP program is 20 sessions. Patients can attend Mondays, Tuesdays, Thursdays 9 am – 12 pm, or Mondays, Wednesdays, Thursdays 5:45 – 8:45 pm. In addition to attending IOP sessions, patients are also required to see an individual therapist on their own outside of Focus, and attend three 12-step meetings weekly. To start IOP, patients must be substance-free for a few days and cannot be taking any narcotic medication, even if prescribed by a physician.

Focus Treatment Centers are in-network with most private/commercial insurances, and we accept self-pay patients. We are not contracted with any Medicare, Medicaid, or TriCare policies.

## His Place

Opelika, AL

(256) 868-0281

Population served: Men

Contact person: Kenny Young

Email address: [kenny@harvestevangelism.org](mailto:kenny@harvestevangelism.org)

Website link: [www.harvestevangelism.org](http://www.harvestevangelism.org)

Description of services:

His Place is part of Harvest Evangelism and has been serving those dealing with life controlling issues for 34 years. His Place is an intensive twelve-month, faith-based program that involves supervised work, study, classes, and individual counseling.

Cost: We have waived the intake fee of \$500, but donations are accepted.

Hope House

2263 Lower River Road, NW

Charleston, TN 37310

Main number: (423) 336-5364 Admin: (796) 889-0108

Contact person: Connie Herring

Email address: thehopehouse@yahoo.com

Website link: [www.womenofhopetn.org](http://www.womenofhopetn.org)

Population served: Females (capacity: 16)

Description of services:

Hope House is a faith-based, Christ-centered drug and alcohol regeneration program that offers a safe place where women who want a new beginning, who seek regeneration have the chance to start over and begin to rebuild their lives. Women of Hope is a 15-month program promoting healing, deliverance, wholeness, independence, structure, and family restoration. Our desire is to provide a place of spiritual healing in a loving, structured environment in which residents can learn boundaries, responsibility, self-care, etc. This is accomplished through intensive group therapy, individual counseling, family counseling, R.P.C (Relapse Prevention Class), 12-Step NA/AA Groups, Celebrate Recovery, etc. We believe in a correct balance of both spiritual and clinical treatment.

We do not accept insurance. We are solely supported by donations. When the women reach 3-4 months in the program they begin looking for employment. At that time they become responsible for their fees. We prefer that they have a financial sponsor for the first 3-4 months until they are

employed.

Cost: \$150/week

Hosanna Home

Lafayette, AL

Phone numbers: (331) 864-0890 or (334) 313-2764

Population served: Women suffering from life issues, primarily addiction.

Contact person: Tammy Middleton, Executive Director

Email address: hosannahome@yahoo.com

Website link: [www.harvestevangelism.org/](http://www.harvestevangelism.org/)

Description of Services:

Hosanna Home is a one year, Christ-centered, Bible-based, Christian recovery program for women. We will allow children, but ask that you not bring them for the first 90 days, if possible.

Hosanna Home focuses on the love of Christ and the healing that can come from Salvation but also focuses on tools to assist you with relapse prevention, parenting, life skills, financial education, anger management etc.

Please contact the director Tammy Middleton for any questions regarding intake.

Cost: There is a \$500 love offering requested.

JourneyPure at the River

5080 Florence Road

Murfreesboro TN 37129

(615) 410-9260

Website link: [www.journeypureriver.com/](http://www.journeypureriver.com/)

Contact person: Steadman Nall

Email address: SNall@journeypure.com

Life Changers Outreach

202 Sugar Hollow Road

Pigeon Forge, TN 37863

(865) 403-0149

Website link: [www.lifechangersoutreach.com](http://www.lifechangersoutreach.com)

Contact person: Tracy, intake coordinator

Email address: [info@lifechangersoutreach.com](mailto:info@lifechangersoutreach.com)

Populations served: Adult men and women

Description of Services:

A long-term residential discipleship ministry - Our 12-month discipleship program is for men and women struggling with various types of bondages or life-controlling issues. We offer a non-medical, non-psychiatric approach that focuses on achieving inner-healing for deep rooted issues that are often at the center of addiction. Life Changers Outreach overcomes lives of bondages and struggles through Biblical studies, Christian counseling, and worship. Participants are asked to make a \$500 contribution; however, if they cannot do so, they will still

be accepted into the program.

Parkridge Valley, Child and Adolescent Services

2200 Morris Hill Rd.; Chattanooga, TN 37421

Phone Number: 800-542-9600, Option 3 Fax: (423) 499-1201

Population(s) served: Children, Adolescents and Their Families

Contact Persons: Nancy Toth ACNO

Email address: [Nancy.Toth@HCAhealthcare.com](mailto:Nancy.Toth@HCAhealthcare.com)

Website link: <https://parkridgehealth.com/service/child-adolescent-behavioral-health-care>

Description of Services:

Under the care of a board-certified child/adolescent psychiatrist, the Parkridge Valley – Child and Adolescent campus provides brief inpatient stabilization and residential services. Within a

multidisciplinary treatment team model (psychiatrist, therapists, nurses, teachers and mental health technicians), each child's treatment approach is individualized. Offering support during a crisis or just exploring appropriate treatment choices, our 24/7 RESPOND department is available to help (800) 542-9600. We have established relationships with most commercial insurances along with public assistance payers.

Following a no cost in-person clinical assessment, financial advisors are available to explain payment options and alternatives.

Parkridge Valley, Adult and Senior Services

7351 Courage Way; Chattanooga, TN 37421

Phone Number: 800-542-9600, Option 3 Fax: (423) 490-8030

Population(s) served: Adults, Seniors and Their Families

Contact Persons: Amy Whipple, MSN RN or Grace Ford, LCSW

Email address: Amy.Whipple@HCAhealthcare.com or Ella.Ford@hcahealthcare.com

Website link: <https://parkridgehealth.com/service/adult-senior-behavioral-health-care>

Description of Services:

Under the care of a board-certified psychiatrist, the Parkridge Valley campus provides brief inpatient stabilization, detoxification and various day/evening intensive outpatient services.

Within a multidisciplinary treatment team model (psychiatrist, therapists, nurses, and mental health technicians), each adult's treatment approach is individualized. Offering support during a crisis or just exploring appropriate treatment choices, our 24/7 RESPOND department is available to help (800) 542-9600. We have established relationships with most commercial insurances along with public assistance payers. Following a no cost in-person clinical assessment, financial advisors are available to explain payment options and alternative. Allow us the honor of helping you or a loved one!

Parkridge Valley West, Adult Services

1000 Tennessee 28; Jasper, TN 37347



Phone Number: 800-542-9600, Option 3 Fax: (423) 837-9525

Population(s) served: Adults, Seniors and Their Families

Contact Persons: Misty Hughes RN or Sandon Bull, LCSW

Email address: Misty.Hughes@HCAhealthcare.com or Sandon.Bull@hcahealthcare.com

Website link: <https://parkridgehealth.com/locations/parkridge-west-hospital/>

#### Description of Services:

Under the care of a board-certified psychiatrist, the Parkridge Valley campus provides brief inpatient stabilization, detoxification and intensive outpatient services. Within a multidisciplinary

treatment team model (psychiatrist, therapists, nurses, and mental health technicians), each

adult's treatment approach is individualized. Offering support during a crisis or just exploring appropriate treatment choices, our 24/7 RESPOND department is available to help (800)

542-9600. We have established relationships with most commercial insurances along with public assistance payers.

Following a no cost in-person clinical assessment, financial advisors are available to explain payment options and alternative.

Renew @ Farm 58

Residential Facility

8217 State Route 8

Dunlap, TN 37327

Facebook page: Farm58

#### Description of Services:

Renew @ Farm58 is a breath taking 180-acres of rolling hills, pristine pasture and mixed woodland, nestled atop the Cumberland Plateau in Dunlap Tennessee. Where we preach the gospel,

disciple the hurting and raising food worth eating all through sustainable agriculture.

This farm is about kingdom business first and for most, purple being the symbol of royalty we

want to always point men to the truth, found only in the Bible. We farm to allow us the opportunity to invest

in the lives for men and their families. We believe the farm is a conducive environment for change to happen in the heart. Our Lord could have given any job to the first man,

Adam, and he put him in the garden knowing this would minister to his heart in a way no other job on earth could. The bible is saturated with agrarian analogies that become alive in a new way when you are viscerally engaged in them. Sowing, reaping, grafting, pruning, shepherding, tending, cultivating, and the list goes on. So with this environment free of distraction 20 men live here and work this piece of ground that was donated to us for this purple purpose, to help build a foundation on the word of God and His principles in order to see real and lasting change thru the renewing of heart and mind. Once the foundation has been laid each man transitions into town where we help them establish themselves. Helping them find jobs, transportation, living arrangements, becoming a functioning member of the body of Christ.

To express interest in obtaining a bed at Renew @ Farm 58, send an email to [renew@calvarychatt.com](mailto:renew@calvarychatt.com) and request an application.

Scholze Center for Adolescents

911 Pinehill Road

Chattanooga, TN 37405

423-756-7644

Contact person: Jeremy Humphrey — Director of Youth Services

Email address: [jeremy.humphrey@cadas.org](mailto:jeremy.humphrey@cadas.org)

Website link: [www.cadas.org/docs/adol\\_res.html](http://www.cadas.org/docs/adol_res.html)

Description of Services:

The Scholze Center adolescent program provides substance abuse treatment utilizing a 12-step recovery process as well as other evidenced-based treatment modalities that reflect best practice standards. Each participant receives both group and individual therapy, experiential therapy, as well as family therapy and education.

The program accepts most insurances as well as TennCare.

#### Teen Challenge

1108 W. 33rd Street

Chattanooga, TN 37410

423-756-5558

Email address: [info@tcmidsouth.org](mailto:info@tcmidsouth.org)

Website link: [www.tcmidsouth.org](http://www.tcmidsouth.org)

Teen Challenge is a 12-month residential discipleship program for men and women over the age of 18 that provides an effective and comprehensive faith-based solution to drug and alcohol addiction as well as other life-controlling problems. Teen Challenge teaches how to live life and as a contributing citizen in society by applying Biblically-motivated principles to lives, relationships, family, local church, chosen vocation, and the community.

Cost: \$850 intake fee; \$350/mo.

#### Tennova Behavioral Health Services

2800 Westside Dr NW

Cleveland, TN 37312

423-479-HOPE (4673)

Website link: [www.tennova.com](http://www.tennova.com)

#### Description of Services:

Tennova Behavioral Health services offers inpatient and intensive outpatient services for adults seeking treatment for behavioral health and/or substance abuse. We accept all insurance plans.

#### The Foundry Ministries

Location(s): Bessemer, Alabama and Cullman, Alabama

Phone number: 205-428-8449

Population(s) served: Addiction Recovery services for both men and women for ages 18 and

above. Men's Prison Reentry services for men being released from incarceration.

Contact Person: Brandon Lackey, Chief Program Officer

Email address: [info@foundryministries.com](mailto:info@foundryministries.com), [blackey@foundryministries.com](mailto:blackey@foundryministries.com)

Website link: [www.foundryministries.com](http://www.foundryministries.com)

The Foundry's 12-month Recovery Program is built on the foundation of a Christ-centered curriculum focused on life-long thought, habit and behavior change. Through our Christ-centered

curriculum and chapel services, Recovery Program participants apply God's word to leave behind past behaviors and plan for their futures. Our curriculum is focused on relapse prevention

and maintaining healthy life decisions. Counseling, life-skills classes and adult education equip

recovering men and women with the tools they need to break the chains of addiction and remain

free for life. Program participants experience employment readiness training through working

together in our social enterprises. Program participants live and serve at The Foundry.

Cost: The intake fee is \$495 with no additional charges for the entire year.

The House That Mercy Built

277 Welch Road

Tellico Plains, TN

(423) 295-5434

Contact person: Roma Payne

Email address: [housethatmercybuilt@gmail.com](mailto:housethatmercybuilt@gmail.com)

Website link: [www.housethatmercybuilt.com](http://www.housethatmercybuilt.com)

Description of Services:

This is a non-profit, faith-based residential program that provides a safe environment for women

to be transformed from the inside out. Our goal is to be a place that helps women bring order,

accountability, and a strong spiritual foundation, where there has been chaos, lack of boundaries, and instability.

Cost: \$250/month.

The Summit of Ft. Payne

P.O. Box 215

Rainsville, Alabama 35986

(256) 364-2191

Contact person: Debra Garner

Email address: [debragarner@gmail.com](mailto:debragarner@gmail.com)

Website link: [www.summitoffortpayne.com](http://www.summitoffortpayne.com)

#### Description of Services:

The Summit is a faith based 12-month residential intensive discipleship program for women struggling with life controlling problems. This ministry is a non-profit 501(c)(3) corporation established September 2016. The 96 acre property including three homes was miraculously gifted to this ministry by Chick-fil-A, Truett Cathy Foundation on July 28, 2016. Our ladies have the opportunity to confront destructive choices, their self-sabotaging behaviors and their unhealthy views with the love of God and the guidance of God's Word through intensive discipleship, mentoring and Bible Studies. We are partnering with Northeast Community College, and many other programs and ministries to provide the education component and life skills needed for these women who want a fresh start. This will benefit our communities along with their families and friends.

Cost: The intake fee is \$600 with no additional monthly charges.

#### True Purpose Ministries

Tennessee locations: Maryville, Knoxville, Madisonville, Sevierville, and Vonore

Indiana location: Warsaw

All programs can be reached by calling (865) 681-4861

Contact person varies, but use the above number and select the extension for desired program.

This will connect the caller with the program director of the correct program.

Email address: [tpmact@gmail.com](mailto:tpmact@gmail.com)

Website link: [truepurposeministries.com](http://truepurposeministries.com)

Description of Services:

True Purpose is a 12-24 month, Tennessee State Licensed, faith-based discipleship program.

We are aiding individuals in redirecting his/her life by sharing God's values and principles, while providing evidenced-based substance abuse treatment.

Population currently serves men age 18 and above and pregnant females. We have plans to open up our women's program to non-pregnant women within a short period. Also we are working on a grant that would allow us to serve adolescents who have suffered trauma.

Cost: We accept insurance and private pay options. We do not offer a sliding scale but we do take people who are unable to pay within certain parameters. They would need to call in and talk with the program director for the program they are considering.

Tulip Hill Recovery

1800 S Rutherford Blvd.

Murfreesboro, TN 37130

Marketing:

Phone number: (615) 715-8463

Contact person: Tyler Bowman

Email address: [Tyler@tuliphillrecovery.com](mailto:Tyler@tuliphillrecovery.com)

Assessments:

Phone number: (931) 224-9004

Contact person: Marcy Hillis

Email address: [Marcy@tuliphillrecovery.com](mailto:Marcy@tuliphillrecovery.com)

Accepts: Private insurance (All major insurances)

Inpatient Self pay rate- starts at \$12k

IOP with housing (post-treatment) \$5.2k for 30 days (includes therapy 5x's a week plus housing).

Website link: [Tuliphillrecovery.com](http://Tuliphillrecovery.com)

Description of Services:

Tulip Hill Recovery offers co-occurring treatment to individuals with mental health and substance abuse disorders, dealing with trauma and the underlying issues that drive the disease of addiction. We offer the full continuum, treating individuals for up to four months through our program.

Tulip Hill offers partial hospitalization (PHP)/intensive out-patient with housing (IOP). We can do the standard 30-day treatment or keep patients in our care during their stay in IOP. We rely heavily on case management to help patients transition back to life, teaching them the life skills needed to cope with stressors in life. Also, supporting them in the 3 pillars of health—mental, spiritual, and physical.

Village Behavioral Health

2431 Jones Bend Road

Louisville, TN 37777

Main number: (800) 255-8336

Referral Line: (865) 380-4452

Contact Person: LaDonna Booker, Director of Business Development

Email address: [LaDonna.Booker@acadiahealthcare.com](mailto:LaDonna.Booker@acadiahealthcare.com)

Website link: [www.villagebh.com](http://www.villagebh.com)

Population(s) served:

Mental Health: Adolescents age 13-17 with a mental or behavioral health need that is more intensive than can be treated with outpatient visits. Residential Treatment is a “mid-step” between outpatient and acute inpatient treatment ideal for teens with persistent psychiatric or emotional issues who are having trouble functioning in their home or school.

Substance Abuse: Adolescents age 13-17 with substance abuse in need of inpatient treatment to overcome addiction. This program can be stand-alone or combined with mental health

services for those with co-occurring mental health and substance abuse needs.

Description of services:

Village Behavioral Health is a 96-bed, Joint Commission Gold Seal Accredited™ adolescent treatment center located just south of Knoxville, TN accepting all commercial, TennCare, and

North Carolina Medicaid insurances. At Village Behavioral Health, we provide the resources

and skills necessary for teens ages 13-17 facing mental health or substance abuse challenges

to create long-lasting changes in their lives. Nestled into the foothills of the Great Smoky Mountains, we understand that many teens struggling with these challenges need the guidance of our

residential program's compassionate staff, our safe and serene environment, and scientifically proven treatment programs in order to live their best lives. Throughout their 60-120 day stay

(mental health) or 30-90 day stay (substance use) we promote the development of coping skills,

healthy sense of self-esteem, and autonomy in every interaction, group and individual therapy,

scholarly academic program, equine and dog therapy, horticulture, and experiential therapy. At

Village, we are here to help you find the best support for your child, either with us or with another provider, to get help as quickly as possible. Call our admissions line today at (865) 380-4452

and take the first step towards long-lasting healing.

Village accepts all commercial insurances, all TennCare, and some out-of-state Medicaid.

Women's RENEW Ministry

Chattanooga, TN

(423) 840-0053

Contact Person: Peggy Bruning, Director

Email address: [wrenew@calvarychatt.com](mailto:wrenew@calvarychatt.com)

Website link: [wrenewchatt.com](http://wrenewchatt.com)

Population served: Ladies over 18 who have an evident desire to make life changes by following Jesus.

Brief paragraph describing the services offered.



Our VISION - Renew is a faith-based ministry that is designed to restore women to the place of dignity and contribution in society that God designed them to have. Through the study of Biblical principles, they are trained to think differently, which allows them to approach past wounds with a different perspective, and current life choices with a new set of skills grounded in wisdom and truth. This ministry is designed to restore the life of each woman which, in turn, restores the lives of their families, through a personal understanding of Jesus and a practical application of His Word in their lives, as we walk each step of the way with them through the process. Our

MISSION To help women break addictive and destructive life patterns through a personal relationship with Jesus by learning how to use His Word to change their thinking, which results in different life choices that bring actual life transformation and not just behavioral modification.

This process is guided and monitored by experienced mentors who have successfully completed the process personally.

Calvary Chapel believes in what God does through discipleship and supports Renew - there is no cost to the participants other than a \$250 application fee.

Mental Health Outpatient Options in Cleveland

Centerstone

4160 N Ocoee Street Suite 8

Cleveland, TN 37312

423-464-4357

Website link: [centerstone.org](http://centerstone.org)

Population served: Centerstone has many different programs for kids, teens, and adults. Please contact us to schedule an intake to determine which program best fits you or your family's needs.

Contact person: Alana Morris, LPC-MHSP 423-509-5002

Email address: [Alana.Morris@centerstone.org](mailto:Alana.Morris@centerstone.org)

#### Description of Services:

Centerstone is a not-for-profit health care organization dedicated to delivering care that changes people's lives. We provide mental health care, addiction treatment and community services across many states. Our Cleveland location has programs for individuals and their families in Bradley, McMinn, Monroe, and Polk Counties.

Centerstone takes TennCare, commercial insurances, private pay, and Safety Net. Please call us to learn more about the insurance type required for the program you are interested in.

#### First Baptist Church

1275 Stuart Road NE

Cleveland, TN 37312

Contact person: Steve Morgan

Email address: [smorgan@firstbaptistcleveland.com](mailto:smorgan@firstbaptistcleveland.com)

Website link: [www.firstbaptistcleveland.com/](http://www.firstbaptistcleveland.com/)

423-709-9134

#### Hiwassee Mental Health Center

940 S. Ocoee Street

Cleveland, TN 37311

423-479-5454

Locations: Cleveland, Athens, and Madisonville

Phone number: First time appointment (877) 567-6051

Populations served: Children and adults

Contact Person: Tonya Moran, Center Director

Email address: [tmoran@vbhcs.org](mailto:tmoran@vbhcs.org)

Website link: [www.vbhcs.org](http://www.vbhcs.org)

Hiwassee Mental Health provides medication counseling and care management services in all locations. We are a member of the Tennessee Healthlink program providing help with ensuring both physical and mental health needs are met for our clients. We take Medicare and TennCare. We provide a sliding scale fee based on income and also have the Safety Net program which provides mental health treatment to clients who do not qualify for TennCare and are low income.

#### Mental Health Cooperative

2544 Dalton Pike SE

Cleveland, TN 37323

423-697-5952

Mental Health Cooperative is a nonprofit based out of Nashville with over 10 satellite offices in the State of Tennessee. Mental Health Cooperative provides outpatient mental health services to adults and children with TennCare.

These services include medication management that is provided by our two psychiatrists on staff, community based care management, and therapy services. If you have a potential consumer/client that is interested in any of these services you can call the intake center directly at

(615) 743-1555 or (866) 816-0433, fax a referral to

(615) 744-7474, or submit a referral online to [www.mhc-tn.org/contact-us/referrals/](http://www.mhc-tn.org/contact-us/referrals/).

#### Parkridge Valley, Cleveland Counseling Center

1855 Executive Park Dr., NW Cleveland, TN 37312

Phone Number: 423-472-1999 Fax: (423) 472-6667

Population(s) served: Adults, Adolescents and Their Families

Contact Persons: Justin Forgette, LPC

Email address: [Justin.Forgette@HCAhealthcare.com](mailto:Justin.Forgette@HCAhealthcare.com)

Website link: <https://parkridgehealth.com/service/parkridge-valley-cleveland>

## Description of Services:

When inpatient care isn't indicated, the Cleveland Counseling Center provides intensive outpatient services specializing in substance abuse, addictive disease and co-occurring disorders.

Services are provided by licensed clinicians and masters-level substance abuse treatment professionals. Our approach is supported by a highly regarded evidence-based clinical model.

Offering support during a crisis or just exploring appropriate treatment choices, our 24/7 RESPOND department is available to help (800) 542-9600. We have established relationships with

most commercial insurances along with public assistance payers. Following a no cost in-person

clinical assessment, financial advisors are available to explain payment options and alternative.

Allow us the honor of helping you or a loved one!

Narcotics Anonymous in Cleveland

One Day At A Time

255 Broad Street SW

Mondays at Noon

Tennova Behavioral Health

2800 Westside Dr NW

Mondays at 8 p.m.

Tennova Healthcare

2305 Chambliss Ave NW

Sundays at 7 p.m.

Celebrate Recovery

Clear View Ministries of Benton

Wednesdays at 6:00 p.m.

For children, youth, and adults

First Baptist of Cleveland

Tuesdays at 6:00 p.m.

North Cleveland Church of God

Wednesdays at 6:30 p.m.

South Cleveland Church of God

Thursdays at 6:00 p.m.

For children, youth, and adults

Other Support Groups

Anchor Point

Meets at 3301 Peerless Road

Cleveland, TN 37312

Tuesdays at 6:30 p.m. All individuals and families are welcome to attend.

Phone number: 423-284-6457

Contact person: Russell Coffey — Executive Director

Email address: rcoffey@live.com

Website link: [www.anchorpointfoundation.org](http://www.anchorpointfoundation.org)

Description of Services:

Weekly support group for individuals and their families; weekly anger management/12-step program (all faith-based); alcohol and drug assessment and counseling by appointment; court representation provided for clients committed to long-term rehabilitation/recovery; aftercare program for those completing long-term recovery programs; weekly 12-step program in Bradley

County Justice Center.

Partnering centers throughout the United States for long-term rehabilitation/recovery programs.

All partnering centers are faith-based with a minimum of 12-month commitment. Location is determined on a case-by-case basis.

Anger Management/12-Step Program

Corner of King Edward Ave & 11th Street

Cleveland, TN 37311

Sundays at 6:00 p.m. Appointment required to enroll.

Tennova:

2800 Westside Dr NW

Cleveland, TN 37312

423-479-HOPE (4673)

Mental Health Support Group

Tuesdays at 6 p.m. (open to the community)

Chemical Dependency Support Group

Thursdays at 6:30 p.m. (open to the community)

For Further Assistance:

Crisis Text Line 741741

Crisis Response Team (423) 634-8995

Tennessee REDLINE (800) 889-9789 (see below)

Tennessee Suicide Prevention Network (800) 273-TALK (8255)

Tennova Behavioral Health 423-479-HOPE (4673)

The Tennessee REDLINE (1-800-889-9789) is a toll-free information and referral line coordinated by the Tennessee Association of Alcohol, Drug and other Addiction Services (TAADAS) and funded by the Tennessee Department of Mental Health Substance Abuse Services (TDMHSAS). The purpose of the TN REDLINE is to provide accurate, up-to-date alcohol, drug, gambling problems, and other addiction information and referrals to all citizens of Tennessee at their request.

The REDLINE provides referrals for Co-Occurring Alcohol & Drug disorders that arise along with Mental Health disorders. Information specialists are on duty 24 hours a day, 7 days a week to answer questions and provide information and referrals on alcohol, tobacco, other drugs and gambling. <https://www.taadas.org/our-programs-and-services/redline>