Waukesha County Technical College

Process for dealing with a student or visitor who you suspect to be under the influence of drugs or alcohol.

ALL Campuses/Offsite Locations
Contact Student Development and/or Associate Dean (Supervisor). Discuss with the Student Development and/or Associate Dean (Supervisor) what behaviors you have observed: slurred speech, poor coordination, odor of alcohol or marijuana, glazed look, etc. These observations are also based on how well you know the student and the behavior as changed. Inquire if they are on a prescribed medication/under medical care (e.g. taking muscle relaxants for back spasms) or if they have a medical condition (e.g. diabetic) that could be causing these behaviors. Their response will determine what course of action may need to be taken at a later date.

The College Administrator will work with the student to make arrangements for the person to be taken home, as we cannot let the people drive themselves in this condition. Let the police deal with the person if they are uncooperative. EMPLOYEES ARE NOT TO TRANSPORT THEM!

The event must be documented using the WCTC Incident Report Form. The completed form is to be sent to the Student Development Office.

Depending on the circumstances, the student may be required to meet with a WCTC Counselor for a pre-assessment and possible referral. Student Development may also impose disciplinary action for this behavior.

PEWAUKEE & WAUKESHA Campuses
If you suspect a student/visitor in your area to be under the influence of drugs or alcohol, call the Student Development Office and the Associate Dean (Supervisor) for assistance. If possible it is recommended that you isolate that person from the area. The campus police will be called by either a Student Development representative or the Associate Dean. It is also recommended that you have a witness present when you meet with the person, so wait until the Student Development representative or the Associate Dean arrive.

MEMOMONEE FALLS Campus
If you suspect a student/visitor in your class is under the influence of drugs or alcohol, it is recommended that you isolate that person from the class. Using the non-emergency phone number call the police, then call the Campus Supervisor and/or Associate Dean and/or the Student Development Office. It is also recommended that you have a witness present when you meet with the person if possible.

OFFSITE/CLINICAL Locations (Including WCTC off site Student Activities)
If you suspect a student in your class is under the influence of drugs or alcohol, it is recommended that you isolate that student from the offsite/clinical activity. If the person becomes disruptive, call security (if the agency has security) or the police. Call the Student Development Office and the Associate Dean.

CO-OP EMPLOYER Sites
If the student's supervisor suspects them to be under the influence of drugs or alcohol, that employer will take the appropriate disciplinary action up to and including termination. Students working at a Co-op site sign a training agreement that states the student will, "Abide by rules, regulations and policies of the Co-op program and the employing company or agency". The employer will call the Co-op Office and/or the Student Development Office to report this incident and arrange transport. If the person becomes disruptive, call security (if the agency has security) or the police.