

SECTION: **PROCEDURE - GENERAL AND ADMINISTRATIVE**

SUBJECT: **Regarding individual(s) who appear to be under the influence or demonstrate behavior out of the ordinary**

PURPOSE: This procedure details the expected reaction to an individual or individuals who appear to be under the influence or demonstrate behavior out of the ordinary.

EFFECTIVE DATE: July 1st, 2018

HISTORICAL:

1. Purpose

The Otter Student Union's mission is to be the heartbeat of campus and a bridge to surrounding communities, providing spaces, opportunities, and advocacy that cultivate belonging reflective of CSUMB's founding vision.

As such, the well-being of anyone using our spaces or attending our events is our highest priority. This procedure details the expected reaction to an individual or individuals who appear to be under the influence or demonstrate behavior out of the ordinary.

2. Scope

This procedure applies to all Otter Student Union managed facilities as well as events put on by the Otter Student Union, in whole or in part.

3. Responsibilities

Any Otter Student Union staff (be it student or professional) is expected to observe, connect to, and report all aforementioned activity.

4. Procedure

Step one: Observe: OSU staff observe(s) individual(s) who appear to be under the influence or demonstrates behavior out of the ordinary and makes note of the behavior.

Step two: Connect to: OSU staff connects with the individual(s) and through that conversation offers assistance, guidance, and resources, which may include removal from the event or facility.

Report: OSU staff documents details of conversation in report in conjunction with observations. If individual takes guidance offered, OSU staff ensures report is filed in proper location at conclusion of shift and initiates conversations with Care Team, if necessary. If the individual

does not take advantage of guidance offered, OSU staff engages UPD or 911 immediately, following up with a report at the end of their shift and engagement with the Care Team.

5. References

Campus Alcohol Policy; found at csumb.edu/policy/campus-alcohol-policy