

Memorandum:

Date: March 23, 2023

To: Michael Bennett

From: Tom Kelley, Compliance Officer

Subject: Attestation of DAAPP Notifications and Understanding of DFSCA Obligations and Corrective Actions

Michael,

As directed by the Department's Final Program Review Determination letter, dated February 28, 2023, St. Petersburg College certifies it understands its obligations under the Drug Free Schools and Communities Act (DFSCA). The College implemented corrective measures to ensure compliance with DFSCA obligations and mitigate the risk of similar findings in the future. These corrective measures include the distribution of the Drug and Alcohol Abuse Prevention Program (DAAPP) notifications that are sent to students and employees as described below:

- A hard copy DAAPP notification was provided to all newly hired employees during new employee orientation sessions on February 20, 2023, February 27, 2023, and March 20, 2023. The distribution of the DAAPP notification will continue at all new employee orientations.
- All employees received the annual DAAPP notification via email on March 9, 2023. For supplemental coverage, the notification to all employees was also posted in the *Blue & White*, the College's online faculty and staff newsletter.
- The DAAPP notification was emailed to all students on February 22, 2023, and newly enrolled students on March 21, 2023, via the Peoplesoft Communication Generation function. Moving forward, newly enrolled students will receive the notification during their initial term of enrollment.
- The completion of the initial Biennial Review will commence after the 2023 Fall semester and the college will continue to re-examine its drug and alcohol abuse prevention policies, procedures, and programs and make revisions as needed.

Documentation evidencing the distribution of the student and employee DAAPP notifications is attached.

Sincerely,



Tom Kelley
Compliance Officer