

<b>Tobacco Use on College Property Procedure</b>	Procedure Number	9.2P
	Effective Date	February 15, 2011

**1.0 PURPOSE**

In accordance with Board Policy 9.2 Tobacco Use on College Property, the purpose of this procedure is to determine the guidelines for establishing restrictions and monitoring to ensure tobacco use on College property is confined to designated areas and use outside of those areas does not occur.

**2.0 REVISION HISTORY**

Adopted on: 2/19/92  
 Revised on: 6/20/05, 2/15/11

**3.0 PERSONS AFFECTED**

All College employees, students and visitors are required to comply with this procedure.

**4.0 DEFINITIONS**

A. Tobacco Products Defined

Smoking is defined as the act of smoking tobacco or tobacco-like substances utilizing a cigarette, cigar, pipe or other smoking device. Tobacco products are defined to include any lit or unlit cigarette (including e-cigarettes), cigars, pipes, bidis, clove cigarettes, other smoking products; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

**5.0 PROCEDURES**


A. Tobacco Restrictions

Tobacco use is not allowed in any confined areas of the College. These areas include, but are not limited to, the following: building interiors (cafeteria, classrooms, labs, offices, shops, restrooms, hallways, arena and gymnasium), College vehicles, and utility tunnels. In addition, smoking is prohibited from a distance of 30 feet from the entrance to all College buildings.

B. Enforcement

All college employees, students and visitors are required to comply with this procedure. Violations by employees and students should be reported to an administrator in the area in which tobacco use occurs, and the violators will be processed through appropriate employee or student discipline procedures. Visitors who are observed using tobacco in areas where tobacco is not permitted should be approached in a polite manner and informed of the College’s tobacco policy. If a visitor refuses to comply, the person should be reported to security.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Lisa Murphy, Public Relations Director	11/9/10
Approval by President's Cabinet		2/15/11
Approval by President (Signature)	 Interim President	2/15/11