



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### AP 0505.02 – SMOKE AND TOBACCO-FREE DISTRICT PROPERTY ENFORCEMENT

November 8, 2012

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#### BACKGROUND

This procedure outlines District protocols for implementing Board Policy 0505, Smoke and Tobacco-Free District Property including informing students, employees, and visitors regarding enforcement and consequences for violation of the policy. The success of this program is dependent upon the voluntary cooperation of the smoking and nonsmoking public. The District recognizes the fact that individual health can be impaired both by the direct and by the secondary effects of smoking. The District, therefore, prohibits smoking and the use of tobacco products on all properties and in all vehicles owned or controlled by the District.

#### DEFINITION

For the purposes of this procedure, “smoking” is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. For the purposes of this procedure, the use of smokeless tobacco products is also prohibited. A “tobacco product” is defined on include any combustible substance used in smoking as well as smokeless or spit tobacco, also known as dip, chew, snuff, or snus, in any form. “Smoking” or “smokeless” also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this regulation.

#### PROCEDURE

1. Smoking and tobacco use is strictly prohibited inside any building or in any outdoor area owned and occupied or leased and occupied by the District.
2. Smoking and tobacco use is prohibited inside any District-owned vehicle.
3. Human Resources will provide information to new employees regarding the District's smoking regulations and the availability of a Smoking Control Program.
4. Student Services will provide information to students regarding the college and District smoking and tobacco use regulations and the availability of smoking cessation education and programs.

#### IMPLEMENTATION

1. Responsibility
  - 1.1 Primary responsibility for enforcement and education lies with the President at each College and Continuing Education for their respective campuses. Primary

responsibility for enforcement and education at the District Office and District Service Center lies with the Vice Chancellor of Facilities Management.

- 1.2 Facilities Management will prepare and post “no smoking” signs on campuses and District property to notify students, staff, and visitors that smoking and tobacco use are prohibited.

District personnel will publicize prohibition of smoking and tobacco use in college catalogs, printed schedules, and other college material, and may take additional steps to educate constituencies on smoke and tobacco-free policies and procedures.

- 1.3 College Police will provide training on enforcement of a smoke and tobacco-free District for officers. College Police officers will inform visitors, staff, and students of the District’s policy and procedure prohibiting smoking and tobacco use on District property or vehicles. Any College Police officer may warn or cite any person who is in violation of this policy.

In the discretion of the officer, and based upon circumstances of the violation, an officer may report students who violate the smoke and tobacco-free policy to the respective dean of Student Affairs for disciplinary proceedings under Cal. Ed Code Section 76033(3). In addition, an officer may report employees who violate the smoke and tobacco-free District property policy to their respective supervisor for disciplinary proceedings under the relevant employee manual or collective bargaining agreement.

The Chief of Police is responsible for implementing a system for College Police personnel to refer offending students to appropriate deans of Student Affairs and to refer offending employees to appropriate supervisors or managers.

#### FORMS/REFERENCES

California Government Code

San Diego Municipal Code

SDCCD Policy 0505

SDCCD Policy 3100

Smoking and Tobacco Use Policy Referral – Student

Smoking and Tobacco Use Policy Referral – Employee

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Approved: Constance Carroll, Chancellor

#### SUPERSEDES OFFICE OF PRIMARY RESPONSIBILITY

Procedure 0505.2, 9-22-84, 1-1-87, 7-20-93 Facilities Services, 2-26-04, 11-8-12