



Administrative Policy Manual

Policy No: A-18

Date: 12-1-10

Approved: Don Matig

SUBJECT: SMOKING

PURPOSE: To define that officers and employees are prohibited from smoking within 20 feet of any entrance or exit to any city facility, inside any city facility, or inside any city vehicle in compliance with AB 846.

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GENERAL POLICY:

Employees shall not smoke in or around city facilities and city vehicles.

PROVISIONS:

1. Smoke or smoking as used in this policy shall mean and include the smoking or carrying of any kind of lighted pipe, cigar or cigarette.
2. Signs prohibiting smoking shall be conspicuously posted in every facility where smoking is prohibited. Ashtrays will be made available in designated smoking areas only.
3. Employees may smoke on breaks or lunch in designated smoking areas 20 feet away from facility entrances and exits, and city vehicles.
4. Complaints of violation of this policy should be directed to the employees' supervisor. The supervisor shall be responsible for notifying the violator of the pertinent portions of this policy.