

## AP 3560 Smoking and/or Other Tobacco Use

Reference: **Government Code Sections 7596-7598; Health & Safety Code Sections 11875-118915; Labor Code 6404.5**

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### Overview

This procedure outlines District protocols for implementing BP 3560 Smoking and/or Other Tobacco Use, including informing students, employees, and visitors regarding enforcement and consequences for violation of the policy.

The smoking prohibition applies to District owned vehicles and all other District owned mobile equipment. "Smoking" means engaging in an act that generates smoke, such as possessing a lighted pipe; a lighted hookah pipe; operating an electronic cigarette; a lighted cigar; a lighted cigarette of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, or a cigarette of any kind.

### Procedures

#### 1) District Personnel Notices & Publications

Facility operations staff will prepare and post no smoking and/or other tobacco use signs on the campuses to notify students, staff, and visitors that smoking and/or other tobacco use is prohibited.

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

#### 2) Public Safety Officers–Enforcement

Public Safety Supervisors will provide training on enforcement of tobacco prohibition policies for officers. Public Safety Officers will inform visitors, staff, and students of the District's policies and procedures prohibiting smoking and/or other tobacco use. Any District Public Safety Officer may warn or cite any person who is in violation of this policy.

In the discretion of the officer, and based upon the circumstances of the violation, an officer may report students who violate the smoking and/or other tobacco use policies to the Student Affairs Office for disciplinary proceedings under Cal. Ed. Code §76033(e), and the Code of Student Rights and Responsibilities. In addition, they may report employees who violate the policies banning smoking and/or other tobacco use to their supervisors for disciplinary proceedings under the relevant employee manual or collective bargaining agreement.

#### 3) District Sites–Promotion or Products

Tobacco products and paraphernalia will not be offered for sale in any District or campus facilities. Companies that market tobacco products and paraphernalia will not be permitted to offer campus promotions or gifts, advertisements, entertainment, or other activities designed to support tobacco use. “Tobacco product” means any substance containing tobacco leaf and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into a human body, but does not include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

Each college has the responsibility of communicating the non-smoking policy to students and staff of the District. This policy shall be communicated to all students, employees, and visitors annually and published in the colleges’ course catalogues, handbooks, web sites, and other appropriate locations.

**FORMS USED:**

GCCCD Public Safety Incident Report Forms  
GCCCD Public Safety Student Referral Report Forms

**CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE:**

El Cajon City Ordinance  
San Diego County Ordinance  
State of California Government Code Section §§ 7596 -7598  
State of California Education Code Section § 76033(e)  
State of California Health & Safety Code Sections 11875-118915  
State of California Labor Code 6404.5  
Employee collective bargaining agreements and handbooks