

## **AP 3570      Smoking and/or Other Tobacco Use**

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

Date Issued:        July 20, 2007

Updated:

### **Overview**

This procedure outlines District protocols for implementing BP 3570 Smoking and/or Other Tobacco Use, including informing students, employees, and visitors regarding enforcement and consequences for violation of the policy.

Smoking is prohibited in or on District property. The smoking prohibition also applies to District owned vehicles and all other District owned mobile equipment and enclosures. In addition, smoking is prohibited in District owned vehicles which are driven off campus at any time. "Smoking" means engaging in an act that generates smoke or vapor, such as possessing a lighted pipe; a lighted hookah pipe; operating an electronic cigarette or other electronic nicotine delivery system; 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 Enforcement**

Public Safety will provide training on enforcement of tobacco prohibition policies for officers. Public Safety will inform visitors, staff, and students of the District's policies and procedures prohibiting smoking and/or other tobacco use. Any persons smoking on campus grounds, including inside vehicles, will be subject to warnings from District Public Safety officials. On the third warning, students will be referred to Student Affairs to begin the student conduct process and employees will be referred to Human Resources.

In the discretion of the Public Safety official, 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 the California Education 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 handbook