



**DOUGLAS COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES**

TITLE Prohibition of Smoking in All Buildings and Vehicles Owned, Leased, or Operated by Douglas County	Approval Date 10/27/92
POLICY CUSTODIAN County Manager	Revision Date 10/15/14

PURPOSE: To protect and promote the health, safety, and welfare of county employees and other persons using county buildings and vehicles.

DEPARTMENT RESPONSIBLE: County Manager

DEPARTMENT(S) AFFECTED: All

POLICY:

The following smoking policy applies to all buildings and vehicles owned, leased, or operated by Douglas County:

1. Smoking Prohibited. Smoking is prohibited at all times within all buildings and vehicles owned, leased, or operated by Douglas County.
2. Definition. As used in this policy, the word "smoking" shall mean the possession of a lighted cigarette, cigar, or pipe containing tobacco or other organic burning matter, regardless of its composition, or the lighting of such cigarette, cigar, or pipe by any person. "Smoking" shall include the use of electronic smoking devices and tobacco/marijuana vaporizers.
3. Notice. Notice of this prohibition shall be prominently posted at all public entrances to all such buildings. Said notice shall use the words "No Smoking" with letters no less than 1" high or the international no smoking symbol no less than 3" high.
4. Violations by County Employees. Any employee of Douglas County who violates this policy shall be subject to disciplinary action in accordance with the provisions of the *Douglas County Government Employee Handbook*.