

ADMINISTRATIVE ORDER NO. 93-3

OF THE

JEFFERSON COUNTY COMMISSION

Pursuant to the authority vested in the Jefferson County Commission by law the following Administrative Order is hereby issued.

PURPOSE

To establish the Jefferson County policy prohibiting smoking in all County buildings and vehicles.

DEFINITIONS

- "Smoking" - As used herein shall mean and include the holding or carrying or possession of any lighted cigarette, cigar, pipe or other lighted smoking equipment or device (herein "smoking equipment") and the act of lighting any such smoking equipment and the act of exhaling or emitting the smoke of any such smoking equipment.
- "County Building" - As used herein shall mean and include any building, structure or other enclosed facility which is owned or leased or controlled by Jefferson County.
- "County Vehicle" - As used herein shall mean and include any automobile, van, bus, truck or other vehicle which may be enclosed by either permanent or removable doors, windows, covers, canvas or other types of removable substitute for doors and windows and which are owned, leased or controlled by Jefferson County.

POLICY

The Jefferson County Commission has reviewed recent publications and announcements of the Environmental Protection Agency, American Lung Association, American Heart Association,

American Cancer Society and other news and communication information concerning the hazards and risks associated with breathing smoke emitted from lighted smoking equipment and smoke emitted or exhaled by individuals smoking such smoking equipment. Further, the Commission is concerned that smoking inside of buildings and vehicles allows the continued exposure to such smoke through the heating and air conditioning systems or otherwise. In the furtherance of the health, safety and welfare of County employees and others, it is the intention of this policy to eliminate or diminish the exposure of all individuals inside of County buildings or vehicles, to such smoke.

PROHIBITION

The following acts or activities are hereby expressly prohibited and violations hereof may result in disciplinary action for County employees and ejection from County property by others:

Smoking inside of any County building or County vehicle.

Provided however, the assignee of a County vehicle assigned for the individual's exclusive use may smoke or authorize another to smoke therein upon the condition that no other occupant objects.

IMPLEMENTATION - NOTICE

The General Services Department is hereby directed to install appropriate signage giving notice to individuals entering all County buildings of this smoking prohibition.

The Fleet Management Department is hereby directed to install appropriate signage giving notice to operators and occupants of County vehicles of this smoking prohibition.

The Risk Management Department is hereby directed to collect and make available for distribution to County employees, literature on the risks and hazards of smoking and breathing smoke and to develop an assistance program for employees requesting assistance with stopping smoking.

ENFORCEMENT

All County officials and department heads are responsible for the enforcement of this Administrative Order as to County employees. Department heads are directed to insure proper notice

to all County employees within their departments of this Administrative Order and to enforce it according to its terms by proper disciplinary action.

All County officials and employees are hereby requested to assist in the enforcement of this Administrative Order as to all other individuals. Such assistance shall only be to politely advise a violator of the smoking prohibition. If the violator fails to promptly cease the violation, then to immediately report such violation to a security guard, if available, or to the Office of President of the County Commission.

EFFECTIVE DATE

This Administrative Order shall take effect on April 15, 1993.

ORDERED at the Jefferson County Commission this 10 day of March, 1993.



Mary M. Buckelew, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 3-10-93
MINUTE BOOK: 101
PAGE(S): 401-403