



City of Fort Bragg

Administrative Regulation No. S-1

SMOKING POLICY

I. OBJECTIVE

The objective of this Administrative Regulation is to establish policy regarding smoking in City facilities and vehicles, and to implement requirements established by Assembly Bill 846, which was effective on January 1, 2004.

II. PROCEDURES

1. No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle owned by the City.

III. RESPONSIBILITY

1. Department Managers shall be responsible for informing their employees of this Administrative Regulation and insuring that the policy is adhered to at all times.

IV. DEFINITIONS

1. "Inside a public building" includes all indoor areas of the building, including any indoor space leased to the City of Fort Bragg.
2. "Public building" means a building owned and occupied, or leased and occupied, by the City of Fort Bragg.
3. "Public employee" means an employee of the City of Fort Bragg.
4. "Smoke" shall refer to the process of inhaling, exhaling, burning or carrying any lighted cigar, cigarette, weed, plant, or other combustible substance in any manner or in any form.
5. "Tobacco product" means any tobacco cigarette, cigar, pipe tobacco, smokeless tobacco, snuff, or any other form of tobacco which may be utilized for smoking, chewing, inhalation, or other manner of ingestion.

Approved by City Manager _____
 (Signature) (Date)

Made a part of the City's Administrative Regulations
 binder and distributed to all City staff _____
 (Date)