



ADMINISTRATIVE PROCEDURE

TITLE: Smoking and Use of Tobacco

ADMINISTRATIVE PROCEDURE # 308

RELATED TO POLICY # 308 Smoking and Use of Tobacco

1. The distribution, advertising, promotion, sponsorship, or sale of tobacco, smoking devices, or electronic nicotine delivery systems, is prohibited during College events and on all College property. This includes all College sidewalks, parking lots, grounds, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles.
2. The inhaling, exhaling, burning, or carrying of any lighted smoking material, including cigarettes, cigars, pipes, or electronic cigarettes, is prohibited inside the perimeter of any UCC property. This includes all College sidewalks, parking lots, grounds, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles. Exception: Smoking is permitted in designated smoking areas located next to parking lots on the perimeter of the campus.
3. The use of other tobacco products, such as smokeless or chewing tobacco, is prohibited inside the perimeter of any UCC property. This includes all College sidewalks, parking lots, grounds, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles. Exception: Other tobacco products are permitted in designated smoking areas located next to parking lots on the perimeter of the campus.
4. Possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all Umpqua Community College property. This includes all College sidewalks, parking lots, landscaped areas, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles; while performing any work-related function on behalf of the College; or while representing the college on business or in college-sponsored activities, such as fine arts performances, athletic events, field trips, domestic and international study trips, practica, and internships.

5. Improper disposal is prohibited and includes:
 - a. Spitting smokeless tobacco product
 - b. Littering (i.e. discarded cigarette butts, leaving spit containers)
 - c. Anything that creates a fire hazard
6. This policy may not apply to specific cultural activities used in connection with the practices by Native Americans that are in accordance with the American Indian Religious Freedom Act. All ceremonial use exceptions must be approved in advance by the College President or designee.
7. Tobacco use cessation information is available through the Employee Assistance Program and the Drug and Alcohol Abuse Prevention Program.

Compliance Procedures

1. The enforcement of these rules and regulations is the responsibility of UCC Security personnel with the voluntary assistance of members of the College community. UCC Security personnel may issue a verbal warning or issue a citation. Security officers are authorized to control and regulate facility use as prescribed in this policy and administrative procedure.
2. Continued failure by students to comply with the directions of College officials to abide by these rules may be reported to the Office of Student Services as a violation of the UCC Student Code of Conduct. Further sanctions may be imposed, including suspension, restitution, or probation.
3. Employees and campus visitors in violation of the tobacco policy can be reported to UCC Security. Failure by faculty or staff of the College to abide by these rules and regulations may result in corrective/disciplinary action in accordance with the applicable bargaining agreement.
4. Fines
 - a. Violations of this policy and administrative procedure may result in disciplinary action and/or a \$25.00 citation.
 - b. All fines are payable to Umpqua Community College. Fines can be paid by mail or in person at the Cashier's Office. Fines that are mailed must be received within fifteen (15) calendar days of violation.
 - c. Unpaid fines may result in:
 - i. The violator's transcripts being held until all fines have been paid.
 - ii. Registration for the following quarter may be delayed.
 - iii. College Employees who become delinquent may have fines deducted from paycheck.

- iv. Violation of the Code of Student Conduct, 721.3 #17, and/or other applicable code violations and may be forwarded on to the Dean of Student Services for disciplinary action.
 - v. Outstanding fines may be referred to a collection agency.
- d. Appeals
- i. Alleged violators may appeal to the Chief of Security for a brief adjudicative procedure within twenty (20) calendar days of the date of citation. The Chief of Security may dismiss, suspend, impose any lesser fine, and/or grant an extension of time within which to pay the fine.
 - ii. Appeals of the decision of the Chief of Security are to be submitted to the Director of Facilities and Security without posting of fine within twenty-one (21) calendar days of the decision. Written notification of the Director of Facilities and Security's decision shall be made within twenty (20) calendar days of the appeal and shall be final.

RESPONSIBILITY:

The Director of Facilities and Security is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION: 3/6/2018 by CC

DATE(S) OF PRIOR REVIEW: 1/14/2011