



LARIMER COUNTY POLICIES AND PROCEDURES

ADMINISTRATIVE POLICY AND PROCEDURE 310.8A

SUBJECT: SMOKING POLICY

DATE: November 21, 2005

EFFECTIVE PERIOD: Until Superseded

REVIEW SCHEDULE: Annual

CANCELLATION: BCC Policy #16B, Smoking in County Facilities (May 19, 1999)

ENCLOSURE: None

REFERENCE:

A. [Governing Policies Manual](#), 3.2.4, Treatment of Staff

PURPOSE: To ensure the safety and health of the citizens and employees of Larimer County by reducing the exposure to Environmental Tobacco Smoke.

SCOPE: This Policy and Procedure applies to all employees and officials of Larimer County.

RESPONSIBILITY: All Larimer County employees and officials are expected to comply with this Policy and Procedure.

SPECIFIC REQUIREMENTS:

The provisions and guidelines attached to this Smoking Policy shall be subject to future review and revisions to ensure that the objective is obtained. Special attention shall be given in determining if voluntary compliance without disciplinary sanctions has proven satisfactory.

REVISION LOCATOR: New Internal Procedure, replacing External Policy

POLICY AND PROCEDURE:

- I. No person shall smoke or carry a lighted smoking instrument into ANY Larimer County facility. This includes facilities owned, leased or rented by Larimer County.
- II. Smoking will not be authorized within twenty (20) feet of common points of ingress or egress, operable window and air intake ventilation locations.

III. Smoking is prohibited in any indoor location, including covered parking areas that are physically part of or connected to a facility and/or loading docks.

IV. When smoking outside, DO NOT dispose of cigarette butts on the ground or anywhere else. Dispose of them properly in the receptacles provided for that purpose. These receptacles are located at the entrance of ALL Larimer County facilities, owned, leased or rented. These receptacles are for distinguishing and disposal ONLY.

A handwritten signature in black ink, appearing to read "Frank Lancaster", written over a horizontal line.

Frank Lancaster
County Manager

David Spencer
Director, Facilities Management

Distribution:
All County Departments and Elected Officials
Records Management OPS Manual (original)

MWM/vl