

CITY OF ALPENA

CITY COUNCIL POLICY STATEMENT

General Subject: Smoking and Tobacco use in City Owned Buildings and Vehicles & the Use of Smokeless Cigarettes

CPS No.	<u>7</u>
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Copies to: City Council, City Manager, City Attorney, Department Heads, Post, All Employees, File

PURPOSE:

In the interest of providing a safe and healthy environment for City employees, customers, and visitors, the following policy on smoking, tobacco use, and smokeless cigarettes is adopted.

STATEMENT OF POLICY:

1. Smoking tobacco, smokeless cigarettes or any tobacco use is prohibited in all City owned buildings and vehicles, to include any portions of City owned buildings such as porches, steps, balconies, or any other similar structures. Smoking, of any sort, and any tobacco use, is also prohibited while on duty and/or near entrances or exits used by employees, citizens, or visitors. The use of tobacco products or smokeless cigarettes is only allowed during breaks.
2. All tobacco products must be properly discarded. Cigarette butts, cigars, pipes, etc. must be extinguished and properly discarded before entering the building. Chewing tobacco and any other smokeless tobacco product may not be used in City owned buildings or vehicles. Additionally, they must be properly disposed of before entering a City owned building.
3. Receptacles for tobacco products must be located away from all entrances and exits. All used tobacco products must be properly discarded in receptacles before entering City owned property, including vehicles.
4. All tobacco products and smokeless cigarettes must be stored in lockers or desks away from the view of co-workers, citizens, or visitors.

Enforcement

- A. The City will conspicuously post no smoking signs or symbols at all entrances to City buildings and in City vehicles.
- B. Violations by non-employees:
 - 1. City employees who observe a violation of this policy by a non-employee (visitor/customer) shall:
 - a. Ask the person using tobacco products or smokeless cigarettes to stop
 - b. If the person refuses to stop , ask them to leave;
 - c. If the person refuses to leave, the employee shall contact their supervisor and the police department.
- C. Violations by Employees:
 - 1. City employees who observe a violation of this policy by another City employee shall:
 - a. Ask the employee to stop using tobacco product or smokeless cigarettes and contact your supervisor.

Documentation

Employees who take action to enforce this policy shall document their efforts in writing and submit the report to their supervisor or the City Manager's Office for review. Upon completion, the report shall be submitted to the City Manager or his designee for final review and action. Reports shall then be placed in the personnel file. It will remain in the personnel file in accordance with the employee's union contract or the personnel policy.

Compliance

Employees shall comply with the provision of this policy. Failure to do so may result in disciplinary action, up to and including termination.