



Frederick Community College Procedure

Section 6.00 General Procedures	Procedure Number	6.21
	Page	1 of 3
Smoking Procedures	Policy Number	6.21
	Approved	09/12/2007

A. Introduction

All college employees, students, and visitors are expected to comply with the College Smoking Policy and Procedures and assume personal responsibility for effective implementation of the policy. To ensure effective campus-wide compliance, the college will provide education about the policy and enforcement procedures to all students, staff, and visitors.

B. Notification about the Policy/Procedures

1. The policy/procedures are communicated to all individuals through a variety of mediums including the student handbook, faculty handbook, College Intranet, college website, and Use of Facility form.
2. The policy/procedures will be given to all newly hired employees during new employee orientation sessions.
3. No Smoking signs are posted in common areas such as building entrances and lobbies, athletic fields, food service areas, walkways, and parking lots.
4. Faculty, staff, and students are encouraged to inform violators of the smoking policy. In doing so, individuals should not become confrontational with violators. In those instances where a violator refuses to comply with the policy, Security should be contacted.

B. Enforcement

1. When a violation of the smoking policy is observed by a faculty, staff, student, or visitor, the individual should inform the violator of the College's smoking policy and request that they stop smoking or move to a designated smoking area.
 - a. If the violator(s) refuses to comply or becomes confrontational, Security should be contacted.
 - b. When a violation of the smoking policy is observed by a Security Officer, a Smoking Policy Violation form will be prepared in duplicate. One copy shall be issued to the violator(s) and one shall be filed in the Security Office.
 - c. If the violator(s) refuses to comply, or otherwise becomes confrontational, reasonable, non-physical efforts (including the use of Security cell phone camera) will be made to identify the violator(s).
 - d. Incidents of refusal to comply or confrontational response will be documented on a Security Incident Report and forwarded to the appropriate campus authority. Incidents involving employees will be reported to the AVP for Human Resources. Incidents involving students will be reported to the Vice President Learning Support or his/her designee.

C. Reporting and Tracking Violations

1. Violations of the smoking policy are recorded on the Smoking Policy Violation form. All violations will be kept on file and tracked in the Security Office.

2. When the Security office receives a third documentation of a violation of the policy, the employee or student will be referred for adjudication to the appropriate campus official.
 - a. Repeat violations by employees will be reported to the AVP for Human Resources by providing a copy of the Smoking Policy Violation Form.

 - b. Repeat violations by students will be reported to the Vice President, Learning Support or his/her designee. Security will complete and submit a Code of Student Conduct Violation Report form identifying all prior documented violations.

D. Adjudication

1. Cases involving employees charged with three violations of the smoking policy will be adjudicated in accordance with College personnel procedures.

2. Cases involving students charged with three violations of the smoking policy will be adjudicated in accordance with the Code of Student Conduct.

F. Smoking Prevention and Cessation Resources

1. The College is committed to providing education and assistance to both discourage individuals from starting to smoke and to help smokers in their efforts to quit. A variety of information and resources regarding smoking prevention and cessation is available from the following offices: Counseling and Advising, Office of Adult Services, and Student Life.