



LARIMER COUNTY POLICIES AND PROCEDURES

ADMINISTRATIVE POLICY AND PROCEDURE 100.17B

SUBJECT: SMOKING AND TOBACCO PRODUCTS POLICY

DATE: November 26, 2019 (*with approval of distance changes in HR Policy 331.4, Section VI*)

EFFECTIVE PERIOD: Until Superseded

REVIEW SCHEDULE: Every five years in November, or until superseded

CANCELLATION: Administrative Policy and Procedure 100.17A; April 21, 2009

ENCLOSURE: None

REFERENCE:

- A. Governing Policies Manual; [3.2.4, Treatment of Staff](#)
- B. [Board of Health Resolution; Distribution of Tobacco Products on County Property](#)
- C. Human Resources Policy and Procedure [331.4 Section VI – Smoking Prohibited](#)

PURPOSE: To ensure the safety and health of the citizens and employees of Larimer County by reducing the exposure to Environmental Tobacco Smoke (reference A). To promote the health, safety, and welfare of individuals in Larimer County by discouraging the inherently dangerous behavior of cigarette and tobacco product use, and by not permitting the distribution of free or nominal cost distribution of tobacco-related giveaways at any event sponsored or supported by Larimer County or on any property that is owned by Larimer County.

SCOPE: This Policy and Procedure applies to all County owned property and any County sponsored or supported events. This Policy does not apply to private retail outlets on County property, nor events on County property that are not sponsored by Larimer County.

RESPONSIBILITY: All Larimer County officials, employees, agents, subcontractors, and event personnel are expected to comply with this Policy and Procedure.

SPECIFIC REQUIREMENTS:

The provisions and guidelines attached to this 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 SECTION (Significant Changes from Prior Policy):

1. Reference C (added)
2. Purpose
3. Section I, B (*distance updated by BOCC approval of HR Policy 331.4, Section VI*)

POLICY AND PROCEDURE:

I. SMOKING:

- A. 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.
- B. Smoking will not be authorized within twenty-five (25) feet of common points of ingress or egress, operable window and air intake ventilation locations (reference C).
- C. Smoking is prohibited in any indoor location, and outdoor covered parking areas that are physically part of or connected to a facility and/or loading docks.
- D. 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 extinguishing and disposal ONLY.

II. TOBACCO PRODUCTS: The Board of County Commissioners establish policies to protect the public health and welfare of Larimer County Citizens by requiring the following (reference B):

- A. No person shall engage in or permit the free or nominal cost distribution of any cigarettes, tobacco products, coupons, industry incentives or promotional items on any property owned, leased, or rented by Larimer County, as defined in the Scope of this Policy and Procedure.
- B. No person shall engage in or permit the free or nominal cost distribution of any cigarettes, tobacco products, coupons, industry incentives or promotional items in exchange for consumer information or proof of purchase gifts or incentives on any property owned, leased, or rented by Larimer County, as defined in the Scope of this Policy and Procedure.

Tom Donnelly
Chair, Larimer County Board of Commissioners
(Approved at BOCC – Consent Agenda – 11/26/2019)

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

AJ/vl