

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: SMOKE-FREE CAMPUS	Number: AP 2.17
Legal Authority: Government Codes 7596, 7597, and 7599 Labor Code 6404.5	

A. Smoke Free Institution

The Board of Trustees has established the campuses, centers, facilities and vehicles of the District as smoke-free. Smoking tobacco products and marijuana products is prohibited in all San Francisco Community College District facilities, grounds and District-owned vehicles. The prohibition includes vaporizing.

B. Definitions

1. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigarette, cigar, pipe, hookah, electronic device or any other lighted or heated tobacco or marijuana plant product whether natural or synthetic.
2. "Vaporizing" means heating of tobacco or marijuana without burning it to create a gas that is inhaled.
3. "Electronic smoking device" means any product containing or delivering nicotine or any other substance intended for human consumption for the purpose of inhaling vapor or aerosol from the product including but not limited to e-cigarette, e-cigar or vape pen.

C. Smoke-free Campaign

1. The District shall establish an educational campaign to increase the awareness of the smoke-free policy (BP 2.17).
2. The District shall inform the public about the smoke free policy by posting signage at previously allowable smoking locations and other appropriate campus locations and posting on the District website. Additional campus-wide communications shall also occur via current avenues of information disseminations, including but not limited to new student and employee orientations as well as employee handbooks and college catalog.
3. The District smoke-free campaign shall also include promotion of tobacco cessation, treatment and resources.

Revisions: 6/25/15, 10/19/17, 4/26/18

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D. Enforcement and Fines

1. Enforcement and the issuance of citations for fines shall be primarily the responsibility of the District's Public Safety Department.
2. The District enforcement efforts will focus on positive reinforcement of the smoke-free campus policy with an emphasis on education and warnings. For the Fall 2018 semester, the Public Safety Officers will issue warnings, only.
3. Beginning Spring 2019 semester, after issuance of a warning, a monetary fine not to exceed \$25.00 may be assessed. The fine shall be increased to \$50.00 for 2nd offense and \$100.00 for 3rd and subsequent offenses.
4. A database will be established to track warnings and citations. Additionally, an appeals process shall be established.
5. Additionally, a process may be established allowing violators to be excused from the first monetary fine through documented participation in an approved community service or smoking cessation course.
6. Proceeds from fines collected shall be used to support educational operations that include education and promotion of "smoke/tobacco-free" policy, cessation education and treatment as well as operational cost to enforce the policy.
7. The collections of fines shall be the responsibility of the District's Bursars Office.
8. A protocol for non-payment shall be established by the District consistent with other fines or penalties imposed pursuant to Board Policy 5.12.
9. Violators who refuse to comply may be escorted off the campus by Public Safety.

E. Buildings and Grounds

1. The District will address potential litter issues on district property resulting from smokers being required to go off campus to smoke.

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