



ADMINISTRATIVE POLICIES

SECTION: 700-Facility and Property Management	POLICY#: 701
TITLE: Tobacco and Smoke-Free County Property	R & O #: 14-075
	IMPLEMENTED BY PROCEDURE #: 701-A
SPONSORING DEPT/DIV: Support Services Department/Facilities and Parks Services Division	
ADOPTED: 06/24/2014	REVIEWED: 9/28/2016 REVISED: June, 2020

PURPOSE: The purpose of this policy is to reduce the harmful effects of tobacco and create a culture of tobacco-free and smoke-free living.

AUTHORITY: ORS 433.835 to 433.875

APPLICABILITY: This policy applies to all County departments and employees and members of the public including volunteers, clients, visitors, vendors and contractors.

DEFINITIONS:

“All Times” means 24 hours a day, seven days a week.

“Inhalant Delivery Systems” means any product that can be used by a person to deliver nicotine, cannabinoids, or any other substance through inhalation of aerosol or vapor from the product. The term includes, but is not limited to, devices manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

“County Property” means all facilities, grounds, and property (including vehicles) owned, leased, rented, contracted, used, or controlled by Washington County.

“Smoking” means inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other tobacco or plant product, or inhaling or exhaling aerosol or vapor from any electronic delivery device. Smoking includes being in possession of a lighted or heated cigar, cigarette, pipe, or any other tobacco or plant product intended for inhalation, or an electronic delivery device that is turned on or otherwise activated.

“Staff” means any person employed in a full- or part-time capacity, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by Washington County, or

any person working on a volunteer basis. The term includes, but is not limited to, elected and appointed officials, personnel, contractors, consultants, and vendors.

“Tobacco Products” means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means.

“Tobacco Use” means the act of smoking, the use of smokeless tobacco, or the use of any other tobacco product in any form.

“Visitor” means any person who is not Washington County staff.

GENERAL POLICY: The U.S. Surgeon General has determined that exposure to secondhand tobacco smoke and the use of tobacco are significant health hazards. Tobacco use remains the number one cause of preventable death and is the leading modifiable health risk factor responsible for much of the illness and suffering related to chronic disease. In the interest of reducing these hazards, the sale and use of tobacco products and inhalant delivery systems is prohibited at all times in or on all Washington County property.

POLICY GUIDELINES:

1. **Responsibilities:**

Department directors shall be responsible for monitoring compliance.

2. **Exceptions:**

2.1 Exceptions to the policy may be granted by the County Administrative Office based on operational need. Exceptions will be regularly reviewed.

2.2 This policy does not apply to the use of noncommercial tobacco for ceremonial, cultural, religious or medicinal activities that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. Section 1996. Exceptions for ceremonial, cultural, religious or medicinal tobacco smoking must be pre-approved by the County Administrative Office.

2.3 It is not a violation of this policy to use a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

3. **Implementation:**

Elected officials and department directors are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments.

Observance of this policy is mandatory for all County employees and violation may result in disciplinary action (up to and including termination).

4. **Periodic Review:**

This policy shall be reviewed in collaboration by Support Services, Facilities and Parks Division, and tobacco prevention staff in the Public Health Division at least every three years, or more often if needed, and updated as necessary.