

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 33.020 -PROHIBITION AGAINST SMOKING AND USE OF SMOKELESS TOBACCO IN ALL CITY/DEPARTMENT OWNED VEHICLES AND CITY/DEPARTMENT FACILITIES

Date: March 26, 2019
Revision No.: 5
Supersedes: June 22, 2017
First Adopted: May 18, 1988

POLICY:

On August 15, 2013, Labor Code 6404.5 and Government Code 7597 were amended to include electronic cigarettes.

Labor Code 6404.5 prohibits the smoking of tobacco products, including electronic cigarettes, in enclosed places of employment.

Government Code 7597 prohibits the smoking of tobacco products, including electronic cigarettes, in the following areas: Inside public buildings; in outdoor areas within 20 feet of a main exit, entrance or operable window of a public building; and in vehicles owned by the State.

PROCEDURE:

Smoking, including electronic cigarettes, and the use of smokeless tobacco is prohibited in the following places:

- All City/Department owned vehicles
- All City/Department facilities, buildings, and offices
- Within 20 feet of each entrance/exit of all City/Department owned buildings
- Balconies, stairwells and landings at City/Department owned buildings (including those open to the air)

RESPONSIBILITY:

Division Directors, Superintendents, and Supervisors shall be responsible for ensuring compliance with the provisions of this policy as it relates to their employees and divisions. All violations will be reported to the Human Resources for appropriate action.

Policy Review

Established:	<u>5/18/1988</u>
Revised:	<u>7/15/91</u>
Revised:	<u>5/29/02</u>
Revised:	<u>10/1/2013</u>

Revised:	<u>6/22/2017</u>
No Changes:	<u>7/2018</u>
Revision Board Approved:	<u>3/26/2019</u>
No Changes:	<u>7/2020</u>
No Changes:	<u>7/2021</u>