EvCC3190P: TOBACCO USE PROCEDURE
Original Date: January 3, 1993
Revision Date: July 17, 2012
Policy Contact: Vice President of College Services

PURPOSE
The following procedures are established to meet the requirements for implementing EvCC3190: Tobacco Use Policy.

All students, faculty, and staff, or other persons utilizing college facilities are subject to the Tobacco Use rules, and all citations and fines as described below.

NOTICE
Security/Safety will provide official standardized tobacco use policy materials to members of the Everett Community College community for distribution.

ENFORCEMENT
The enforcement of these rules and regulations is the responsibility of Security/Safety personnel. Members of the Everett Community College community are encouraged to support enforcement of this policy.

Security officers are authorized to issue citations, control, and regulate facilities use as prescribed in these rules and regulations.

Any person interfering with a College security officer in the discharge of the provisions of these rules and regulations shall be in violation of RCW 9A.76.020, Obstructing Governmental Operation, and may be subject to arrest by law enforcement.

FINES
The Board, or its designee, shall set and approve fair and uniform fines for violations of these rules and shall provide adequate means for the enforcement and/or collection of such fines. If a violation of these rules and regulations is committed, Campus Safety/Security is authorized to issue a citation as prescribed in these rules.

First time violators may be issued a warning citation by Security/Safety personnel. Subsequent violations may result in fines and other appropriate discipline.
Persons cited for violations of these rules and regulations may respond either by filing a written appeal with the director of security/safety or by paying a fine within fifteen days of receipt of the citation. All fines are payable to Everett Community College. Fines can be paid by mail or in person at the Cashier's Office. Fines that are mailed must be received within fifteen days of receipt of the citation.

Fines for smoking offenses will be reduced by 50% if paid in person within forty-eight hours, excluding weekends and holidays. No reduction will be made on mail-in payments.

If any fine remains unpaid, any or all of the following actions may be taken by Security/Safety:
1. A hold may be placed on student transcripts.
2. Registration for the following quarter may be delayed.
3. Outstanding fines beyond 90 days may be referred to a collection agency.

**DISCIPLINE**

**Students:** Continued failure by students to abide by these rules and regulations with a third violation will be considered to be a violation of the Code of Student Conduct and will be forwarded on to the appropriate administrator for disciplinary action.

**Employees:** Compliance with Everett Community College rules and regulations is considered a standard part of job performance for all employees. Failure by employees of the College to abide by these rules and regulations may result in corrective/disciplinary action in accordance with the applicable bargaining agreement.

**APPEALS**

Alleged violators may appeal to the Director of Security/Safety for review within twenty calendar days of the date of the citation. The director of Security/Safety may dismiss, suspend, impose any lesser fine, and/or grant an extension of time within which to pay the fine. Appeals of the decision of the director of Security/Safety are to be submitted to the Vice President of College Services within ten calendar days. Fines will be suspended pending all appeals. Written notification of the Vice President's decision shall be made within ten calendar days of the appeal. The decision of the Vice President of College Service shall be final.

**RELEVANT LAWS AND OTHER RELATED INFORMATION**

- RCW 9A.76.020
- RCW 28B.50.140(13)
- Washington Clean Indoor Air Act of 1985 (RCW 70.160)
- WAC 132E-120-220

**REVISION HISTORY**

Original Date: January 3, 1993
Revision Date: July 17, 2012

**APPROVED BY**

President’s Staff