

Tobacco Free Rules: Facilities owned by Mt. Hood Community College (MHCC) will be tobacco free, effective January 2, 2010. (Adopted May 2009)

Rules

1. The use, distribution, or sale of tobacco, in MHCC buildings or on MHCC premises is prohibited. This includes, but is not limited to all MHCC sidewalks, parking lots, landscaped areas, recreational areas and buildings on any MHCC property and in MHCC owned, rented or leased vehicles, and at events on MHCC premises.
2. The inhaling, exhaling, burning, or carrying of any lighted smoking material, including cigarettes, cigars or pipes, is prohibited on College property. The use of other tobacco products, such as smokeless or chewing tobacco, is also prohibited on College property. This does not include U.S. Food and Drug Administration approved nicotine replacement therapy products for the purpose of cessation.
3. Smoking materials must be extinguished prior to arriving at any MHCC property without exception. All tobacco products in use must be disposed of appropriately prior to arriving at any MHCC property, which includes exiting a vehicle. Improper disposal includes:
 1. Spitting smokeless tobacco products;
 2. Littering (i.e. discarded cigarette butts, throwing or disposing of cigarette butts out of windows, leaving spit container);
 3. Anything that creates fire hazards.
4. The tobacco free policy may not apply to specific activities used in connection with the practice of cultural activities. All exceptions must be approved in advance by the president of MHCC or designee. A form may be obtained from the events coordinator when an event is booked.

Compliance Procedures

5. The enforcement of these rules and regulations is the responsibility of the Office of Safety and Security Management personnel with the voluntary assistance of members of the College community. Assistive acts include providing informational materials on smoking policies and verbal warnings.
6. Continued failure by students to comply with the directions of College officials to abide by these rules may be reported to the dean of student services as a violation of the Student Code of Conduct, administrative regulation AR-7040-C. Others in violation of the tobacco policy can be reported to the Office of Safety and Security Management.
7. The Office of Safety and Security Management personnel will use their discretion when enforcing this policy. Based upon the circumstances, they may issue a verbal warning or citation. Officers are authorized to issue warnings to first-time violators and control and regulate facilities use as prescribed in these rules and administrative regulations.
8. If a violation of these rules is committed by MHCC students or staff members, a citation and \$15 fine may be issued and posted to the offender's student or employee account in the Business Office. All fines are due immediately and are delinquent after 7 days. Unless fines are paid within 21 calendar days of receipt of the citation, appropriate steps will be taken consistent with Board Policy 5042 on Past Due Debts, for example, withholding of services, use of collection agencies and refusal of registration. Officers

will use discretion and take into consideration the totality of the circumstances when applying this policy.

9. Compliance with MHCC policies and regulations is considered a standard part of job performance for all employees. Repeated failure by employees of the College to abide by these policies and procedures may be addressed through informal discussions between the employee and his or her immediate supervisor (e.g., clarifying the MHCC tobacco free policy, outlining available resources and helping the employee to develop a strategy for compliance with the tobacco free policy).

Appeals

10. Persons cited for violations of these rules may respond either by filing a written appeal with the director of safety and security management within one week of the citation or by paying a fine within 21 calendar days of receipt of the citation at the campus Business Office. All fines are payable to MHCC. Fines that are mailed must be received within 21 calendar days of receipt of the citation.
11. Appeal forms may be picked up in the Office of Safety and Security Management.

Advertising/Sponsorships

12. No advertising or sponsorship promoting the use of tobacco shall be permitted on any College property, at MHCC sponsored events, or in publications produced by MHCC, with the exception of advertising in a newspaper or magazine that is not produced by the College and which is lawfully sold, bought or distributed on campus property.
13. MHCC will neither solicit nor accept any grant, gift or anything else of value from a manufacturer, distributor or retailer whose principal business is tobacco products.
14. The free distribution (sampling) of tobacco products and associated products is prohibited on MHCC property.

Questions?

Questions may be directed to the MHCC Tobacco Free Committee at tobacco@mhcc.edu. Additional information is available on MHCC's [TobaccoFree](#) Web page.