

LCCS POLICY 420

No Smoking

Original Issue Date:	01/01/1992
Revision Dates:	11/24/1998
Revision Number:	1
Current Effective Date:	12/13/1999, Reviewed 12/17/20-No changes
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All LCCS Staff, Board members, vendors, contractors, and non-employees on agency grounds
Responsibility:	All LCCS Staff
Purpose:	To provide a smoke-free environment for LCCS employees and clients. To protect non-smokers from the harmful effects of tobacco smoke.
Legal Cite:	Lucas County Commissioners Resolution No. 94-320, effective 4/1/94.

POLICY STATEMENT

Smoking is prohibited in Lucas County Children Services buildings, vehicles, and personal vehicles when transporting clients.

Employees who violate this policy will be subject to disciplinary action.

PROCEDURE

Smoking is allowed outside of buildings as long as it occurs away from doorways, thereby preventing smoke from being blown inside and preventing non-smokers from walking through smoke.

Employees should inform all visitors, contractors and vendors of the agency's no smoking policy. If individuals do not refrain from smoking, Security will be notified and assistance requested.

Complaints or concerns, regarding the policy's implementation by LCCS Staff, should be directed, by the complainant, to their immediate supervisor.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS