

California State University Channel Islands (CI)  
Procedure for Smoking Policy Enforcement, Communication and Cleanliness—DRAFT

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**Introduction:**

This procedure has been developed to support ~~the university's~~CI's smoking policy. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of every member of the University community.

**Communication and Education:**

The ~~university~~CI smoking policy shall be included in the University Catalog, appropriate University contracts, employee recruitment information and other informational publications. New employees and students will be informed of the CI smoking policy via their respective orientation programs. Students living on campus will be informed of the university policy through the resident student handbook.

Human Resource ~~Programs~~ and the Student Health Services shall provide programs to assist those faculty, staff, and students who wish assistance in overcoming their dependency on tobacco. An expanded list of community resources shall be made available to any requester.

**Policy Administration & Enforcement:**

All members of the campus community are expected to address concerns directly whenever possible so that this standard is upheld collegially by our community. ~~Operations, Planning and Construction~~Facility Services may be notified when problems exist with locations where smoking frequently occurs, such as problems with ash urns, improper disposal of smoking products, or other physical concerns.

Administrators and supervisors are responsible for addressing violations of this policy through already established channels for adjudicating complaints and violations.

In extreme situations, students and employees may notify the university police department if they encounter individuals who disregard requests to cease/desist from smoking, or if the person making contact is threatened.

**Provision of Smoking Litter Appliances:**

The university will place ash urns and other smoking litter appliances as needed for the purposes of fire safety, litter prevention, and to minimize exposure to secondhand smoke. Consideration of pedestrian traffic patterns, pedestrian safety, ~~ADA~~-accessibility and campus aesthetic will influence the actual placement of receptacles. Changes may occur on an as-needed basis from time to time.