



## Tucson City Court Administrative Directive

SUBJECT  <b>SMOKING POLICY FOR CITY COURT BUILDING</b>	NUMBER 210-1	PAGE Page 1 of 2
	PAGE ISSUE DATE September 10, 2013 Revision Date: April 1, 2019	

### I. PURPOSE

To establish a policy regarding use of electronic nicotine delivery systems (e-cigarettes) and smoking in the City's court building complex. Although this directive governs City Court and City employee behavior, visitors to City Court facilities must also comply with the provisions of the Tucson Code regarding smoking (Chapter 11, Article III). (Employees may request a copy of the smoking ordinance from the City Clerk's Office or print it by using the City Code link from the City's Intranet Website).

### II. DEFINITIONS

- A. "Smoking" – (A.R.S. 36-601.01A.11) Inhaling, exhaling, burning, or carrying or possessing any lighted tobacco product, including cigars, cigarettes, pipe tobacco and any other lighted tobacco product. The term smoking includes the use of E-Cigarettes.
- B. Electronic Cigarette (E-Cigarettes) – Electronic cigarettes, also referred to as "e-cigarettes," are battery-operated devices that contain cartridges filled with nicotine, flavor and other chemicals. The electronic cigarette turns nicotine and other chemicals into a vapor inhaled by the user. The excess cigarette-like "smoke" vapor is then emitted from the end of the e-cigarette (process is also referred to as "vaping"), completing the cigarette smoking illusion. For the purposes of this Administrative Directive, usage of all types of e-cigarettes are considered to be "smoking".

### III. REFERENCE

- A. A.R.S. § 36-601.01, Smoke-Free Arizona Act
- B. Arizona Administrative Code (A.A.C.) R9-2-108

### IV. POLICY

Smoking or use of any type of electronic cigarette (E-cigarette) is prohibited in all City Court areas (private or public) owned or leased by the City of Tucson. Smoking or use of e-cigarettes is also prohibited within 20 feet of any entrance, open windows or ventilation systems and in all City vehicles



Tucson City Court Administrative Directive

SUBJECT  <b>SMOKING POLICY FOR CITY COURT BUILDING</b>	NUMBER 210-1	PAGE Page 2 of 2
	PAGE ISSUE DATE September 10, 2013 Revision Date: April 1, 2019	

**V. GENERAL**

- A.** There are no employee breaks for smoking; no such breaks are authorized. Employees may smoke during their authorized work break times. Each Court Division Manager is responsible for establishing a system to handle work breaks.
- B.** No City employee shall be subject to disciplinary action solely as a result of his or her complaint about smoking in the work place.
- C.** Employees who wish to stop smoking are encouraged to contact the City of Tucson Human Resources Department for information regarding available assistance.
- D.** Court Division Managers shall resolve problems not resolved at the supervisory level in accordance with this Court Administrative Directive and City of Tucson Administrative Directive 2.02-17, Smoking in City Work Areas.
- E.** Employees who smoke are encouraged to refrain from smoking on the street side entrances to the City Court building to allow the public and fellow employees smoke free access.
- F.** Individuals smoking during breaks are responsible for ensuring they place cigarette butts in the appropriate container and not on the pavement.
- G.** Employees who intentionally disregard the provisions contained herein may be subject to disciplinary action.

**Review Responsibility and Frequency:** The Court Administrator or designee will review this Court Administrative Policy for revision as needed.

\_\_\_\_\_  
Presiding Magistrate  
Antonio Riojas Jr.

3/27/19  
\_\_\_\_\_  
Date