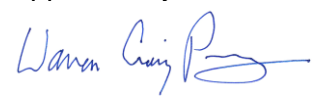


COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Tobacco Free Environment		Approved by:
Insert:	02.23	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College comply with Alabama Community College System (ACCS) [Board Policy 514.01](#).

Refer to <https://www.alabamapublichealth.gov/tpts/assets/coastalalabamacomunitycollege.pdf> for additional information.

SCOPE:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with college policies.

DEFINITIONS:

Tobacco Products: For the purpose of this policy, tobacco products include any products containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Smoking or the use of tobacco products and vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on any Coastal Alabama Community College property. The College also prohibits littering the campus with remains of any tobacco products.

DETAILS:

1. **Tobacco Products Prohibited:** The use of any tobacco products is prohibited at all times and at all locations on all Coastal Alabama Community College campuses, including College-owned and leased facilities, properties, and grounds. This includes but is not limited to the following:
 - All outside property or grounds of the campuses, including sidewalks, parking lots, and recreational areas;
 - Within any college-owned vehicles;
 - All indoor and outdoor athletic venues and facilities.

All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times.

2. **Violations of Policy:** Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Any Coastal Alabama Community College student found to have violated this policy shall be subject to the following fines:

- First student ticket – Warning

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Warren Gray

- Second student ticket - \$25.00

3. **Student Hold for Non-Payment of Fine:** A student who has pending fines may not register for classes nor have transcripts released until all fines are paid in full.

PROCEDURE(S):

Employee Complaint Procedures

1. Refer to the [Employee Complaints and Grievances Policy](#).

Student Complaint Procedures

1. Refer to the [Student – Formal Complaints Policy](#).

Appeals Procedures

1. **Appeals:** Any student or employee desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Chief of Police or designee.

ADDITIONAL PROVISIONS/INFORMATION:

Refer to the [Employee Complaints and Grievances Policy](#).

Refer to the [Student – Formal Complaints Policy](#).

Refer to [Working Conditions Policy](#) (Employee Discipline Section).

Refer to [Student Code of Conduct Policy](#).