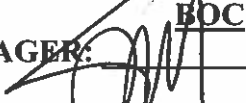

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 100.04
EFFECTIVE DATE: 8/13/93
REVISED: 8/13/01, 3/20/03,
06/05/03, 02/01/07, 05/02/24
LAST REVIEWED: 05/02/24
AUTHORITY: BOC
COUNTY MANAGER: 
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SUBJECT: SMOKING

- I. PURPOSE:** To establish guidelines for a smoke-free workplace in all County facilities, vehicles, and equipment as well as to ensure compliance with the State law regarding smoking in public facilities.
- II. POLICY:** In accordance NRS 202.2483 (Nevada Clean Indoor Air Act), the use of tobacco products, including electronic cigarettes and similar products, is prohibited within any building owned, leased, contracted for, and utilized by the County. This prohibition extends to areas that are routinely or regularly used by employees, including but not limited to: work areas, restrooms, hallways, break rooms, conference and meeting rooms, lobbies, reception areas, vehicles, and equipment the County owns or uses. The County may designate an outdoor smoking area for its employees.
- III. RESPONSIBILITY FOR REVIEW:** Human Resources is responsible for updating this policy and shall bring it to the Internal Review Committee for review as needed or at least once every five years.