

	POLICY PROCEDURE GUIDELINES	POLICY NUMBER: 05.70.00.	PAGE NUMBER: 1 of 3
		SUBJECT: Smoking Restriction Policy	Adopted: 2/26/2008 Latest Revision: 04/06/2016 Next Review:

05.70.00. POLICY STATEMENT

The Forest Preserve District of Cook County (the “District”) recognizes the Smoke Free Illinois Act of 2008.

The Smoke Free Illinois Act (Public Act 095-0017) states:

Section 15: Smoking in public places, places of employment, and governmental vehicles prohibited. No person shall smoke in a public place or in any place of employment or within 15 feet of any entrance to a public place or place of employment. No person may smoke in any vehicle owned, leased, or operated by the State or a political subdivision of the State.

To this end, smoking is prohibited in all buildings owned, controlled, and/or operated by the District as well as District owned, rented and/or leased vehicles. Smoking is not permitted within at least 15 feet of any entrance to a District public facility and/or place of employment.

05.70.01. PURPOSE

The purpose of this policy is to inform employees of the District that smoking is prohibited in all buildings owned, controlled and/or operated by the District as well as District vehicles and doing such may result in disciplinary action.

05.70.02. REFERENCES

Smoke Free Illinois Act (Public Act 095-0017)

Cook County Rules & Regulations
(Rule 8.03 (c).9)

Forest Preserve District of Cook County, Employee Handbook
(Use of District Property Section: Page 17)

Forest Preserve District of Cook County, Employee Handbook
(Rules of Conduct Section: Pages 20-23)

05.70.03. DEFINITIONS

Facility: Space or building owned, rented, leased, or operated by the District.

Vehicle/Equipment: These guidelines govern District owned, leased, and rented vehicles and equipment including, but not limited to, automobiles, pick-up trucks, light duty trucks, sport utility vehicles, vans, heavy duty trucks, trailers, tractors, and, grass-cutting equipment.

Smoking: Any emission of gas or vapor originating from a cigarette, cigar, pipe, or any other smoking device, etc.

05.70.04. SCOPE

This policy applies to all District employees, volunteers, stewards, community service workers, partners, and District guests/visiting public.

05.70.05. RESPONSIBILITY

Department Heads: Department Heads are required to: **(1)** Distribute a copy of this policy to each employee in their department; and, **(2)** make sure “No Smoking” signs/memos are posted at a location within their facility where it is easily viewed by all District employees and/or visiting public.

District Employees: All District employees are required to comply with this policy.

05.70.06. PROCEDURE

- A.** The District should ensure that a “No Smoking” sign, memo, or flyer is posted at the entrance of relevant facilities, and/or in a location where it is easily viewed by District employees and/or the visiting public. A copy of this memorandum is to be distributed and a signature sheet is to be signed by each employee.
- B.** Smoking is not permitted in or on any District owned, rented and/or leased vehicles/equipment.
- C.** Smoking should occur in approved designated smoking locations, should these approved locations exist; otherwise smoking is not permitted within at least 15 feet of any entrance to a public facility and/or place of employment.
- D.** Smoking is not permitted within 25 feet of any entries, outdoor air intakes and/or operable windows at the following District locations, and/or any other locations determined by the District: Camp Sagawau, Little Red School House Nature Center, Rolling Knolls Welcome Center, and Swallow Cliff Shelter.
- E.** The designated smoking area for the General Headquarters is located behind the building outside the museum conference room, and/or some other Facilities Department approved location at GHQ.
- F.** Any employee found to be smoking within a facility and/or a District vehicle may be subject to disciplinary action.

- G. Employees may confidentially report any violation of the Smoke Free Illinois Act by contacting the District Law Enforcement Department at (708) 771-1001.

05.70.07. TRAINING REQUIREMENTS

N/A

05.70.08. ACTION PLAN TO COMMUNICATE/DISSEMINATE

1. This policy should be distributed to all staff.
2. This policy should be added to the District shared drive, intranet, and website.
3. Department Heads should work to ensure that their staff is knowledgeable about this policy.
4. Department Heads should work to ensure than any volunteer, steward, community service worker, and/or partner under their supervision is knowledgeable about this policy.

If you have questions, comments, or suggestions concerning District policies, please contact:

Forest Preserve District of Cook County
Office of the General Superintendent
Attn: Anthony D. Tindall, Policy Director
69 W. Washington St., Suite 2040, Chicago, IL 60602
Office: (312) 603-8351; Email: Anthony.Tindall@cookcountyil.gov