



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 3-2.31

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DEPARTMENT. BEHAVIORAL HEALTH

SUBJECT NO SMOKING

APPROVED

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James McReynolds, Director

I. PURPOSE

To implement Board of Supervisors' policy prohibiting smoking in County-owned or leased buildings, excepting patients on the Inpatient Unit.

II. SCOPE

This policy applies to all employees, clients, and visitors of the Department of Behavioral Health

III. POLICY

A Smoking is prohibited in all buildings owned by the County or leased by the Department of Behavioral Health, including the Inpatient Unit.

IV. POLICY AMPLIFICATION

A. "Smoking is Prohibited" and "No Smoking" signs will be placed in the following locations within the Department of Behavioral Health.

1. Meeting Rooms/Conference Rooms
2. Elevators
3. Restrooms
4. Lobbies and Hallways
5. Common Work Areas
6. Cafeterias and Break Rooms

B. Property Management will be responsible for purchasing "No Smoking" signs.

C. Sale of cigarettes or cigarette vending machines are prohibited in any building owned by the County or leased by the Department of Behavioral Health

- D All employees are expected to cooperate fully with this policy.
1. Supervisors and Managers within the Department of Behavioral Health are responsible for assuring enforcement.
 2. Any employee who fails to comply with this policy is subject to disciplinary action under the terms of the Personnel Rules of the County of San Bernardino.

V. DESIGNATED SMOKING AREAS

- A Staff are to smoke only in appropriate areas outside County buildings, as determined by facility supervisors. Main entrances and other prominent areas should not be used for smoke breaks.
- B Smoking shall occur during the morning and/or afternoon 15-minute prescribed breaks. Five-minute smoke breaks, six times per day, are not permitted.