

A. D. No. 6.6  
Effective Date: \_\_\_\_\_  
Reviewed Date: \_\_\_\_\_  
County Administrator  
Approved: \_\_\_\_\_

**PINELLAS COUNTY  
ADMINISTRATIVE DIRECTIVE**

***SMOKING POLICY***

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**SUMMARY:**

Smoking is prohibited inside any County owned or leased building. This Administrative Directive defines ‘Smoking’ to include inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted tobacco product. This Directive also prohibits ‘electronic cigarettes’ which includes any product that employs a battery, chemical, or mechanical means to produce an aerosol from any substance containing nicotine/product/chemical, including but not limited to an electronic cigar, electronic cigarillo, electronic pipe, vaporizer, vape pen or other similar devices/products.

Additionally, all means of entry into County buildings must remain open and unblocked by individuals smoking. All County employees that smoke are directed to smoke in designated areas and use cigarette butt containers for disposal. County citizenry have a right to expect neat and clean public facilities.

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Issued by  
Real Estate Management

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## SMOKING POLICY

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**SUPERSEDES:** May 5, 2000

### DEFINITIONS:

County-owned and leased buildings include lobbies, offices, courthouses, food service areas, garages, warehouses, storage areas, laboratories, mechanical/electrical rooms, hallways, elevators, stairways, landings, rest rooms, and entrance areas.

### PROCEDURE:

The Florida Clean Indoor Air Act (FCIAA) prohibits smoking inside the workplace. The Department of Health is the enforcing authority. To report **non-compliance**, contact the Department of Health, Bureau of Tobacco Prevention Programs at **1-800-337-3742** or correspond via e-mail at [FCIAA@flhealth.gov](mailto:FCIAA@flhealth.gov). If mailing, then to the Bureau of Tobacco Prevention Program, 4052 Bald Cypress Way, Bin C23, Tallahassee, FL 32399-1743. The following information is required for processing the complaint:

- Name of workplace (where violation is occurring);
- The mailing address, city, county and zip code;
- Nature of the violation (ex. smoking in an enclosed indoor workplace); and if available, provide the name of the person in charge of the workplace.

The Pinellas County Sheriff and building security are authorized to direct smokers to designated smoking areas and/or report employees to their managers.

The Department of Real Estate Management is responsible to post appropriate signage, establish 'Designated Smoking Areas' and strategically place cigarette butt containers.

**COMMENTS:** None

### AUTHORITY:

1. Florida Clean Indoor Air Act, F.S., Chapter 386, Part II
2. County Administrator – best management practice