

Operational Memorandum

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North Lake College

Dallas County Community College District

Effective: March 1, 2008

Revised: 01/11/2012

Policy: BTPAPM DO (Local)

Authority: City of Irving Ordinance No. 8740

SUBJECT: Smoking on College Property

Purpose Statement:

NLC gives priority to a positive and healthy environment. Precedence shall be given to non-smoking persons in the application of this Operational Memorandum (OM). The intent of this OM is to ensure compliance with Chapter 48 of the City of Irving, Texas, Code of Civil and Criminal Ordinances, entitled "Smoking", ordinance #8740, effective January 1, 2007.

Smoking Cessation Programs:

Smoking cessation programs are accessible to all faculty, staff, and students through the Student Services and Human Resources offices, approved "Work Life Programs", and events sponsored by the college.

Sale of Tobacco Products:

North Lake College will not permit or approve the sale of tobacco products on any college property.

Smoking is Prohibited:

- Inside all buildings and in any seating area of any outdoor athletic facilities on college property.
- Within twenty-five (25) feet of all entrances and buildings.
- Within twenty-five (25) feet of all air intake vents and flammables storage areas.
- In all college owned vehicles.

Smoking is Permitted:

- In designated outdoor areas only identified with signs and publicly posted OM references. College site plans and sign samples are attachments of this OM.

Identification of Areas Involved:

- Signs are posted identifying all non-smoking and smoking permitted areas.
- Signs at a minimum contain a phone number for lodging complaints and state the City of Irving ordinance #8740.
- Specific locations are identified on college site plans and made available to the public by distribution, by postings in public and administrative areas, and from time to time in designated college publications.

Enforcement and Complaints Procedures:

- The Vice President of Business Services is authorized to direct concerns for resolution.
- A form is available for written complaints at all main administrative offices (sample form attached).
- College Police are authorized to enforce the City of Irving ordinance and this OM.
- Repeated complaints involving a faculty, staff, or student member of the college may result in disciplinary procedures or a citation in accordance with the City of Irving ordinance in effect.
- Retaliation and/or discrimination against individuals lodging a complaint or concern will not be tolerated.
- This OM must be publicly posted and maintained by college administration.

Attachments

- 1) Complaint form template.
- 2) Non-Smoking Area Sign Samples
- 3) Smoking Permitted Area Sign Sample
- 4) Site plan(s) with designated smoking permitted areas.

SMOKING COMPLAINT FORM

City of Irving Code of Civil and Criminal Ordinances and North Lake College prohibit smoking in all campus buildings. Designated smoking areas are located outside the buildings according to the Ordinance.

Alleged violators will be informed of the complaint and asked to comply with the regulations. The names of the complainants will not be revealed to violators without specific permission.

I WISH TO REPORT THE FOLLOWING VIOLATION(S):

Date of Violation: _____ Time: _____

Location of Violation (building, room number or name -- be specific):

Description of Violation

No smoking signs were posted in or near the location of the smoking violation.

Yes _____ No _____ Unknown / Not-Sure

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Name of Complainant (print): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please identify your status on campus: \_\_\_ Employee \_\_\_ Student \_\_\_ Visitor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unsigned complaints will not be acted upon.  
SUBMIT FORM TO:  
Office of the President  
Patricia Corbett A324 ~ 972-273-3283  
Signage Samples

14" X 20" for main campus entry roadways

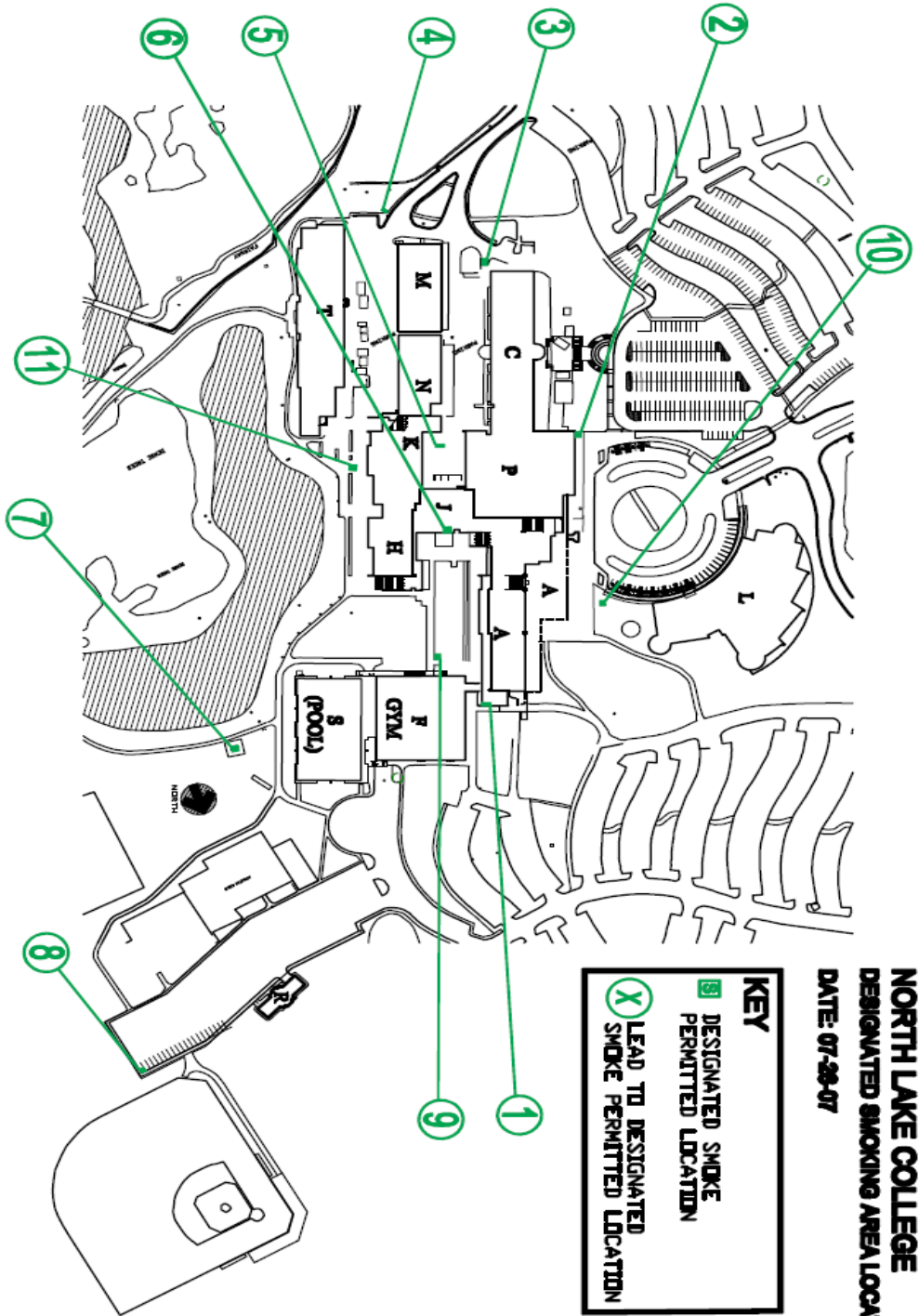


3 ½" X 5" decal for entries



10" X 14" for smoking permitted areas





**NORTH LAKE COLLEGE**  
**DESIGNATED SMOKING AREA LOCATIONS**

DATE: 07-29-07

**KEY**

- 3 DESIGNATED SMOKE PERMITTED LOCATION
- X LEAD TO DESIGNATED SMOKE PERMITTED LOCATION