

Procedure:	Tobacco Product Use	Procedure No.:	FG7002.1
Authority:	College President	Associated Policy Reference No.:	
Procedure Owner:	VP Student Development & CDO	Responsible Party:	Office of Public Safety
Approved:	December 12, 2024		
Revised:	(DATE)		

Statement of the Procedure

The purpose of this procedure is to establish the manner in which SUNY Broome will enforce the Tobacco Product Use policy on SUNY Broome campus owned and controlled property.

Related Policies

FG7002

To whom it applies

Campus Wide

General Guidelines

1. Individuals found using any tobacco containing product shall be in violation of this policy.
2. Littering cigarette butts shall be a violation of this policy.
3. Enforcement of the policy shall be performed by Office of Public Safety staff.
4. Any campus employee may request that individuals found in violation of the policy comply. Public Safety shall be notified of anyone who refuses to comply.
5. Individuals who repeatedly violate the policy shall be referred to the appropriate entity and additional corrective action may be taken.

Fines

1. Each violation of the no tobacco use policy shall be assessed a fine as follows:
 - a. First Offense - \$10.
 - b. Second Offense - \$20
 - c. Third Offense - \$30
 - d. Fourth Offense - \$40
2. Fines not paid within 30 calendar days from the date of issuance will be doubled.
3. After four violations of the no smoking policy, the violator shall be referred to the appropriate entity;
 - a. Students – The Dean of Students
 - b. Employees- Supervisor and/or Human Resources

c. Contractors and Visitors – The College employee with direct oversight.

4. Unpaid student fines and costs will be applied to that individual's student account.

5. Unpaid employee fines and costs will be attached to that individual's Banner account.

6. Visitors and Contractors may be banned from campus for unpaid fines or continued violation of the policy.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>ex. Created</i>	<i>01/01/2020</i>	<i>SC</i>	<i>ex. Director Sponsored Programs</i>