



## Tobacco Free Campus Procedure

The following procedures are designed to support a tobacco-free campus:

- A. Prohibition:** McHenry County College (MCC) strictly prohibits the use of all tobacco products on or in any College-owned property.
- B. Intent and Purpose:** The Tobacco-Free Campus Procedure is intended to supplement the requirements of the Smoke Free Illinois Act of 2008. This procedure will be reviewed annually and updated as needed.
- C. Applicability:** This procedure and companion rules and regulations apply to all MCC premises and to all employees, students and visitors. All employees and students are responsible for being familiar with and complying with these requirements and related policies.
- D. Definitions:**
1. **Tobacco Products** – includes but is not limited to the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited.
  2. **College Owned Property** – all property, facilities, buildings, structures, installations, work locations, work areas, or vehicles owned, operated, leased, rented, used, or that are under the control of the College.
- E. Enforcement:** Enforcement of this policy depends on the cooperation of all MCC faculty, staff, and students not only to comply with this policy but also to encourage others to comply with this policy in order to promote a safe, clean, and healthy learning environment. Violators of this policy will be referred to the appropriate administrative office for review and appropriate administrative action. Policy violations may also be subject to citations and/or fines issued by Campus Public Safety.
1. **Citations:** Violators may be issued citations by Campus Public Safety.
  2. **Fines:**
    - a. First citation - \$50.00
    - b. Second citation - \$100.00
    - c. Subsequent citations may be issued in an amount up to \$250.00, depending on the nature of the violation.
  3. **Payment:** All fines are to be paid within thirty (30) days of the date the citation was issued. Payment is to be made at the Registration Office. Failure to pay fines will result in an Academic Restriction placed on student's record.
  4. **Repeated Offenses:**
    - a. For students, all citations shall be reported to the AVP of Academic and Student Affairs. Repeated offenses are in violation of the Student Code of Conduct and could lead to administrative actions.
    - b. For employees, all citations shall be reported to the faculty or staff member's immediate supervisor and the AVP Human Resources. Repeated offenses are in violation of Board Policy and punishable by disciplinary action.
  5. **Members of the Public and/or Visitors to the College:** Members of the public and/or visitors who use tobacco on College property will be asked by Campus Public Safety to extinguish any type of cigar, cigarette, pipe, electronic cigarette, or other smoking equipment. The use of smokeless/chewing tobacco is also prohibited and must be disposed of in a safe and sanitary manner immediately upon request. If a visitor refuses to comply with this request, Campus Public Safety may direct the visitor to leave College property.
- F. Smoking Cessation:**  
The College recognizes that individuals may require help to quit smoking. Referrals for smoking cessation and educational materials are available through MCC's Health and Wellness Program.