



**JEFFERSON COUNTY DEPARTMENT OF HEALTH AND ENVIRONMENT  
POLICIES AND PROCEDURES**

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**Division: ADMINISTRATIVE SERVICES**

**Subject: Tobacco Use**

**Effective date: 7/1/03**

**Updated: 07/04/2008**

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**I. Policy**

Department employees are required to comply with any county policy regarding tobacco use. Current county policies can be viewed online on the county intranet, or by obtaining a hard copy from JCDHE's Administrative Services Division.

Tobacco use is prohibited in all Department buildings and vehicles, and on all Department grounds. Department staff is prohibited from using tobacco in areas where departmental programs or services are being provided, including at sites other than those owned or leased by the Department.

JCDHE complies with the Colorado Clean Indoor Air Act of 2006, which prohibits smoking in indoor public areas and workplaces.

All applicants for employment will be advised at the time of interview that JCDHE is a tobacco-free employer and maintains a tobacco-free workplace.

Individuals, including employees and their family members, clients, and others, seeking assistance in ceasing use of tobacco are encouraged to contact JCDHE's Health Promotion and Lifestyle Management Division for information about currently available tobacco cessation programs.