

FILED

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MOHAVE PH 1:48

LINDA DEARY  
SUPERIOR COURT CLERK

IN THE MATTER OF: )  
)  
MOHAVE COUNTY COURT SYSTEM )  
SMOKING POLICY )  
\_\_\_\_\_ )

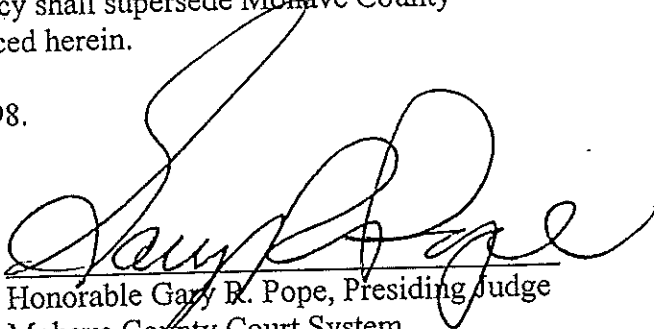
ADMINISTRATIVE ORDER  
98-5

WHEREAS, it is necessary to establish and define a smoking policy for judges and employees in the Mohave County Court System;

IT IS ORDERED that the attached policy is hereby adopted effective March 1, 1998.

IT IS FURTHER ORDERED that this policy shall supersede Mohave County Administrative Procedure P-90-01 except as referenced herein.

DATED this 10 day of March, 1998.

  
Honorable Gary R. Pope, Presiding Judge  
Mohave County Court System

Original filed with the Clerk of the Superior Court in Mohave County.

## SUPERIOR COURT IN MOHAVE COUNTY

### SMOKING POLICY

- PURPOSE:** The purpose of the Mohave County Court System Smoking Policy is to protect the rights of nonsmokers and smokers; provide employees, clients, and visitors with an example of preventative health behavior; maintain as clean and healthful an environment as possible; and reduce the discomfort of employees, clients and visitors whose tolerance for tobacco smoke is limited. Furthermore, smoking has been shown to affect the health and comfort of non-smokers who come in contact with secondhand smoke.
- APPLICABILITY:** The policy applies to all court employees, volunteers, contractors, clients and visitor while utilizing the office areas, meeting rooms, and other locations in Mohave County Court System facilities.
- DEFINITION:** "Smoking" is defined as carrying or possessing any lighted tobacco product including cigars, cigarettes, and pipes.
- POLICY:**
1. Smoking in any form is prohibited in Mohave County Court System facilities anywhere in the county including conference and meeting rooms, jury, deliberation rooms, courtrooms, private offices, restrooms, stairways and elevators. Smoking is also prohibited in waiting areas, counter areas, and hallways. Doors to the courthouse may not be propped open to accommodate smokers.
  2. Management may provide, within reason, smoking breaks for those employees who are deprived of a place to smoke by the provisions of this policy. Outdoor ash receptacles should be placed in outdoor smoking areas. Such receptacles shall be provided by the Public Works Building Maintenance Division pursuant to Mohave County Administrative Procedure P-90-01.
- ENFORCEMENT:** Employees who violate this policy and procedure shall be verbally warned on the first offense by their supervisor. On the second offense, they shall be counseled by their supervisor and a copy of a written report kept on permanent file in their personnel record. Repeat violations may be subject to further personnel actions in accordance with court personnel policy and procedures. Visitors and/or clients who violate this policy will be asked to extinguish the smoking material. If the visitor or client continues to smoke, the person will be asked to leave the court facility. Court employees will not provide services to visitors or clients who violate this policy.