

Policy Statement

Terra State Community College is committed to maintaining a healthy, smoke-free, and vape-free environment for the College community and the public. Smoking, inhaling, or vaping any substance by any method is prohibited, including but not limited to tobacco products, e-cigarettes and vaping devices (disposable vapes, vape pens, mods, JUUL-type devices, and similar), aromatic smoking products such as clove or herbal cigarettes, aerosol devices, or any other similar device. Marijuana use or possession is strictly prohibited on college property, regardless of state law, in compliance with federal guidelines under the Drug-Free Schools and Communities Act (DFSCA). This policy applies to all Terra State Community College employees, students, vendors, and visitors, and smoking or vaping is prohibited in all College buildings, immediate surrounding property, and the Terra Village Landings, except in designated outdoor smoking areas.

Policy Details

The areas designated for smoking on Terra State Community College Campus will be the following:

1. The smoking huts located in the quadrangle outside of building A, D, and E
2. The parking lots
3. Truck Driving/ Motorcycle pad

Terra State Community College will adhere to the State of Ohio Smoking Laws. Violations will not be tolerated. Employees that violate these laws are subject to disciplinary action, up to and including termination of employment. Students who violate these laws are subject to the student code of conduct violations. In accordance with federal law, marijuana in any form is strictly prohibited on all Terra State Community College grounds and housing. State of Ohio Smoking Laws can be found at [Ohio Smoking Laws](#). Terra State Community College Student Code of Conduct can be found at [Student Code of Conduct](#)

Procedures

- (1) Any person observed smoking other than at the designated areas shall be reported to Terra State Community College's Safety and Security Office at 419-559-2253.
- (2) A Safety and Security responder shall immediately investigate and, if a violation has occurred, will document it in an incident report and send it to the Director of Campus Safety & Security for review, then it will be sent to the Dean of Student Success or Human Resources.
- (3) Human Resources will contact the employee's supervisor and the supervisor will review this policy with him/her.
- (4) If a second violation is noted, the supervisor shall meet with the employee and a written disciplinary letter will be completed and signed by both and placed in the employee's personnel file.

- (5) If a third violation is noted, the employee will be terminated.
- (6) If a student is found in violation, they will go through the student code of conduct process.

Resources

Definition

<i>Term</i>	Definition
<i>Tobacco Products</i>	Any product made of tobacco including but not limited to cigarettes, cigars, cigarillos, pipes, bidis, all chewing tobacco products, and electronic cigarettes, cigars, or related products.
<i>Smoking</i>	Burning or other use of any cigarettes, cigars, cigarillos, pipes, bidis, all chewing tobacco products, and electronic cigarettes, cigars, or related products
<i>Vaping Products</i>	Inhaling of an aerosol mist created by an electronic cigarette, e-cigarette or vaping device

Approval History

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
3/24/04	Effective		
12/7/06	Revised		
2/20/23	Updated and Revised		
4/2/2024	Added Wording	Added vaping and aerosol devices, and definition.	Director of Campus Safety & Security
	Added Wording	Added information about Drug-Free Schools and Communities Act. Added In accordance with federal law, marijuana in any form is strictly prohibited on all Terra State Community College grounds and housing. Added information about students	Director of Campus Safety & Security

**Full name of CASA Committee Chair, signatory, or designee

Effective date 4.11.23

Next Review Date: 2.27.28