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TERRI ROSS
COUNTY CLERK

2019 APR 15 AM 11:15

UPSHUR COUNTY, TX
BY 
DEPUTY

UPSHUR COUNTY TOBACCO POLICY UPDATED EFFECTIVE MARCH 1, 2019

By order of the Upshur County Commissioner's Court, all county owned buildings, vehicles, equipment and property are considered to be a **Tobacco Free Environment**, except for designated smoking areas hereinafter identified.

1. This order applies to all employees, visitors and any other persons.
2. The use, smoking or burning of any tobacco products, including but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, dipping tobacco, or snuff is strictly prohibited.
3. Use of tobacco products is allowed ONLY in personal vehicles or the hereinafter designated smoking areas.
4. Employees will be informed of this policy through inserts in pay envelopes, the Upshur County Policy and Procedures Manual, by elected officials, department heads, and supervisors.
5. The following areas of county property are designated as smoking areas and none other:
 - a) County Courthouse on the square. The east side entrance sidewalk beginning at the curb and traveling 20 feet west, and 6 feet north and south of the sidewalk. On days on which rain or any other precipitation is falling, when the ambient outside temperature is below 40 degrees F or above 85 degrees F, then on the south front porch of the County Courthouse but not closer than 6 feet from the double doors.
 - b) Upshur County Justice Center. At the southwest side exit door beginning 6 feet north of the double doors and extending to the curb of the parking lot, and extending west 20 feet from the southernmost corner of the building. On days on which rain or any other precipitation is falling, when the ambient outside temperature is below 40 degrees F or above 85 degrees F, then under the canopy on the west side main entrance of the Justice Center, and not closer than 6 feet from the double doors. Employees of the County are also authorized to smoke on the east side of the Justice Center at the Sheriff's Office back door anywhere within 10 feet south of the door and 15 feet east of the door extending to the sally port entrance.


- c) Road and Bridge Designated Smoking Areas. At the main barn on the north side of the building under the awning; at the Precinct 1 station at the south end of the building, at the Precinct 2 station at the north end of the building, at the Precinct 3 station at the south side of the building under the awning, and at the Precinct 4 station at the southeast side of the building.

- d) The Rock Building. At the end of the main entrance sidewalk.

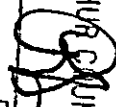
Any violation of this policy will be handled through standard disciplinary procedures and may include termination of employment.

If anyone has a question about this policy ask your department head, or your supervisor.

Signed this 10 day of April, 2019.



Todd Tefteller
Upshur County Judge

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