


SUBJECT FLORIDA CLEAN INDOOR AIR ACT	POLICY NUMBER 6.02	
POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Office Services		
PURPOSE/SCOPE: To establish policy and procedures to designate smoking and smoke-free zones in and around the Kirkman Building and other leased or owned buildings, or areas of buildings, under the control of DHSMV.		

I. AUTHORITY

Chapter 386, Part II, Florida Statutes, Indoor Air: Tobacco Smoke

Section 823.12, Florida Statutes, Smoking in elevators unlawful; penalty

II. DEFINITIONS

- A. Enclosed Indoor Workplace- Any place where one or more persons engage in work, and which place is predominantly or totally bounded on all sides and above by physical barriers, regardless of whether such barriers consist of or include, without limitation, uncovered openings, screened or otherwise partially covered openings; or open or closed windows, жалousies, doors, or the like.
- B. Work- Any person’s providing any employment or employment-type service for or at the request of another individual or individuals or any public or private entity, whether for compensation or not, whether full or part time, whether legally or not.
- C. Smoking- Inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted tobacco product.

III. POLICY

It is the policy of this department to comply with the "Florida Clean Indoor Air Act" by prohibiting smoking in all enclosed indoor workplace areas of buildings owned or leased by the Department. The intent of this policy is to protect members and customers from the health hazards of secondhand smoke.

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 07/01/1983
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STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

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IV. ROLES AND RESPONSIBILITIES

- A. It is the responsibility of the Chief of Office Services to administer this policy in and around the Kirkman Building and to whom a specific violation shall be reported.
- B. In field offices, with the approval of the respective Bureau Chief or higher level manager, it is the responsibility of the FHP Troop Commander, the Motorist Services Office Manager or Assistant Office Manager, or the HSMV Regional Administrator to administer this policy and to whom a specific violation shall be reported.
- C. Violation of this policy may result in disciplinary action.

V. PROCEDURES

- A. All enclosed indoor workplace areas of buildings owned, leased, or under the control of the Department are to be considered smoke-free zones.
- B. Smoke-free zones include each external entryway and adjacent walkways to all department buildings.
- C. Individuals charged with the implementation of this policy may post "SMOKE-FREE ZONE" signs. Signs will have letters of reasonable size, which can be easily read.
- D. Smoking areas for the use of members during break and meal periods will be designated outside of department-owned or leased buildings. Smoking areas will not affect or interfere with public access to the buildings. Smoking areas will be located to prevent smoke entering buildings through doorways, windows, or ventilation systems. Permission will be obtained from the property owner or manager before designating smoking areas outside of buildings leased by the Department.

A graphic of the Neil Kirkman Building showing designated smoke-free and smoking zones is [linked here](#).