

2.443 SMOKE FREE CAMPUS ENFORCEMENT

2.443.02 Enforcement Responsibilities – Generally

- A. The university's related policy is [06-14.00 – SMOKE-FREE CAMPUS POLICY](#).
- B. Any university official may initiate immediate enforcement actions using various university internal reporting processes for violations of the smoke free campus policy.
- B. Smoking violations will not be handled on a call-for-service basis.
 - 1. Primary and secondary enforcement personnel will not be dispatched to individual smoking violations.
 - 2. People who want to report smoking violations should be referred to do so through a web reporting tool:
<http://www.towson.edu/main/lifetu/health/smokefree/form.asp>.
- C. Students, staff, faculty are subject to a \$75 fine for violating the policy.
 - 1. Unless contested, fines must be paid within 25 calendar days to:
**Smoking Citations Payment
Bursars Office
Towson University
Towson, MD 21252**
 - 2. Affiliates who wish to contest their citations must submit their reasons in writing within 25 days to:
**Smoking Citations Review Panel
Administration Finance
Towson University
Towson, MD 21252**
The panel will review contested citations and send responses by mail or email to affiliates. The panel's decisions are final.
 - 3. Failure to resolve citations by contesting or paying citations within 25 days will result in the fine being transferred to the Bursar's Office for collection.
- D. Non-affiliates, such as contractors, vendors, guests, etc., can only be issued warnings, but may be subject to actions under the advisement of trespass and denial of access statutes for failure to comply with the policy by refusing to extinguish their smoking materials or repeat violations.

2.443.04 Primary Enforcement Responsibilities – Parking & Transportations Services

- A. Parking and Transportation Services (P&TS) has been assigned the primary responsibility of managing and supervising smoking violation enforcement activities.
- B. Contractors, from vendors such as Safe Management, will be used in a guest services approach to conduct primary smoking enforcement activities. Contractors will:
 - 1. Be on duty 0800-1600 every business day and as necessary during certain special events for a time period determined by P&TS. Changes to contractor duty hours will be distributed to all TU Police personnel via emails from a commander as designated by the Chief.
 - 2. Use P&TS electronic ticket writers to issue warnings and citations;
 - 3. Not follow or pursue violators into buildings;
 - 4. Carry radios issued by and operating on the P&TS radio channel; and
 - 5. Request TU Police assistance if they are experiencing problems with persons who are becoming confrontational, disorderly, threatening, etc.

2.433.06 Secondary Enforcement Responsibilities – TU Police

- A. Police officers and police aides:
 - 1. Are authorized to initiate smoking policy violation enforcement actions only for on-view violations;
 - 2. Will issue **Written Warning / Field Information Reports (UPO.024.D)** as enforcement documents.
- B. Officers and aides will follow directives in this section that correspond to the listed fields in the **Written Warning / Field Information Reports (UPO.024.D)**:
 - 1. **Warning / FIR:** Mark the document as a **FIR**;
 - 2. **CCN:** Obtain a case number and enter the complete case number using the **YY-#####** format. Only one case number will be obtained even if there are multiple violators involved in one incident;

3. Enter all applicable personal and vehicle identification information;
 4. **Reason for Stop / Violation:** Enter **“Smoking Policy Violation;”**
 5. Enter in the first **Other** line:
 - a. **“Warning”** or **“Citation;”**
 - b. **“Student,” “Staff,” “Faculty,”** or **Non-Affiliate;”** and
 - c. If applicable, the person’s TU ID#.
**Example: Citation, Staff, #1499999
Warning, Non-Affiliate**
 6. **Officer’s Signature, Station, & ID#:** Complete as appropriate. Station = **“TUPD”**
 7. Do not ask or require the violator to sign the document. Draw a line through this field or enter **N/A;**
 8. Explain that the university’s policy prohibits smoking anywhere on university grounds;
 9. Explain to students, staff, and faculty violators that they will subsequently receive a citation from P&TS;
 10. Explain to non-affiliates that repeated violations may subject them to being advised of trespass or denied access to campus under the trespass statutes. See also **MGD 2.435 Trespassing.**
- C. Completed smoking violation related FIRs will be submitted to Central Records consistent with existing report approval and submission procedures.
 - D. Central Records staff will;
 1. Data enter and process smoking violation related FIRs consistent with existing FIR processing procedures; and
 2. Ensure copies are sent by campus mail to P&TS not later than the first business day after the FIRs are received in Central Records.