

# Clean Air Policy

These rules apply to all employees and visitors that enter grounds of County-owned or leased buildings and offices including parking lot areas.

1. Vending machines that contain cigarettes or other smoking tobacco will not be permitted on County-owned or leased property.
2. Smoking, including the use of electronic cigarettes (e-cigarettes or vapor), electronic vaping devices, personal vaporizer (VP), and/or electronic nicotine delivery systems (ENDS) will be prohibited at all times on the grounds of any public owned building, any building leased by Polk County, or any building operated by or under the control of Polk County, except as designated below.
3. No smoking areas will include:
  - a. All buildings owned, leased, or controlled by Polk County;
  - b. All County-owned trucks, automobiles and equipment at any time.
4. Designated smoking areas shall be limited to the following:
  - a. Designated areas on County owned or leased parking lots. Smoking in parking lots of public buildings shall not interfere with the ingress or egress of any public owned building, any building leased by Polk County, or any building operated by or under the control of Polk County.
  - b. Smoking in personal vehicles on County owned or leased parking lots shall be allowed.
5. Department heads/elected officials and managers are responsible for ensuring and actively maintaining compliance within their respective departments/offices.

Contact: Human Resources  
515-286-3200