

# Memorandum

To: All Department Heads  
From: Susan Williams, PHR, Director Human Resource  
Date: January 3, 2012  
Subject: Smoking in City Vehicles - Prohibited

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Effective January 3, 2012, smoking is prohibited in all City-owned and or leased City Vehicles.

Smoke or smoking means the act of inhaling or exhaling the smoke from any lighted cigarette, cigar or pipe or other combustible tobacco product.

Any smoking outside of the vehicles will be at a sufficient distance to prevent smoke from entering the doors and windows of the vehicle.

Thank you for your cooperation in this matter.