

April 30, 2014

Re: St. Joseph Smoke-Free Indoor Air Ordinance of 2014  
Smoke-Free Implementation Resource Guide

Dear Manager/Owner:

This letter is to inform you that the St. Joseph Smoke-Free Indoor Air Ordinance of 2014, approved by the voters on April 8, 2014, will take effect on June 7, 2014. The new ordinance will prohibit smoking in all enclosed places of employment, all enclosed public places and within fifteen (15) feet (in any horizontal direction) from the center of any means through which smoke may enter a building or structure in which smoking is prohibited, such as doors, windows, air intake ventilation systems, etc. Under the new ordinance, smoking is defined as follows:

*“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or other tobacco or plant product intended for inhalation. “Smoking” also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this ordinance.*

There will be new responsibilities associated with the passage by the voters of this new ordinance. Your responsibilities as a manager/owner who has control of your business include:

- Providing a smoke-free workplace.
- Taking all necessary steps to ensure compliance with the new ordinance in any and all locations under your authority. (This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, company vehicles, and all other enclosed facilities.)
- Communicating the requirements of the new ordinance to all of your employees, and relaying your business’s commitment to comply with the same.
- Posting clear and conspicuous “No Smoking” signs or the international “No Smoking” symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) at every entrance to your building.
- Removing all ashtrays from any area where smoking is prohibited; except for ashtrays displayed for sale and not for use on the premises.

City staff is available to assist you during this transition period. A variety of resources will be made available, as well as referrals to agencies that are particularly equipped to offer expert

consultation regarding the new ordinance. To view and download the St. Joseph Smoke-Free Indoor Air Ordinance of 2014, go to <http://www.stjoemo.info/DocumentCenter/View/1425>.

The City of St. Joseph will begin enforcing the provisions of the new ordinance when it goes into effect on June 7, 2014. ***Enforcement will be primarily “complaint-driven.”*** This means that police officers and health department officials will not be dispatched to various locations throughout the city for the purpose of seeking out violators; although health department officials conducting routine health inspections could report a violation if one is noted during this type of inspection.

Assisting you to understand how best you and your business can comply with this new ordinance is the city’s ultimate goal and city staff will do everything possible to help during the period of time leading up to June 7, and after. Please find enclosed a Q&A document that may answer some of your initial questions. If you have additional questions, however, you are welcome, and encouraged, to contact the St. Joseph Health Department at (816) 271-4636.

Sincerely,

*Debra Bradley*

Debra Bradley, MSW  
Director of Health

cc: Mayor and City Council Members  
J. Bruce Woody, City Manager  
Chris Connally, Police Chief  
Kendra Bundy, Assistant Health Department Director