

Smoke-Free Policy for **Williamson Housing Authority**

To insure that quality of air and the safety of residents living in public housing, the Williamson Housing Authority has declared that all housing and community buildings are smoke free. Smoking, including cigarettes, e-cigarettes, cigars, vaper pens, hookahs, and marijuana. Smoking is not permitted in any area of the building including apartments, halls, community rooms and community buildings. Smoking is not allowed within 25 feet of any building. Smoking is only permitted in specifically designated areas, if any, outside of the building or beyond the property line.

Adopted: May 23, 2017

Smoke-Free Housing Policy
Williamson Housing Authority
Adopted: May 23, 2017

1. Smoking of any kind is not permitted anywhere in a building, including apartments, in accordance with the following guideline. This policy includes all tobacco products, including cigarettes, e-cigarettes, cigars, vaper pens, hookahs, and marijuana. Effective October 1, 2016, all new residents, all employees, and all guests, of Victoria Courts, Williamson Terrace, Goodman Manor and Liberty Heights, will be prohibited from smoking anywhere in the buildings, including in apartment units.
2. Current residents who smoke and moved in prior to October 1, 2016, must sign and date two (2) copies of the temporary smoking exemption form allowing them to smoke in their apartment, until their next recertification. One copy should be returned to the Housing Authority office for placement in resident's file. This exemption will continue only until the date of the resident's next lease renewal, at which time the smoke-free policy will also apply to the resident.
3. [This section applies if exemption policy is provided.] Any resident with an approved exemption must not smoke in any unit other than his or her own. Any resident with an approved exemption must not allow anyone not on their lease to smoke in their unit at any time; this includes guests and other residents.
4. Any deviation from the smoke-free policy by any tenant, a member of their household, or their guest will be considered a lease violation. Repeated violations will result in eviction.
 - 1st violation: Verbal warning, documented in tenant file.
 - 2nd violation: Written warning, documented in tenant file.
 - 3rd violation: Private conference with resident, documented in file.
 - 4th violation: Issue Notice to Vacate with Option to Remedy
 - 5th violation: Notice to Vacate, Eviction Proceedings initiated in Mingo County Magistrate Court.
5. "No Smoking" signs will be posted outside and inside the building. No one may smoke within 25 feet of any public housing building or on any public housing playground.
6. Smoking outside the building is limited to the following area(s), if any:
 - a. Goodman Manor, back alley or front sidewalk.
 - b. Liberty Heights, street only. Not front or back yards, or playground. Residents may not smoke in parking areas.
 - c. Victoria Courts, parking areas only. Not in front or back yards or playground.
 - d. Williamson Terrace, back alley or front parking lot. Not in front or back yards or playground. Residents may not smoke on back parking lot pads.
7. [This section applies if exemption policy is provided.] For the health and safety of the Williamson Housing Authority employees and their representatives, no resident shall have any type of tobacco or related product burning at such time as any employee or representative of the Williamson Housing Authority enters and remains in your apartment

unit. If any resident refuses to put out the burning tobacco or related product prior to the employee or representative entering the apartment, or if the resident lights a tobacco or related product while an employee or representative remains in the apartment, the employee or representative shall vacate your apartment immediately and shall not return until such time as there is no longer any tobacco or related product burning. This may result in a delay of services in your apartment.

8. New residents will be given two (2) copies of the smoke-free policy. After review, the tenant will sign both copies and return one to the Williamson Housing Authority's office. The copy will be in the resident's file.
9. Upon adoption of this policy, all residents presently living in public housing will be given two copies of the policy. After review, the resident will sign both copies and return one to the Williamson Housing Authority's office for placement in the resident's file.

RESIDENT CERTIFICATION

I have read and understand the above smoke-free policy and I agree to comply fully with the provisions of the policy. I understand that failure to comply may constitute reason for termination of my lease.

Resident Signature: _____

Apartment Number: _____ Date: _____

WILLIAMSON HOUSING AUTHORITY
TEMPORARY SMOKING EXEMPTION FORM

Resident Name: _____

Project/Apartment Number: _____

As a current resident of public housing and a smoker, I am requesting a temporary exemption from the Williamson Housing Authority's smoke-free policy adopted on May 23, 2017. I understand that my exemption will only apply to me and not to my guests. I also realize that my exemption will only allow me to smoke in my own apartment or in designated smoking areas outside the building, if any.

Further, I understand that should I move to another apartment in the building, or should I leave the Williamson Housing Authority as a resident and then return as a new resident at a later time, my exemption will be permanently lost.

Furthermore, I understand that this exemption is temporary and will expire on the date of my lease renewal (recertification), at which time I will be required to adhere to the smoke-free policy adopted on May 23, 2017.

Resident Signature: _____ Date: _____

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WHA Signature: _____ Date: _____

Date this waiver expires: _____