



### **REPORT OF SMOKE FREE POLICY VIOLATION**

Smoking is prohibited in any areas of FHC buildings, facilities, or properties, including residential units and balconies or patios. This includes all indoor areas, public and private; and all outdoor areas within 25 feet of the housing and/or office building.

Smoking means inhaling, exhaling, burning, or carrying any lit or heated tobacco or other product or material (including legally prescribed medical marijuana) intended for inhalation in any manner or in any form, including electronic cigarettes and “vaping.”

You may use this form to report violations, or submit a written report of your own in any format. You can drop reports at the office or in the drop box at either building.

YOUR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **DESCRIPTION OF VIOLATION:**

Did you witness smoking in a prohibited area? If so, who, when, and where? Please be as specific as possible so we can find camera footage if available.

Did you take a picture or video?

Did you smell smoke that suggests someone was smoking in a prohibited area? Can you say for certain who was smoking? Describe what you smelled, why you believe there was smoking, and how you know for certain who was smoking:

Did anyone else witness what you did? Please provide their name and if available contact information, or have them sign here to support your statements:

Witness signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Other information that may be helpful to our investigation: