

**NAVARRO COUNTY COURTHOUSE SMOKING AREA POLICY**

**OFFICIAL NOTICE TO ALL EMPLOYEES, VISITORS, AND GUESTS**

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**EFFECTIVE DATE:** February 9, 2026

**ISSUED BY:** Navarro County Commissioner's Court

**SUBJECT:** Designated Smoking Area Policy for Navarro County Courthouse Grounds

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**POLICY STATEMENT**

The Navarro County Commissioner's Court has established this Smoking Area Policy to promote a healthy environment, comply with applicable state and local laws, and maintain the cleanliness and professional appearance of the Navarro County Courthouse and surrounding grounds.

This policy applies to all employees, elected officials, contractors, vendors, visitors, and guests of the Navarro County Courthouse located at 300 West 3rd Avenue, Corsicana, Texas 75110.

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**DESIGNATED SMOKING AREA**

**SINGLE AUTHORIZED LOCATION:**

**The ONLY designated smoking area on Navarro County Courthouse property is located at:**

- Northeast Corner of the Courthouse**
- Corner of West 2nd Avenue and North 12th Street**
- Near the Memorial to Dedicated Law Enforcement Officers of Navarro County**

This area is clearly marked and is the **exclusive location** where smoking, vaping, or use of any tobacco products is permitted on courthouse property.

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**PROHIBITED AREAS**

**Smoking, vaping, or use of tobacco products is STRICTLY PROHIBITED in the following areas:**

- Inside the Navarro County Courthouse building (all floors, offices, hallways, restrooms, and common areas)
  - All courthouse entrances and exits (within 20 feet of any entrance or exit)
  - All other exterior areas of courthouse property not specifically designated above, including:
    - South, west, and northwest sides of the courthouse building
    - Courthouse parking areas
    - Courthouse steps and porticos
    - Any other courthouse grounds not specifically designated as the smoking area
  - County-owned vehicles at all times
  - Within 20 feet of any air intake vent or window that opens.
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## **DEFINITIONS**

For purposes of this policy:

**"Smoking"** includes the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigarette, cigar, pipe, or any other lighted tobacco product.

**"Vaping"** includes the use of electronic cigarettes, e-cigarettes, vape pens, personal vaporizers, electronic nicotine delivery systems (ENDS), or any similar device.

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## **RESPONSIBILITIES**

### **ALL INDIVIDUALS:**

- Must use **ONLY** the designated smoking area located at the northeast corner of the courthouse
- Must properly dispose of cigarette butts, matches, and other smoking-related waste in provided receptacles
- Must not smoke while walking to or from the designated area
- Must respect the rights of non-smokers

- Must comply with all posted signage

**EMPLOYEES:**

- May use the designated smoking area only during authorized break periods
- Must not exceed allotted break times
- Are subject to disciplinary action for violations of this policy
- Are expected to inform visitors and guests of this policy when violations are observed

**SUPERVISORS AND DEPARTMENT HEADS:**

- Must enforce this policy consistently and fairly
  - Must address violations promptly
  - Must ensure employees are aware of this policy
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**ENFORCEMENT AND CONSEQUENCES**

This policy is mandatory and will be strictly enforced.

**FOR EMPLOYEES:**

**First Violation:** Verbal warning and documentation in personnel file

**Second Violation:** Written reprimand and mandatory meeting with supervisor

**Third Violation:** Suspension without pay (duration determined by severity)

**Subsequent Violations:** Suspension without pay or termination of employment, as determined by department head and County administration

**FOR VISITORS, CONTRACTORS, AND GUESTS:**

Individuals who violate this policy may be:

- Asked to extinguish tobacco products immediately
- Directed to leave courthouse property
- Denied access to courthouse facilities
- Subject to citation under applicable local ordinances
- Subject to removal of vendor/contractor privileges

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## LEGAL AUTHORITY

This policy is established pursuant to:

- Texas Health and Safety Code Chapter 161, Subchapter L (Smoking in Certain Public Places)
- Texas Penal Code Section 48.01 (Prohibiting Smoking in Public Places)
- Navarro County Commissioner's Court authority to regulate county property
- General county property management authority

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## SIGNAGE

Navarro County will post appropriate signage to clearly identify:

- The designated smoking area (northeast corner)
- "No Smoking" signs at all courthouse entrances
- "No Smoking" signs in prohibited areas
- Directional signs to the designated smoking area

All individuals are expected to comply with posted signage.

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## RATIONALE FOR THIS POLICY

This policy is implemented to:

1. **Protect Health:** Reduce exposure to secondhand smoke for employees, visitors, and the general public
2. **Comply with Law:** Ensure compliance with Texas state laws regarding smoking in public buildings and on government property
3. **Maintain Professional Environment:** Preserve the dignity and professional appearance of the courthouse
4. **Reduce Fire Hazards:** Minimize fire risks associated with smoking materials
5. **Reduce Maintenance Costs:** Minimize cleanup costs associated with improperly discarded smoking materials

6. **Respect Non-Smokers:** Protect the rights of non-smokers to breathe clean air

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**QUESTIONS AND CLARIFICATIONS**

If you have questions about this policy or need clarification about the designated smoking area, please contact:

**Navarro County Human Resources**

300 West 3rd Avenue, Suite 2

Corsicana, Texas 75110

Phone: (903) 654-30390

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**COMPLIANCE IS MANDATORY**

**This policy is effective immediately and compliance is mandatory for all employees, visitors, contractors, vendors, and guests of the Navarro County Courthouse.**

**The designated smoking area at the northeast corner of the courthouse (Corner of W. 2nd Avenue and N. 12th Street, near the Law Enforcement Memorial) is the ONLY location where smoking or vaping is permitted on courthouse property.**

**There are no exceptions to this policy.**

Failure to comply with this policy will result in the enforcement actions described above.

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**BY ORDER OF THE NAVARRO COUNTY COMMISSIONER'S COURT**

Adopted this 9 day of February, 2026.

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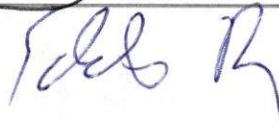
H.M. Davenport, Jr.  
County Judge, Navarro County, Texas



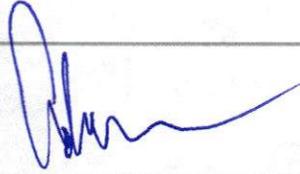
Jason Grant, Commissioner, Precinct 1



Eddie Perry, Commissioner, Precinct 2



Eddie Moore, Commissioner, Precinct 3



David Brewer, Commissioner, Precinct 4

**ATTEST:** *Sandy Davis*  
*for Sherry Dowd*



Sherry Dowd, County Clerk

