

## Local laws and rules restricting use of tobacco & nicotine products in city parks

Goal: To compile and review local ordinances, Parks' Board/Commission or Director's rules in King County, Washington, addressing restriction on use of tobacco and nicotine products in city parks

### A. Primary Data Collection

1. A list of cities in King County, Washington is compiled
2. A search for local codes is completed from the online Municipal Research Services database (a publicly available service for local governments that compiles online statutes of participating jurisdictions) [<http://www.mrsc.org/codescombined.aspx>] using the following syntax and search terms:
  - i. "Parks" "Tobacco"
  - ii. "Parks" "Smoking"
  - iii. "Parks"
  - The entire section of the city's municipal code related to tobacco use in parks is saved as a PDF file. If no policy is found, the section of the Municipal Code related to parks is saved as a PDF file. Municipal codes are saved as PDF files on SharePoint with the following naming conventions:  
CityName\_Code\_TobaccoParks\_DateFound.pdf
  - This search is cross-tabbed against the list of cities
  - Progress is logged in KingCountyCities\_TobaccoParksDataCollectionNotes.doc on SharePoint
3. For cities with no result in the Municipal Code database, a second search is conducted by searching on the city's webpage, accessible through [<http://www.mrsc.org/codes.aspx#city>]. Search using the following syntax and search terms:
  - i. "Tobacco"
  - ii. "Smoking"
  - iii. "Parks"
  - The entire ordinance related to tobacco use in parks is saved as a PDF file. If no policy is found, the section of the municipal code related to parks is saved as a PDF file. Ordinances are saved as PDF files with the following naming conventions: CityName\_Ordinance\_TobaccoParks\_DateFound.pdf.

- Confirmation that the ordinance is not codified is made manually by contacting city government. Options include:
    - City Clerk's office
    - City Council
    - Mayor's office
    - City parks' office
    - Other applicable city government office
  - Progress is logged in KingCountyCities\_TobaccoParksDataCollectionNotes.doc on SharePoint
4. For cities with no online record of a policy, an additional search to determine whether a rule exists, and/or if the city's legislative authority for parks' rules is other than the city council is conducted.
    - i. A phone call is directed to the city government to determine if there is another way that local parks' rules are enacted and compiled. Options include:
      1. City Clerk's office
      2. City Council
      3. Mayor's office
      4. City parks' office
      5. Other applicable city government office
    - ii. Means of electronic access to the document is determined, so that we have most recent copy (with date stamp, and e-signature)
    - iii. If the document is not available online, city officials are asked to email a PDF version
    - iv. If no written version is available, but a rule exists, the substance of the rule is transcribed base on conversations with city officials
    - v. This process is recorded, including website and/or contact information for parks' department or other department officials who provided this information in KingCountyCities\_TobaccoParksDataCollectionNotes.doc on SharePoint
  5. General Google search
  6. Ordinances and rules are excluded (as "no policy exists") if they do not address tobacco or nicotine usage in local parks, but language is saved in SharePoint
  7. Resolutions are excluded, but citations are logged in KingCountyCities\_TobaccoParksDataCollectionNotes.doc on SharePoint

B. Preliminary quality control

1. After searching for all local codes, ordinances and rules, results are compared results to publicly available information on local tobacco laws for consistency.

2. Tobacco program staff are asked for feedback

C. Coding

1. Codebook development (Excel)

- i. An Excel sheet is created with variables in the columns. This Excel sheet should include all preliminary questions, including “Source of Legal Text” and “Legal Text.”

**Figure 1: Excel codebook layout**

KEY	Preliminary question	Parent question	Child question	Grandchild question			
Codebook for Parks Policies on Tobacco: Coding Version							
LawAtlas Display	Question Number	Variable Name	Short Description	Question	Coding Type	Coding Values	Notes

- ii. The notes section includes instructions as to how to answer each of the questions, as well as a reminder to include a citation, along with citation format. This notes section is later copied into LawAtlas notes.
  - iii. Codebook should make skip logic clear. Questions should be color coded (see Figure 1), and notes section should contain information about under what circumstances a child or grandchild question will follow.
2. Codebook development (LawAtlas)
  - i. Variable name field: Variable name should be short, in all caps and not include spaces. If spaces are needed, an underscore symbol should separate words. It should also signify as clearly as possible the content of the question.
 

Examples: GEOG (Geographic area) and TOB\_PROHIB (Whether tobacco is prohibited by the policy)
  - ii. Notes section: The number of the question, along with “PARENT,” “CHILD” or “GRANDCHILD” is written at the beginning of each notes section (along with notes providing coder additional clarification and guidance and reminder to include citation) to further denote skip logic.
  - iii. Public description: If the question will be shown publicly, ensure that public description matches coding values (i.e., “yes/no”). Public description should be a statement and not a question.
 

Example: Tobacco or nicotine prohibited
3. Policy text is copied and pasted into LawAtlas in the following manner, with relevant language highlighted in yellow:
  - i. Full municipal code section, including purpose and definition

- ii. In the absence of code, administrative rules (if rules are conveyed by city officials as informal, do not transcribe into LawAtlas). If formal administrative rules are available, also copy and cite code section that authorizes rulemaking and specifies rulemaker.
  - iii. In the absence of code or rules, an ordinance *if no codified version exists*
  - iv. If no code, rules or ordinance exists, a resolution is copied into LawAtlas but not coded (is not enforceable)
  - v. If no policy exists, the following is used:
    - 1. The section of the code relating to park rules or park conduct
    - 2. If there is no section on park rules or park conduct, the section on administration of parks (i.e., Parks Commission)
    - 3. If no mention of parks or parks administration, make a note in the "Source of Legal Text" section and do not copy code
4. Researcher #1 beta codes 20% of policies to uncover any language issues, inconsistencies, etc. Researcher codes outside of LawAtlas, using two monitors and a pad of paper. One monitor displays the codebook and the other LawAtlas. Each question is numbered. Researcher records the number of the question and the code they have selected.
5. Researcher #1 and #2 code all of the laws in each of the respective groups across the variables chosen by the Policy Surveillance Research Team. Both researchers code outside of LawAtlas, using the process outlined above. The researchers meet periodically to resolve any differences. Once divergences are resolved, the primary coder enters the final codes into LawAtlas.
6. Any changes to the codebook result in recoding of questions, variable names, and public description as necessary. An Excel version of any coding down up to this point must be downloaded prior to edits to these fields. (When questions are changed in LawAtlas, the previously entered response is deleted.)