

## Key Informant Interview Guide

Thanks for agreeing to meet with me. The Umatilla County Tobacco-free Property Policy has been in effect for about a year now. We are conducting an evaluation of the policy. This evaluation includes an observational study where we will visit county properties and look for signs of tobacco use, a survey of employees, a short survey for county program clients, and some key informant interviews like this. We want to learn how policy implementation is going, any challenges with compliance, and ideas for how to improve on the policy or implementation.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

- 1a. How long have you been working for Umatilla County?
- 1b. And, how long have you been in your current position?
2. How familiar are you with the Umatilla County Tobacco-Free Property policy?
3. At this time, what problems or challenges do you see with implementing the policy or ensuring compliance with the policy?
4. In the past few months, how much time have you spent dealing (assisting with enforcement etc.) with the tobacco-free property policy? (e.g., hours per week or hours per month)
5. How about when the policy was first being implemented last year – were there any problems or challenges with the policy at the outset?  
If yes: How did you handle that?
6. What are your thoughts or ideas about how to make the tobacco-free property policy more successful?
  - 6a. Do you think the property around your building could use additional signage?  
If yes: where do you need more signs?
  - 6b. Do staff need any additional training about the policy?  
If yes: What kind of training?
  - 6c. Would it be helpful to have additional materials to educate county program clients or other visitors about the policy?  
If yes: What kind of materials? How would the materials be distributed?

6d. Are staff comfortable talking with anyone who is using tobacco on the property? If no: What could be done to help staff be more comfortable doing this?

7. Are there areas on county property that people still smoke?

If yes: What do you think can be done to prevent smoking in that area?

8. Thinking about your employees who still use tobacco - do you know if they are still smoking or using tobacco during work hours, on breaks or during lunch?

If yes: Where do they use tobacco during work hours?

9. Do you know of any employees who have quit tobacco or cut down since the policy has been in effect?

If yes: Can you give them my contact info? We'd like to chat with them, and we can keep their name anonymous if they want.

10. In your opinion what have been the most positive aspects or outcomes from the tobacco free properties policy?

11. Anything else that you think we should know about the tobacco-free policy and how it is working?

Thanks so much for your time!