

POLICY AND PROCEDURES

NUMBER: 134

SUBJECT: Tobacco Use Policy

ACA STANDARDS: 4-ALDF-1A-21

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 8/27/95 REVISION DATE: 9/97, 12/99, 5/05,
11/13, 1/18



I. POLICY

The St. Louis County Department of Justice Services along with the St. Louis County Council shall designate the Justice Center as a Smoke Free building, prohibiting the use of any tobacco products.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff, inmates and inmate visitors are responsible for the following procedures.

III. DEFINITIONS

Tobacco/Tobacco Products: Any product that consists of tobacco in any form and which is designed to be smoked, chewed, inhaled or ingested in any manner.
Incendiary Devices: Any product that could cause a flame, this includes but is not limited to matches and/or lighters.

IV. PROCEDURES

- A. All St. Louis County buildings are smoke free. The Justice Center shall be designated as a Smoke Free Building for staff, inmates and visitors.
- B. Tobacco/tobacco products and incendiary devices will be strictly prohibited within the secure perimeter of the facility including but not limited to the dock area, court rooms, conference rooms, reception areas,

restrooms, stairwells and hallways. This policy applies to all employees, volunteers, inmates, attorneys and visitors.

- C.** Tobacco/tobacco products and incendiary devices must be kept in staff lockers at all times with exception of coming and going from authorized breaks. Staff who do not work within the secure perimeter are allowed to keep tobacco/tobacco products and incendiary devices locked in their desk.
- D.** There will be no smoking or use of tobacco products in Department vehicles, whether there is an inmate in the vehicle or not.
- E.** Employees are allowed to smoke outside the building only. The loading dock and vehicle sally port are not to be used as a smoking area. (This is a security issue due to inmate access in these areas.)
- F.** Violation of any these procedures will be cause for disciplinary action.

[NOTE: E-cigarettes and vapor devices fall under the same guidelines as tobacco smoking.]

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