



**DEPARTMENT OF CORRECTIONS
Human Resources**



Title:	Smoke-Free Workplace	DOC Policy: 20.6.3
Effective:	1/4/2012	Supercedes: 07/15/1998
Applicability: All functional units		
Directives Cross-Reference: HRSD Permanent Rule 105-050-0006		
Attachments: None		

I. PURPOSE

To maintain a drug-free workplace within the Department of Corrections in order to promote employee safety, health and efficiency.

II. POLICY

The department has adopted the following Department of Administrative Services (DAS), Human Resource Services Division (HRSD) position management policy.

[Admin Rule 105-050-0006](#) – Smoke-Free Workplace

The following replaces item (1) of the DAS Admin Rule: 105-050-0006 – Smoke-Free Workplace: The Director or designee shall designate areas in the workplace where smoking is allowed, unless otherwise prohibited by rental agreement or property management policy.

III. IMPLEMENTATION

- A. This policy does not restrict the use of smokeless tobacco within DOC facilities.
- B. Functional unit managers of department facilities and institutions may adopt a procedure to implement this policy.

Certified: _____
Birdie Worley, Rules Coordinator

Approved: _____
Mitch Morrow, Interim Director