



**DEPARTMENT OF PUBLIC SAFETY  
POLICIES & PROCEDURES**



<b>POLICY NUMBER</b>	
ADM: 09	
<b>EFFECTIVE DATE:</b> 12/23/2013	<b>ORIGINAL ISSUED ON:</b> 04/07/1998
<b>REVISION NO:</b>  5	

**SUBJECT: TOBACCO USE**

**1.0 PURPOSE**

It is the purpose of this policy to establish stringent restrictions on tobacco use in the workplace or while on duty and to comply with the Dee Johnson Clean Indoor Air Act.

**2.0 POLICY**

It is the policy of the Department of Public Safety to promote healthy working environments for its employees, free from the health hazards of tobacco smoke and smokeless tobacco waste.

**3.0 APPLICABILITY**

This policy applies to all employees, contractors, and customers of DPS.

**4.0 REFERENCES**

- A. § 24-16-1, Dee Johnson Clean Indoor Air Act

**5.0 DEFINITIONS**

- A. **Designated Smoking Area** – An outdoors area where smoking may be permitted that is at least 25 feet away from any entrance, window, or ventilation system of any DPS building. The designation must be a location that prevents secondhand smoke from entering any DPS building and prevents persons from having to walk through the designated smoking area to enter/exit any DPS building.
- B. **DPS Building** – Any building owned, leased, or operated by the Department of Public Safety, which includes the law enforcement academy, remote district offices, ports of entry, etc.
- C. **Electronic Smoking Device** – An electronic oral device, either battery powered or powered by an electronic circuit, which uses a heating element to vaporize a liquid solution for inhalation.
- D. **Passive Smoking** – The involuntary inhalation, by non-smokers, of tobacco smoke generated by smokers.
- E. **Smoke or Smoking** – Refers to the carrying or holding of a lighted cigarette, pipe, cigar of any kind, or electronic smoking device, or any other lighted smoking equipment, or the lighting, emitting or exhaling of the smoke of a cigarette, pipe, cigar or electronic smoking device of any kind.
- F. **Smokeless Tobacco** – Any nicotine delivery system, employing tobacco products within the mouth that is used without smoking, e.g., chewing tobacco, snuff, etc.

**6.0 PROCEDURE**

**A. Smoking**

The health hazards of smoking and passive smoking are now well documented. Therefore, smoking is:

