

	<b>State of Alaska Department of Corrections Policies and Procedures</b>	<b>Index #:</b> 101.08	<b>Page 1 of 2</b>	
		<b>Effective:</b> 4/12/2013	<b>Reviewed:</b> 4/2013	
		<b>Distribution:</b> Public	<b>Due for Rev:</b> 4/2017	
<b>Chapter:</b>	Administration, Organization and Management			
<b>Subject:</b>	Smoking			

I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References

Alaska Statutes

AS 18.35.300, Smoking in certain vehicles and indoor places prohibited

AS 18.35.310, Exemptions

AS 18.35.330, Display of smoking and no smoking signs

AS 33.30.015, Living conditions of prisoners

III. Purpose

To establish uniform procedures within the Department to provide guidelines regarding smoking in facilities.

IV. Application

All Staff

V. Definitions

As used in this policy, the following definitions shall apply:

A. Facility

Central office, institution, regional, district, or field office of the Department.

B. Non-Smoking Sign

A conspicuously displayed sign that reads "Smoking Prohibited by Law - Maximum Fine \$50.00." The sign must include the international symbol for no smoking and must be at least 18 inches wide by 6 inches high, with lettering at least 1.25 inches high.

VI. Policy

Smoking is prohibited in all indoor areas of a State facility and in all Department vehicles. The Superintendent or Supervising Probation Officer may designate outdoor locations where staff may smoke.

VII. Procedures

A. Smoking is prohibited in all indoor areas of state-owned or state-operated facilities and within all state-owned vehicles. A violation by an employee is subject to personnel discipline and citation for violation of law. A violation by a visitor is subject to citation for violation of law.

B. Each Facility Administrator will adopt, implement, and maintain written standard operating procedures (SOPs) relating to smoking and designated outdoor smoking areas.

C. The manager who designates outdoor smoking area(s) at a facility shall insure that non-smokers in the area are not subject to active byproducts of smoke from smokers

by insuring there is separation, partition, or ventilation. Any designated outdoor smoking area must be out of view of prisoners.

- D. Any area designated as a smoking area must have a non-combustible receptacle present for smoking materials. These receptacles must be emptied and cleaned regularly.
- E. Facility Administrators shall not incur any expenditure in order to accommodate the preferences of smoking employees or visitors.
- F. Prisoners are prohibited from smoking or possessing tobacco products in all circumstances. Prisoners who violate this rule are subject to disciplinary action.
- G. Non-smoking signs shall be posted at public entrances.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Director of Institutions.

4/12/13

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Date

SIGNATURE ON FILE

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Joseph D. Schmidt, Commissioner  
Department of Corrections

*Original: 12/20/84  
Revised: 3/17/87  
Revised: 12/1/90  
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