

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Tobacco Products in State Facilities, Centers and Offices		
Policy Number: 229.01	Effective Date: 07/01/15	Page Number 1 of 2
Authority: Bryson/Ward	Originating Division: Facilities Operations	Access Listing: Level I: All Access

I. Introduction and Summary:

It is the policy of the Georgia Department of Corrections to forbid the possession and consumption of tobacco products by staff, offenders, visitors and all other persons in all correctional facilities and offices.

II. Authority:

A. GDC SOPS: (206.01) IIB06-0001 (Attachment 5)

B. VH35-0002 (507.04.50)

C. This policy was formerly numbered IIA09-0001.

III. Definitions:

A. **Tobacco Related Items:** Any items (matches, lighters, cigarette papers, electronic cigarettes etc.) used to facilitate the use of tobacco to introduce nicotine into a person's system.

B. **Electronic Cigarette:** A personal, battery operated vaporizer or electronic nicotine delivery system which simulates tobacco smoking by producing an aerosol that resembles smoke. Also known as E-Cigs and E-Cigarettes.

IV. Statement of Policy and Applicable Procedures:

A. Possession and use of tobacco products by offenders:

1. Smoking and the use of tobacco related products, including electronic cigarettes, by offenders shall not be permitted inside any building, office or state vehicle and on the grounds of any state facility.
2. Offenders shall not be permitted to possess tobacco products and tobacco related items. Under no circumstances, shall Commissaries in GDC facilities stock tobacco products and tobacco related items (matches, lighters, electronic cigarettes, or other such devices). (See GDC SOP (206.01) IIB06-0001)

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3. Offenders violating this policy shall be subject to the appropriate disciplinary action.

B. Possession and use of tobacco products by staff members and visitors:

1. The possession of tobacco products and tobacco related items, including electronic cigarettes, by staff and visitors shall not be permitted. Smoking and the use of tobacco products, including electronic cigarettes, shall be prohibited inside any building or office and on the grounds of any facility under the management of the Facilities Operations.
2. Staff living in state-owned housing, or personal housing located on state-owned property are exempt from this Standard Operating Procedure while off duty in or near their residence, away from offenders and the main compound area of the facility (See GDC SOP IVO11-0008).
3. Employees violating this policy shall be subject to appropriate progressive disciplinary procedures.

C. Any deviation from this procedure must be approved by the Director of Facilities.

V. Attachments:

None