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Tobacco Regulations	ACA Standards: 4-4214M, 4-ACRS-1C-16M		
Robert Patton, Director Oklahoma Department of Corrections		Signature on File	

Tobacco Regulations

The use of any tobacco or tobacco like product on any and all properties owned, leased, or contracted for use by the Oklahoma Department of Corrections, including but not limited to all buildings, land and vehicles owned, leased, or contracted for use by agencies or instrumentalities of the department is prohibited.

I. Definitions

A. Tobacco-Free Environment

A “tobacco-free environment” is one in which control measures are used to ensure public visitors, employees and offenders do not smoke and are not involuntarily exposed to second hand smoke or other tobacco products.

B. Smoking

"Smoking" is defined as the use or carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking or vapor producing device.

C. Smokeless

Is defined as the use of tobacco or tobacco like products orally (e.g., snuff or chewing tobacco).

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D. Tobacco-Like Products

All products associated with the use of any tobacco product, such as lighters, matches, pipes, electronic cigarettes, vapor producing devices, cigarette papers and imitation tobacco.

E. Applicability (4-4214M)

This procedure applies to:

1. All employees, contract employees, service providers, volunteers and visitors;
2. All offenders confined in departmental facilities or facilities leased or contracted for use by the department;
3. All DOC state owned property and buildings located on said property to include all grounds;
4. All areas of private prisons, county jails, halfway houses, and residential treatment facilities where DOC offenders are housed as specified in the contract; and
5. All state-owned vehicles including vehicles used by prisoner public works contractors

II. Specific Guidelines

A. Prohibited Activities for All Facilities Owned, Contracted for Use, or Leased by the State of Oklahoma

1. Smoking, use of smokeless tobacco and/or tobacco-like products and possession of tobacco and/or tobacco-like products is prohibited.
2. Staff found to be in possession of tobacco and/or tobacco-like products will be referred to the Employee Assistance Program and/or subject to disciplinary action in accordance with [OP-110415](#) entitled "Progressive Disciplinary Procedures."
3. Offenders found to be in possession of tobacco and/or tobacco-like products will be subject to behavior modification intermediate sanctions as established by the facility head and/or disciplinary action in accordance with [OP-060125](#) entitled "Department Offender Disciplinary Procedures."
4. Canteens will offer smoking cessation products (e.g., nicotine patches). The cost of smoking cessation products will not be counted against the offender's weekly draw amount, and will be

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provided at cost, with no canteen markup.

B. State Vehicles

The use of tobacco or tobacco like products of any kind is prohibited in all state-owned vehicles.

C. Leased Space

DOC employees who occupy offices in leased space in buildings that have other offices leased to businesses/organizations that are not state agencies will be tobacco-free for the parts of the property that are under DOC control. For shared and common areas not under the agency's control, employees at these locations will comply with all regulations governing smoking and the use of tobacco and "tobacco-like" products as designated by the building proprietor.

D. Non State Owned Facilities Housing DOC Offenders

All areas of private prisons, county jails, residential treatment facilities and halfway houses where DOC offenders are housed as specified in the contract will be tobacco-free in accordance with this procedure.

E. Signage

Appropriate signage provided by Oklahoma Correctional Industries (OCI) stating the tobacco restrictions will be placed at all entrances to state owned property and at standard locations at the facility/district/unit as directed by the facility/district/unit head.

III. Available Resources

A. Smoking cessation resources are available through the Oklahoma Tobacco Helpline 1-800-QUIT-NOW (1-800-784-8669) or <http://www.ok.gov/helpline/>.

B. Health Choice members can learn about enhanced tobacco cessation benefits at www.ok.gov/sib/Tobacco_Free.html.

C. Employees who desire to quit smoking are encouraged to contact their health insurance provider to determine any applicable benefits/resources available to the insured. Additional questions regarding program resources and wellness education may be directed to the Employee Assistance Program (EAP) coordinator.

IV. References

OP-060125 entitled "Department Offender Disciplinary Procedures"

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OP-110415 entitled "Progressive Disciplinary Procedures"

57 O.S. § 507

63 O.S. § 1-1524

Executive Order 2012-01

V. Action

The appropriate division manager/division head is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Deleted: Operations Memorandum No. OP-150601 entitled "Tobacco Regulations" dated August 6, 2012

Distribution: Policy and Operations Manual
Department Website