



Administrative Policies and Procedures: 1.9

Subject:	Prohibition of Use of Tobacco Products
Authority:	TCA 37-5-105(3), 37-5-106, 37-5-112, 39-17-1501 through 1509, 39-17-1601 through 1606; State of Tennessee, Property Services Management Directive 2513 – No Smoking
Standards:	COA: ASE 1.02
Application:	To All Department of Children's Services Employees
Policy Statement:	
Smoking is prohibited within fifty (50) feet of all entrances to state occupied buildings and facilities. "No Smoking" signs shall be prominently posted and properly maintained on each main building entrance and prominently displayed throughout the building to ensure that employees and the public is aware of the restriction.	
Purpose:	
To ensure compliance with the no smoking policy issued by the State of Tennessee, Property Services Management Directive 2513 – No Smoking in State-controlled buildings and facilities- state owned or leased.	
Procedures:	
A. Use of tobacco products by DCS employees	<ol style="list-style-type: none"> DCS employees must not use tobacco products within sight or smell of children/youth in any DCS office or facility or while transporting children/youth. Employees must not use tobacco products while outdoors within sight or smell of children/youth. Smoking is prohibited during DCS employee staff meetings or any meetings with children/youth and families. Exterior areas of facilities/offices which fall outside of the fifty (50) foot prohibited area should be monitored daily for the removal of debris.
B. Use of tobacco products by youth in DCS facilities and contract provider facilities	<ol style="list-style-type: none"> Youth in YDC's are not permitted to possess or use tobacco products. Tobacco products is considered as contraband as outlined in DCS policy 27.21, Contraband. Contract provider agencies and facilities or foster homes that contract with the Department must not allow children/youth within their custody or supervision to possess or use tobacco products.

C. Visitors and volunteers	Volunteers and visitors must be made aware of and adhere to this policy at each facility/office location.

Forms:	None
Collateral documents:	None