

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 13-02	Policy # 7.21
Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities (RYDCs & YDCs)	Related Standards & References: O.C.G.A. §§16-12-2; 31-12A-3 NCCHC Juvenile Standards, 2011: Y-F-05 DJJ 3.80, 15.5	
Chapter 7: PHYSICAL PLANT	Effective Date: 2/15/13 Scheduled Review Date: 2/15/15	
Subject: TOBACCO-FREE ENVIRONMENT	APPROVED: 	
Attachments: None.	_____ Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice buildings and vehicles, both contracted and owned, shall be smoke-free and tobacco-free environments.

II. DEFINITIONS:

None.

III. PROCEDURES:

- A. All staff will be advised of the Department's smoke-free and tobacco-free environment policy during employment orientation.
- B. "No Smoking" signs will be posted at building entrances and other appropriate locations.
- C. Each facility/office Director will establish smoking areas outside of the perimeter fence (facilities) and at least 20 feet from any building's visitor entrance (community and facility) for staff and visitors. The smoking area will be equipped with receptacles specifically designed for the safe and sanitary disposal of cigarette butts and other tobacco products.
- D. Youth will be advised that possession of tobacco products is considered contraband during the facility/office orientation. Possession by youth of tobacco or tobacco-related products (e.g., dip, snuff, electronic cigarettes, papers, matches, lighters, and pipes) will be considered a disciplinary infraction.
- E. Staff and visitors will not possess tobacco or tobacco-related products (e.g., dip, snuff, electronic cigarettes, papers, matches, lighters and pipes) inside a secure facility. Any such items must be locked inside a vehicle and out of plain view.
- F. Staff and visitors will not give tobacco or tobacco products to youth. Staff that give tobacco products to youth will receive adverse employment action in accordance with DJJ 3.80, Employee Accountability and Discipline. Visitors who give tobacco products to youth will receive sanctions regarding their visitation privileges and possible criminal charges. (See DJJ 15.5, Youth Visitation)
- G. Tobacco and tobacco products will not be sold in or on Department property whether contracted or owned by DJJ.
- H. State vehicles and vehicles rented for state business will be tobacco-free and smoke-free.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO