

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.51	PAGE NUMBER 1 of 2
	RELATED ACA Standards None	
CHAPTER: 8 ADMINISTRATION	SUBJECT: SMOKE FREE WORKPLACE	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 16 *Del.C.Ch. 29*, State of Delaware Tobacco-Free Work Place Policy

II. PURPOSE: To establish and maintain a smoke free workplace as required by Delaware Code and State of Delaware Policy.

III. APPLICABILITY: This policy applies to all Department of Correction (DOC) institutions, facilities and offices, whether owned or leased. This smoke free workplace policy includes all state offices and state vehicles.

IV. DEFINITIONS:

Tobacco: For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, smokeless, spit tobacco or snuff.

V. POLICY: All Department of Correction offices, institutions and facilities shall be smoke free workplaces.

A. All State of Delaware workplaces were required to be smoke free by January 1, 2013, per the State of Delaware Tobacco-Free Workplace policy.

B. The use of tobacco products is prohibited within the boundaries of all state workplaces including all buildings, facilities, indoor and outdoor spaces and the surrounding grounds owned by the State. This policy applies to parking lots, walkways, State vehicles and private vehicles parked or operated on State workplace property. This policy does not include public roads or sidewalks.

C. Tobacco products will not be sold in any facility operated by the DOC.

D. Tobacco products shall be considered contraband if found in the possession of any individual incarcerated in a facility operated by this Department, and the individual shall be disciplined according to DOC policy.

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- E.** Employees may not possess tobacco products or use them in any DOC facility.
- F.** DOC facilities and Institutions shall not provide receptacles for smoking materials.
- G.** Violations of this policy may be subject to discipline, up to and including dismissal, based on the standards set forth in the Merit Rules, collective bargaining agreements or other applicable laws or policies.
- H.** The State of Delaware is committed to providing support to all employees who wish to stop using tobacco products and ensuring to the extent possible that employees have access to a variety of resources and assistance, including group counseling and for employees enrolled in a State of Delaware Group Health Plan, no charge tobacco cessation prescription medications, health coaching, and more through the DelaWELL Health Management Program.
- I.** Offenders seeking assistance to stop using tobacco products shall be referred to the correctional health care provider.