

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	2	Physical Plant	2.3.2
SECTION:	3	Environmental Condition	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	2	Tobacco-Free Workplace	
STANDARDS: ACA – 4 – ALDF: 1A-21			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			7 / 30 / 20
Rescind: 3.2.2 dated 12/9/09 Cancel:			

I. POLICY

The Division of Corrections prohibits smoking, tobacco, tobacco paraphernalia, tobacco accessories and/or tobacco products inside the facilities and will adhere to City of St. Louis Ordinance #65991 to enhance public health by prohibiting smoking in all public buildings owned, leased or occupied by the City.

II. RESPONSIBILITIES

All Division of Corrections staff, contractors and volunteers are responsible for adhering to the following procedures.

III. DEFINITIONS

Tobacco paraphernalia: smoking tobacco, cigarettes, cigars, chewing tobacco, snuff, pipes, tobacco pouches, cigarette lighters, matches, etc.

IV. PROCEDURES

A. General Information

1. Tobacco, tobacco paraphernalia, cigarettes, cigarette lighter and other tobacco accessories and/or tobacco products are classified as nuisance contraband and are not permitted inside the secure area of the facility at the City Justice Center (CJC), Medium Security Institution (MSI), Division of Corrections Training

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Academy and the Annex building. Staff found in violation may be subject to discipline (See policy #1.3.35 Staff Work Rules; and 1.3.13: Employee Discipline).

2. Staff and visitors are prohibited from smoking at the entrance areas of the facilities at CJC and MSI.
3. Smoking areas are located on the outside of the building at the north & south side of facility at CJC and at north side of the facility at MSI. Signs are posted to indicate the location of the designated smoking areas.
4. At CJC, Staff members are to secure their tobacco, tobacco paraphernalia, cigarettes, cigarette lighters and other tobacco accessories in the assigned lockers at the main lobby entrance vestibules before going through lobby screening metal detector.
5. At MSI, Staff is permitted to secure their tobacco, tobacco paraphernalia, cigarettes, cigarette lighters, other tobacco accessories and/or products in their assigned facility locker before going through lobby screening metal detector.
6. At the Division of Corrections Training Academy & the Annex buildings, all tobacco, tobacco paraphernalia, cigarettes, cigarette lighters and other tobacco accessories are not permitted inside the buildings. Smoking is permitted only on the outside location on the north side of the Butler building adjacent to the parking lot. Staff members are permitted to secure their items in their vehicles.
7. Visitors are permitted to secure their tobacco, tobacco paraphernalia, cigarettes, cigarette lighters, tobacco accessories and/or products in a Visitors Locker located in the main lobby, or in their personal vehicle before going through the lobby screening metal detectors of the facility at CJC or MSI.

No tobacco, cigarette, cigarette lighter or any combustible material or tobacco paraphernalia are permitted beyond the Screening Officer metal detector at CJC or MSI under any circumstance. Staff violators may be subject to a disciplinary hearing review. Other violators may be sanctioned as seen fit by the Appointing Authority.

8. To discourage littering, trash cans and ashtray reciprocals are located outside the facilities; staff and visitors are encouraged to utilize them.
9. The Lobby/Screening Officer will deny entry of anyone found in possession of Tobacco, tobacco paraphernalia, cigarette lighter and other tobacco accessories and/or tobacco products.