



BOB RILEY  
GOVERNOR

State of Alabama  
**Alabama Department of Corrections**

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Montgomery, AL 36130

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Donal Campbell  
COMMISSIONER

December 17, 2004

ADMINISTRATIVE REGULATION  
NUMBER 009

OPR: PERSONNEL

**SMOKE/TOBACCO FREE POLICY**

**I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures to provide a healthful, comfortable, and productive work/living environment for employees, inmates, visitors, and contractors.

**II. POLICY**

It is the policy of the ADOC that all ADOC owned or leased buildings, facilities, and vehicles will be smoke-free. Certain institutions shall be designated as tobacco free.

**III. DEFINITION (S) AND ACRONYM (S)**

- A. Contract Person: Person designated to be available to employees and inmates who would like to take the opportunity to quite smoking and/or stop using tobacco.
- B. Designated Smoking Area: An area outside a building/institution where smoking is permitted pursuant to this regulation.
- C. Juvenile: Individual who has not attained the age of eighteen (18) years.
- D. Non-smoking Area: Inside area of all ADOC buildings and institutions.
- E. Smoke-free: No use of tobacco products that produce smoke.
- F. Tobacco-free: No use of tobacco products of any kind, to include smokeless tobacco. Tobacco products are prohibited from entering the premises.

- G. Tobacco Products: Consists of all items as cigars, cigarettes, snuff, or similar goods prepared for smoking, chewing, dipping, or other personal use.

#### IV. **RESPONSIBILITIES**

It is the responsibility of all ADOC employees, inmates, visitors, and contractors to comply with the contents of this regulation.

#### V. **PROCEDURES**

- A. Smoking is strictly prohibited within all ADOC building/institutions including, but not limited to:
  - 1. Officers
  - 2. Hallways
  - 3. Waiting rooms
  - 4. Restrooms
  - 5. Lunch rooms
  - 6. Elevators
  - 7. Meeting Rooms
  - 8. All ADOC vehicles
- B. Smoking will be permitted outside all buildings/institutions only at designated smoking areas. Designated smoking areas will not be closer than ten (10) feet to the entrance of the building/institution. A fire resistant receptacle for cigarette butts will be available in this area.
- C. In accordance with Federal Statute 20 USCA 6082, regardless of any smoking policy, smoking by juvenile inmates shall not be permitted.
- D. “Non-smoking” signs shall be posted at all building entrances and throughout the building.
- E. A representative of each building/institution will be appointed to serve as a contact person for employees and inmates who would like to quite smoking and/or stop using tobacco.

**VI. DISPOSITION**

Any forms will be disposed of and retained according to the Departmental Records Disposition Authority.

**VII. FORMS**

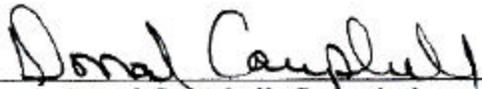
There are no forms prescribed in this regulation.

**VIII. SUPERCEDES**

This regulation supercedes AR 009 dated April 7, 1995.

**IX. PERFORMANCE**

- A. Code of Alabama, 1975, Section 14-1-1
- B. Federal statute 20 USCA 6082
- C. ACA Standards 4-4214 and 4-4361

  
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Donal Campbell, Commissioner