



# Illinois Department of Corrections

## Administrative Directive

Number: <b>01.02.210</b>	Title: <b>Tobacco and Smoking Policy</b>	Effective: <b>6/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	01.02.210 effective 11/1/2020

<b>Authority:</b> 410 ILCS 82 730 ILCS 5/3-2-2 DR 504	<b>Related ACA Standards:</b> 5-ACI-1C-25 5-ACI-6A-20
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

### **I. POLICY**

The Department shall permit smoking only in designated areas that are in compliance with applicable laws, regulations and ordinances and prohibits the use or possession of tobacco or tobacco products in correctional facilities.

### **II. PROCEDURE**

#### **A. Purpose**

The purpose of this directive is to provide written instructions to staff regarding smoking and tobacco policies.

#### **B. Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

#### **C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

#### **D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

#### **E. General Provisions**

1. Tobacco and tobacco products use or possession shall be prohibited in correctional facilities.
2. Staff, contractors, volunteers, visitors and individuals in custody shall be advised of the smoking policy through prominent posted notices.
3. Smoking shall be prohibited:
  - a. Inside any place of employment.
  - b. Within 15 feet from any entrance, exits, windows that open, and ventilation intakes.

	Illinois Department of Corrections <b>Administrative Directive</b>	Page 2 of 2
Number: 01.02.210	Title: Tobacco and Smoking Policy	Effective: 6/1/2022

- c. In any State vehicle.
- 4. The Chief Administrative Officer (CAO) shall designate a Smoking Cessation Coordinator who shall:
  - a. Circulate information to both staff and individuals in custody regarding the effects of smoking and encourage staff and individuals in custody to voluntarily stop smoking.
  - b. Upon approval of the CAO and Agency Medical Director, establish smoking cessation programs for staff and individuals in custody. This may include support groups, treatment or counseling sessions, or referrals for health care assistance.

**F. Requirements**

- 1. Smoking shall be prohibited in all indoor areas including State vehicles.
- 2. The Director shall identify outdoor smoking areas for all central office locations.
- 3. The CAO shall designate an outdoor area prior to entrance into the facility for smoking and tobacco storage and use by staff and visitors. Possession of tobacco or tobacco products past the main gate of a correctional facility shall be prohibited.

**G. Enforcement**

- 1. Individuals in custody who fail to comply with the smoking and tobacco policy may be disciplined in accordance with Department Rule 504 and fined in accordance with 410 ILCS 82.
  - 2. Staff, contractors and volunteers who fail to comply with the smoking and tobacco policy may be disciplined in accordance with Department Rules, Personnel Rules or appropriate contracts and fined in accordance with 410 ILCS 82.
  - 3. Visitors who fail to comply with the smoking and tobacco policy may be removed from the facility and fined in accordance with 410 ILCS 82. Continued non-compliance or serious infractions of the smoking policy may result in temporary or permanent restriction of the visitor.
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