

Use of Tobacco/Tobacco Related Products

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 100.09
EFFECTIVE DATE:	April 29, 2022
APPROVED BY:	Dr. Domonique Rice, Deputy Administrator – DCFS
SUPERSEDES:	New Policy
APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	04/29/2022
REFERENCES:	None
ATTACHMENTS:	None

I. SUMMARY

The Division of Child and Family Services (DCFS) requires state owned buildings, contracted buildings, and state-owned vehicles to be smoke free and tobacco free environments.

II. PURPOSE

To establish standards for the use of tobacco products.

III. DEFINITIONS

- A. Tobacco Related Products: Snuff, dip, cigarettes, electronic cigarettes, vaporizers, papers, matches, lighters, cigars, or pipes.
- B. Contraband: Any item(s) introduced or found in a facility, including improperly possessed drugs (whether illegal or legal) and weapons, which are expressly prohibited by those legally charged with the responsibility for the administration and/or operation of a facility.
1. *Weapons* include items which have been made or adapted for use as weapons and may cause injury or bodily harm.
 2. *Illegal Drugs and/or Alcohol* includes possessing or using any unauthorized substance, including controlled substance or intoxicants (including alcohol or tobacco) and medications which have been hoarded and/or not prescribed for use of the resident by agency or facility healthcare staff.
 3. *Other contraband* includes all items prohibited by agency or facility management based on written policy (e.g., jewelry, money, pornography, cell phones, etc.).

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IV. PROCEDURES

- A. There shall be no smoking or use of tobacco related products inside a state-owned building, contracted building, or state-owned vehicle.
- B. Staff and visitors shall not possess tobacco or tobacco related products inside a state facility.
 - 1. Such items shall be locked in a personal vehicle.
- C. Staff and visitors shall not provide tobacco or tobacco related products to youth.
 - 1. Staff caught doing so shall be subject to disciplinary action.
 - 2. Visitors caught doing so shall lose their visitation privileges.
- D. Tobacco or tobacco related products found on youth is considered contraband.
- E. Tobacco or tobacco related products shall not be sold on state owned or contracted property.
- F. State facilities and Youth Parole Offices may designate areas for staff and visitors to consume tobacco or tobacco related products.
 - 1. The boundaries shall be clearly defined and comply with any planning requirements and building regulations.
 - 2. The area shall be free from view of youth.
 - 3. The area shall have a trash can for waste.

V. STANDARD OPERATING PROCEDURES

- A. This policy shall be reviewed annually.