

# Georgia Department of Public Safety Policy Manual

<b>SUBJECT</b> <b>USE OF TOBACCO</b>	<b>POLICY NUMBER</b> <b>7.08</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>REVISED DATE</b> <b>6/4/2018</b>
	<b>POLICY REVIEWED</b> <b>6/4/2018</b>

## 7.08.1 Purpose

To establish a policy on smoking and the use of tobacco in all Georgia Department of Public Safety owned or leased facilities.

## 7.08.2 Policy

It is the policy of the Georgia Department of Public Safety to prohibit smoking and the use of tobacco except in designated areas of DPS facilities facilities and only under certain conditions.

## 7.08.3 Procedures

### A. General

1. Use of tobacco is prohibited in all DPS facilities and vehicles except in designated areas.
  - a. Areas, if available, may be designated solely for tobacco use and shall be so constructed to ventilate smoke to the exterior of the building. Such areas shall not be utilized for any other purpose.
  - b. Use of tobacco shall not be permitted within 20 feet of the entrance to any DPS facility.
  - c. Smoking is prohibited in all areas where fuel is dispensed or stored.
2. Additional break time is not permitted for the purpose of using tobacco.
3. Signs noting the restriction on use of tobacco will be maintained at all facility entrances, restrooms, and public meeting places.

Such signs shall indicate that it is a violation of state law to smoke in an area that is designated and posted as a "No Smoking" area under OCGA 16-12-2.
4. Employees are prohibited from using tobacco products in the following situations:
  - a. While in contact with the public;
  - b. While in formation or at an official function.