



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
OFFENDER/SPANISH MANUAL

REVISION DATE
7/27/21

PAGE NUMBER
1 of 4

NUMBER
DOC 190.500

POLICY

TITLE
NICOTINE, TOBACCO, AND VAPOR PRODUCTS

REVIEW/REVISION HISTORY:

- Effective: 1/1/89
- Revised: 3/1/04
- Revised: 11/1/04
- Revised: 1/19/07
- Reviewed: 1/31/08
- Reviewed: 12/9/08
- Reviewed: 10/26/09
- Revised: 3/18/11
- Revised: 7/1/12
- Revised: 2/7/17
- Revised: 7/27/21

SUMMARY OF REVISION/REVIEW:

Updated title and terminology throughout
Policy Statement I., Directive II.A. - Adjusted language for clarification
Added D.1.-3. requirements for chewing tobacco
II.A.3.a. - Removed unnecessary language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

6/24/21

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 70.160](#); DOC 560.200 Religious Programs

POLICY:

- I. In an effort to provide a safe, healthy, and productive environment for employees, contract staff, volunteers, individual’s under the Department’s jurisdiction, and visitors, the use of tobacco and vapor products may only be used as authorized by this policy in Department-owned or leased offices, Prisons, Work/Training Releases, and vehicles.
- II. This policy is not applicable to employee residences at Washington State Penitentiary (WSP). This does not preclude the Appointing Authority from designating these residences as smoke free as they become vacant and before an employee assumes occupancy.

DIRECTIVE:

- I. General Requirements
 - A. Smoking/vaping or the use of any unauthorized tobacco products is not permitted in Department facilities, offices, or state vehicles.
 1. In locations where the Department leases space and is not the sole tenant, employees, contract staff, and volunteers may use the smoking area(s) designated by the building owner.
 2. Employees, contract staff, and volunteers who smoke/vape are required to select smoking areas that are unobtrusive and will maintain a professional appearance to the general public.
 - B. Smoking/vaping is prohibited within 25 feet of any facility or office entrance or vent intake.
 1. Ash cans should not be placed near any entrances.
 - C. Signs will be posted at entrances to Department facilities and offices to clearly identify them as smoke free areas.
 - D. Employees, contract staff, and volunteers will be permitted to use Nicotine Replacement Therapy (i.e., patch, gum, nasal spray, inhaler, lozenges) and chewing tobacco and will be allowed to have these products with them.



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1. Employees, contract staff, and volunteers are allowed one can of chewing tobacco for personal use inside the secure perimeter of Prisons and Work/Training Releases.
 - a. A container with a lid will be used for spitting and in possession of the user at all times. Contents will be disposed of by flushing or removing from facility grounds.
2. The use of chewing tobacco will not occur in any food preparation or dining area.

II. Prisons

- A. Possession of tobacco/vapor products and other smoking products not authorized by this policy will be permitted on facility grounds only as follows:
 1. Employees, contract staff, and volunteers will be allowed to smoke outside the secure perimeter of a Prison during their scheduled breaks and/or rest periods, or just before or after their scheduled work hours, in an area(s) designated by the Superintendent.
 - a. Smoking areas should be reasonably accessible and out of view of incarcerated individuals.
 - b. Facility management will implement procedures to ensure the smoking area is kept clean and that employees, contract staff, and volunteers remove their own cigarette butts to prevent the introduction of contraband tobacco into the facility.
 2. Employees, contract staff, volunteers, and visitors may secure tobacco/vaping products in their personal vehicles.
 - a. Superintendents may designate lockers to secure unauthorized tobacco/vapor products.
 3. Incarcerated individuals may have access to smoke-producing substances for religious practices and religious group use per DOC 560.200 Religious Programs.
- B. Offsite work crew officers and Department of Natural Resources crew supervisors may not smoke/vape in the presence of incarcerated individuals.



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- C. Disciplinary action may be initiated against employees, contract staff, or volunteers for the introduction/unauthorized possession of tobacco/vapor products or materials in a facility or on facility grounds.
- D. When practical, smoking cessation assistance will be provided without charge.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None