

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 3.23	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> ACA 4-ALDF-1A-21 G.O. 2.08 C.O. section 6.72.00	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 23, 2015	
	<b>REVISION DATE:</b> September 26, 2011	
<b>CHAPTER:</b> Personnel	<b>SUBJECT:</b> Tobacco Use Policy	

I. **PURPOSE:** To establish a facility tobacco use policy.

II. **POLICY:** All tobacco products and the use of such products within the Detention and Corrections facilities are prohibited except in designated areas. The use of smokeless tobacco (chewing tobacco, snuff, etc) by employees while on duty is prohibited.

III. **DEFINITIONS:**

A. **TOBACCO PRODUCTS:** Includes, but is not limited to cigarettes, cigars, pipes, chewing tobacco and any smoking material.

B. **DESIGNATED AREAS:** Area authorized by the Sheriff for the use of tobacco products. Even within the designated areas, a reasonable distance of at least twenty (20) feet will be maintained to ensure smoke does not enter the building through entrances, windows or ventilation systems in accordance with County Ordinance 6.72.070

IV. **PROCEDURE:**

A. There will be designated smoking areas at the Glenn E. Dyer Detention Facility (GEDDF) and Santa Rita Jails (SRJ).

1. Each designated tobacco area will contain a noncombustible receptacle for disposal of tobacco products.

2. The entrances to the facilities will contain a noncombustible receptacle for disposal of tobacco products.

B. GEDDF: Staff, visitors, inmates and users of the facility are prohibited from using tobacco products within the confines of the facility. The designated tobacco areas for employees are located:

1. On the patio area, outside the staff dining room

2. Outside of the lobby, on the 6<sup>th</sup> and 7<sup>th</sup> Street entrances

C. SRJ: Staff, visitors, inmates and users of the facility are prohibited from using tobacco products within the confines of the facility.

1. There are three designated smoking areas for employees:
    - a. Outside the maximum muster room
    - b. Outside the medium muster room
    - c. Outside the security gate (CP-52)
    - d. The ITR/Law Enforcement Lobby (lot D)
  2. There are four other areas at the facility that contain a noncombustible receptacle. These are non-designated tobacco areas and are only for disposing of tobacco products. They are provided for staff, visitors and outside agencies to extinguish smoking materials prior to entering the facility. They are:
    - a. The main employee entrance
    - b. The administration entrance
    - c. The entrance at the North/South corridor
- D. All entrances to the facilities will be posted in accordance with the Alameda County Ordinance section 6.72.00, which prohibits tobacco products in county facilities.
- E. Staff observing individuals from outside groups or agencies using tobacco products within the confines of the facilities will inform them of this policy and request they dispose of the item appropriately. Any incident of refusal to comply or continued noncompliance will be referred to any supervisor.