



Arkansas Community Correction

Two Union National Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 17-06 TOBACCO

TO: ARKANSAS COMMUNITY CORRECTION (ACC) EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 19-18

APPROVED: _____ Signature on file

EFFECTIVE: February 10, 2017

- I. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) residents, employees, contract staff, volunteers, vendors, visitors, and other persons on department owned or leased property.
- II. POLICY.** It is ACC policy to provide a tobacco-free environment for the health and safety of all staff and offenders.
- III. DEFINITIONS.**
 - A. Tobacco Products.** Any smoking or smokeless tobacco product.
 - B. Residents.** Offenders incarcerated or confined in ACC correctional facilities.
- IV. GUIDELINES.**
 - A.** The following are prohibited:
 1. Possession, sale or use of tobacco products within the secure perimeter of a department correctional facility,
 2. Possession or use of tobacco products by employees or others while engaged in direct supervision of offenders,
 3. Use of tobacco products while operating or riding in department vehicles, and
 4. Use of tobacco products inside or within twenty-five (25) feet of any entrance of a department owned or leased building or office space. In the case of leased buildings or office space where the department is not the sole occupant, a request will be made to the building authority to include such a prohibition for that facility. Whether or not such a requirement is imposed, the prohibition will apply to department employees.
 - B.** Tobacco products and smoking paraphernalia, e.g., cigarette lighters, matches, rolling paper and pipes, in the possession of residents are contraband subject to seizure and destruction. Residents are subject to tobacco use testing when they are suspected of violating this policy.
 - C.** Violators may be subject to prosecution (Ark. Code Ann. §5-54-119, Introducing a Prohibited Article into a Correctional Facility) and disciplinary action.