





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 2 - Personnel

Policy Number:	2.18
Policy Name:	Smoke Free Environment
Authority:	Title 15, 1511, CCSF Employee Handbook
Replaces:	New
Effective Date:	January 21, 2019
Revision Date:	10/2018
Related Policies and Procedures:	10.11
Related Forms:	
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Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

It is the policy of Juvenile Hall to enforce State laws prohibiting minors from smoking in all areas of Juvenile Hall, related work details, and other programs and to assure youth are not exposed to the use of tobacco products or electronic nicotine delivery system devices while in the facility or in the custody of staff. [Title 15 1511]

II. PURPOSE

It is our intent to prevent disease and promote the health of youth, staff, and visitors within our facility. The use of tobacco products or electronic nicotine delivery system devices are a certifiable health danger to smokers and nonsmokers alike. Simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, exposure of nonsmokers to environmental tobacco smoke. Nonsmokers have no adequate means to protect themselves from the damage inflicted upon them when they involuntarily inhale tobacco smoke or vapors.

III. PROCEDURE

- A. Staff shall assure that youth, staff, and visitors are not exposed to smoke, vapors, or second-hand smoke while in Juvenile Hall or in the custody of staff.
 - i. The use of tobacco products or electronic nicotine delivery system devices inside any office, building, housing units, adjacent courtyards, recreation areas, restrooms, or within 20 feet of entrances, exits, or operable windows of Juvenile Hall is prohibited. [CCSF]
 - ii. Staff shall not use tobacco products or electronic nicotine delivery system devices on the Juvenile Justice Center campus or in the presence of youth in custody.
 - iii. Staff shall not use tobacco products or electronic nicotine delivery system devices inside City vehicles.

- iv. Tobacco products or electronic nicotine delivery system devices are contraband. Youth are prohibited from use, possession, or control of these items while in Juvenile Hall.
- v. Any person furnishing tobacco products or electronic nicotine delivery system devices to a youth is subject to civil action and/or misdemeanor prosecution. (P.C. 308)

B. Designated smoking area

Smoking on the grounds of Juvenile Hall is restricted to the bench and area along side of the perimeter road between the main parking lot and the loading dock.

C. Employee Assistance Program (EAP)

Staff seeking assistance to stop smoking may contact the Employee Assistance Program (EAP). The goal of EAP is to provide confidential assistance to city and county employees whose personal and work-related problems may affect job performance. EAP provides a "Freedom from Smoking" clinic. This clinic was designed by the American Lung Association to provide the most successful techniques available to assist people who want to quit smoking. For further information or to register to the "Freedom from Smoking" course, contact EAP at (415) 554 - 9580. The EAP office is at 1360 Mission Street, Room 400.