ARIZONA **Department of Emergency and Military Affairs** **POLICY LETTER**	**POLICY LETTER NO.** 20.05	
	DATE 15 April 2008	**OPR** DEMA/JP-P
SUBJECT: Smoking Policy	**REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)**	

1. References: ARS 36-601.01; AR 600-63; DOD Dir. 1010.10; DODI 1010.15; AFI 40-102.

2. The purpose of this policy is to provide a smoke-free work environment which protects all employees from the effects of second-hand smoke without creating an undue burden on those who elect to smoke. This policy applies to all work units and locations of the Department of Emergency and Military Affairs, to include all State and Federal employees, military personnel, contractors, visitors and guests.

3. Smoking is prohibited in any building owned, leased or operated by the Department. Smoke-Free Arizona signs shall be placed at all common points of ingress/egress and must be clearly legible from a distance of five feet. Each Division Director is responsible to approve any outside designated smoking area in their respective areas in accordance with this policy and the above cited references. The expenditure of State or Federal funds to create any new smoking areas must be approved in advance by The Adjutant General.

4. Outdoor smoking areas will be designated for all buildings. These designated smoking areas shall be at least 50 feet away from common points of ingress/egress and shall <u>not</u> be located in areas commonly used by nonsmokers, including but not limited to primary walkways and designated outdoor eating areas. If possible, designated smoking areas will provide a reasonable measure of protection from the elements. Designated smoking areas will not be located in areas which would allow smoke to enter buildings through entrances, windows, ventilation systems, or by other means.

5. Smoking is prohibited in outdoor areas where there is a recognized safety hazard. This includes, but is not limited to, ammunition storage areas, firing ranges, fuel/POL dispensing areas, motor pools, and equipment maintenance shops.

6. Smoking is prohibited in all vehicles, aircraft and equipment owned, leased, or operated by the Department. Smoke-Free Arizona signs designed for vehicles shall be clearly displayed on the windows of rear passenger doors.

7. Complaints regarding non-compliance with this policy or the ineffectiveness of the measures used to establish a smoking area will be addressed through the appropriate command/supervisory channels. Grievances concerning smoking shall be made using the established grievance procedures.

8. Information will be made available to employees concerning smoking cessation assistance. Resources which are free of charge are available at www.smokefreearizona.org, including the Arizona Smokers Helpline at (800) 556-6222 or www.ashline.org.

9. POC for this policy is DEMA Risk Management at (602) 629-4285 or DSN 853-4285.

DAVID P. RATACZAK
Major General, AZ ARNG
The Adjutant General

This supersedes Policy Letter 20.05 dated 7 July 99.