

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

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| SUBJECT:                         | PAGE <u>1</u> OF <u>2</u>  |
| <b>Tobacco Cessation Program</b> | NUMBER: 70-RCV-04  |
| RULE/CODE REFERENCE:             | SUPERSEDES:<br>70-RCV-04 dated 10/01/14  |
| RELATED ACA STANDARDS:           | EFFECTIVE DATE:<br>February 15, 2016   |
|                                  | APPROVED:<br> |

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to establish Voluntary Tobacco Cessation programs in all institutions.

**III. APPLICABILITY**

This policy applies to all employees and contractors involved in the development, management, and provision of Recovery Services to inmates in those institutions where a Recovery Services Program exists.

**IV. DEFINITIONS**

**Environmental Tobacco Smoke** – Second hand smoke, involuntary inhaling cigarette smoke, and passive smoking.

**Residential Areas** – Inmate living quarters (e.g. cells, dormitories, rooms or other housing areas) as designated at each institution.

**Smoking** –To inhale, exhale, burn or carry any lighted cigarette, cigar, pipe, electronic smoking device or other lighted smoking device for burning oil, tobacco or any other plant. Smoking does not include the burning of incense in a religious ceremony.

**Smoke-Free** – Prohibited from the activity of smoking tobacco products; a non-smoking area designated by the Department.

**Tobacco Use** – To chew or maintain any substance containing tobacco, including smokeless tobacco placed in the mouth to enhance the effects of tobacco.

**Voluntary Tobacco Cessation Program** – A structured voluntary program of education, group discussion, counseling, peer support and written assignments to assist inmates in achieving a tobacco free lifestyle.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to promote good health by providing support and services to inmates who are discontinuing the use of tobacco.

**VI. PROCEDURES**

- A. The Recovery Services Supervisor or designee shall be responsible for the coordination, evaluation, tracking and reporting of all tobacco cessation programs.
- B. Each institution shall appoint an individual(s) responsible for implementation and delivery of Voluntary Tobacco Cessation Programs.
- C. Recruitment of inmates for participation in the Voluntary Tobacco Cessation Program shall be based on inmate interest, via kite, sign-up sheet or staff referral.
  1. Each inmate shall be screened for appropriateness for program participation.
  2. Each inmate shall receive an orientation that will describe:
    - a. The goals of the Voluntary Tobacco Cessation Program;
    - b. Rules governing client conduct and participation;
    - c. Infractions that can lead to disciplinary actions and/or program discharge; and
    - d. Program schedule.

The Recovery Services Supervisor or designee shall ensure the utilization of the approved DRC Program Materials.
  3. Attendance and participation in all sessions of the program shall determine successful completion of the program.
- D. Voluntary Programs shall include a tracking and evaluation process through the use of Inmate Satisfaction Surveys.
- E. The Recovery Services Supervisor or designee shall ensure reporting of program statistics within the Recovery Services monthly report. Demographics shall include, but is not limited to:
  1. Number of participants; and
  2. Successful and unsuccessful completions and reasons for unsuccessful completions.