



# STATE OF ARKANSAS

Department of Veterans Affairs  
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**Asa Hutchinson**  
Governor

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Director

## PERSONNEL

ADVAP 2-8

August 25, 2014

### Smoking

1. **GENERAL:** Regulations governing Federal General Supply Agencies (GSA) controlled facilities, Act 462 of 1987, and an announcement made by Governor Huckabee in a May 2004 press release, prescribe smoking policies that must be implemented by the Arkansas Department of Veterans Affairs. Furthermore, in accordance with steps prescribed by the governor to reduce smoking, each state agency will conduct a study of a potential smoking ban on state property. Each agency will then report back all results by the end of the year (effective July, 2004). The Arkansas Veterans Home, as a Domiciliary and Intermediate Care facility for disabled, unemployable, homeless veterans is a special case as it is home to the resident veterans. The Fayetteville Veterans Home, a licensed and skilled Nursing Facility also for disabled, unemployable, and homeless veterans. As such, a fine line is required to accommodate the personal rights of those residents who choose to smoke. This procedure provides the required implementation.

2. **APPLICABILITY:** This procedure applies to all employees of the Arkansas Department of Veterans Affairs, Arkansas State Veterans' Cemetery, staff and residents of the Arkansas Veterans Home, The Fayetteville Veterans Home, and vendors/visitors to any agency facility. The latter will be informed of the required restrictions of smoking if observed not complying with posted instructions.

3. **SPECIFIED SMOKING AREAS:**

a. Agency Offices, VA Regional Office.

- 1) Not within twenty five (25) feet of entrance to state buildings, effective July 2004.

- b. Arkansas State Veterans' Cemetery and Birdeye Cemetery:
  - 1) Not within twenty five (25) feet of entrance to state buildings, effective July 2004.
- c. Arkansas Veterans Home.
  - 1) Residents may smoke:
    - a) Smoking Room on first floor.
    - b) Not within twenty five (25) feet of entrance to state buildings, effective July 2004.
  - 2) Employees and guests will smoke in one (1) designated area only:
    - a) Not within twenty five (25) feet of entrance to state buildings, effective July 2004.
  - 3) Employees will encourage smoking rules for residents by reminding them of the areas in which they are permitted to smoke.
- d. Fayetteville Veterans Home.
  - 1) Residents may smoke:
    - a) Smoking area outside first floor covered walkway in the courtyard.
    - b) The 6<sup>th</sup> floor smoking balcony is to be used by one resident who was grandfathered prior to the original smoking policy.
    - c) Not within twenty five (25) feet of entrance to state buildings, effective July 2004.
  - 2) Employees and guests will smoke in one (1) designated area only:
    - a) Smoking area outside first floor covered walkway in the courtyard.
    - b) Not within twenty five (25) feet of entrance to state buildings, effective July 2004.
  - 3) Employees will encourage smoking rules for residents by reminding them of the areas in which they are permitted to smoke.

4. SPECIFIED NON-SMOKING AREAS:

- a. Agency offices, VA Regional Office.
  - 1) Employees may not smoke:
    - a) Within twenty five (25) feet of entrances to state buildings, effective July 2004.
  
- b. Arkansas State Veterans' Cemetery offices.
  - 1) Employees may not smoke:
    - a) Within twenty five (25) feet of entrances to state buildings, effective July 2004.
  
- c. Arkansas Veterans Home.
  - 1) Residents may not smoke:
    - a) In any area designated as no smoking.
    - b) In bed.
    - c) In agency vehicles.
  - 2) Employees and guests may not smoke in hallways while going to and from a designated smoking area.
  
- d. Fayetteville Veterans Home.
  - 1) Residents may not smoke:
    - a) In any area designated as no smoking.
    - b) In bed.
    - c) In Agency Vehicles.
  - 2) Employees and guests may not smoke anywhere on the Fayetteville Veterans Home premises including the Courtyard area.

5. SMOKELESS TOBACCO:

Employees using smokeless tobacco may not use this substance while performing assigned tasks.

6. RESPONSIBILITY:

It shall be the responsibility for smokers to abide by this policy. It shall also be the responsibility of smokers to properly dispose of used butts in containers. Tossing butts on the ground is unacceptable.

7. REQUIREMENTS FOR SIGNS:

- a. Agency offices, VA Regional Office. All required signs are the responsibility of the United States Department of Veterans Affairs.
- b. Arkansas State Veterans' Cemetery. Appropriate signs will be placed in public use areas.
- c. Arkansas Veterans Home. Appropriate signs will be placed in public use areas, non-smoking living areas, and employee areas where other laws also prevail, as elevators and food preparation areas.
- d. Fayetteville Veterans Home. Appropriate signs will be placed in public use areas, non-smoking living areas, and employee areas where other laws also prevail, as elevators and food preparation areas.

8. SUPERSESSION: This procedure supersedes ADVAP 2-8, December 29, 2005, in its entirety.

9. FORMS PRESCRIBED: None.

By:

Matt Snead  
Director

DISTRIBUTION: A