



State of New Jersey  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MENTAL HEALTH SERVICES

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Governor


MICHELE K. GUHL  
Commissioner  
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Director

**DIVISION OF MENTAL HEALTH SERVICES  
ADMINISTRATIVE BULLETIN TRANSMITTAL - 7:21**

**SUBJECT: Ban on Smoking in DMHS-Assigned State Vehicles**

This Administrative Bulletin establishes a ban on smoking in any State vehicle assigned to the Division of Mental Health Services Central, Regional or satellite offices.

The policy requires that any incidents of violation of this ban be brought to the attention of the office vehicle coordinator and then subsequently to the Division's vehicle coordinator. Allegations of violation may be investigated and violators may be subject to disciplinary measures and may also have their State vehicle driving privileges suspended or revoked.

  
Alan G. Kaufman, Director  
Division of Mental Health Services

Date: October 1, 1999

AGK:PJR:ds  
(VehSmoke)

**DIVISION OF MENTAL HEALTH SERVICES**  
**ADMINISTRATIVE BULLETIN 7:21**  
**POLICY ON SMOKING IN DMHS-ASSIGNED, STATE-OWNED VEHICLES**

**I. Purpose**

The purpose of this Administrative Bulletin is to establish a policy concerning smoking in State-owned vehicles assigned to the Division of Mental Health Services' Central Office, including its Northern Regional, Southern Regional, or other satellite offices.

**II. Policy Statement**

The Division of Mental Health Services (DMHS) recognizes an obligation to protect the health, welfare and comfort of its employees and to eliminate employees' exposure to second hand smoke and/or lingering stale smoke odor when operating or riding in a State-owned vehicle. Therefore, DMHS has extended the policy regarding smoking in DHS buildings (DHS Administrative Order 4:24) to State-owned vehicles. Consistent with this policy, smoking is prohibited in State-owned vehicles assigned to the Division's Central, Regional or satellite offices. The implementation of this policy will be the responsibility of DMHS employees who operate or ride in State-owned vehicles, and any alleged violations of this policy should be reported to the DMHS Vehicle Coordinator for further action.

**III. Scope**

This policy shall be implemented and have full force and effect with regard to all State-owned vehicles assigned to any of the Division of Mental Health Services Central Office, Regional or satellite office worksites

**IV. Definitions**

The following definition applies to this policy:

"Smoking" means the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco.

**V. Violations**

All complaints and/or allegations concerning violations of this policy are to be communicated, in writing, to the vehicle coordinator. Regional or satellite office coordinators shall forward any such complaints/allegations to the vehicle coordinator at the Division's Central Office location. Such complaints must specify the particular vehicle (plate #), date and other related information (alleged violator's name, etc.). Complaints and allegations may be investigated by the Central Office vehicle coordinator and by the supervisor of any employee named in such allegations.

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Employees who are found to be in violation of this policy may be subject to disciplinary measures consistent with Administrative Order 4:08. In addition, the violator's privilege to drive a State vehicle may also be suspended or revoked as deemed appropriate in the circumstances.

**Effective Date:**

This Administrative Bulletin shall be effective as of October 1, 1999.