

# OFFICIAL POLICY

DEPARTMENT OF DEVELOPMENTAL  
SERVICES



**POLICY TITLE:** Smoking Policy  
**POLICY NUMBER:** 2024-04 (replaces former Policy #1995-5)  
**DATE ISSUED:** June 5, 2024  
**EFFECTIVE DATE:** June 5, 2024  
**COMMISSIONER'S SIGNATURE:** Jane F. Ryder, Commissioner  
*Jane F. Ryder*

The Department of Developmental Services prioritizes the health and safety of the individuals it supports and its employees. The purpose of this policy is to promote safe and healthy environments for individuals and employees, and to eliminate, as much as possible, secondhand smoke exposure to individuals and employees.

Smoking shall be prohibited in all workplaces of the Department, facilities, state-operated and provider-operated residences. Additionally, employees must adhere to this policy whenever they are on-duty, while in the presence of an individual served by the Department. Smoking shall include electronic or similar products that rely on vaporization or aerosolization.

Consistent with state law, local ordinances, and policies established by the employer, landlord, or management company regarding designated smoking locations, smoking may be permitted in specially designated areas. Consistent with Massachusetts law, smoking is prohibited where flammable liquids, combustible gases, or supplemental oxygen is used or stored.

Employees must keep designated smoking areas clean and free of debris. The workplace, including interior and exterior space, must be maintained in a clean, safe, and attractive manner so as not to reflect negatively on the Department or individuals who live at the residence.

Nothing in this section shall permit smoking in an area in which smoking is or may hereafter be prohibited by law.