

TO: All Department of Social Services Employees

FROM: Jeanne Anderson
Director, Human Resources

DATE: February 8, 2012

SUBJECT: Smoking Policy in State Vehicles

The Department has had a **NO SMOKING POLICY** in Agency assigned State vehicles since October 22, 1997. The Office of Fleet Operations issued an updated directive banning smoking in all State owned vehicles since October 1, 2000.

The health and safety of our employees and clients will benefit from the smoke free environment. We ask for your cooperation in complying with this directive.

If you have any questions concerning this policy please contact me at 860-424-5084.