

Use of Tobacco

THERE MUST NOT BE ANY SMOKING ON THE PREMISES except as follows: **The MALE EMPLOYES**, when off duty may smoke in the engine room or at the main entrance of same, on east side.

NO EMPLOYEE IS PERMITTED TO SMOKE WHILE ON DUTY.

An attendant may have permission to smoke in a designated private room, when in the opinion of the Superintendent the circumstances justify it, but not otherwise, and when such permission is granted a notice to that effect will be posted in the room designated.

PATIENTS for whom smoking is prescribed or permitted, by the direction of the Superintendent, are to smoke in the room designated for that purpose and ~~no~~ where else. **NO ONE IS PERMITTED TO GIVE TO ANY PATIENT OR INMATE, TOBACCO IN ANY FORM, EXCEPT AS DIRECTED TO DO SO BY THE SUPERINTENDENT.**

Every person connected with the Institution is requested to aid in carrying out the spirit of these regulations as applied to outside smokers and to **SEE THAT NO TOBACCO COMES INTO THE POSSESSION OF ANY CHILD OR INMATE** except as above, and to pick up and destroy any portions of unused cigars discovered on the grounds or about the buildings.

MATCHES ARE NOT ALLOWED IN THE POSSESSION OF PATIENTS OR INMATES FOR ANY PURPOSE WHATSOEVER, and no matches are permitted on the premises except the "safety" variety which requires the use of a specially prepared surface for "scratching." All officers and employes are requested to confiscate any matches found anywhere on the premises in violation of these regulations and report at once to Superintendent's office.


Superintendent

June 10th, 1903.