

## **DEPARTMENT GENERAL ORDER 07-31**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 02-05  
SOP 300.47.00

DATE: January 26, 2007

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### **SMOKING/USE OF TOBACCO**

#### **I. PURPOSE.**

The police department strives to promote a healthy lifestyle for its employees and a safe and healthy environment in which to work. Therefore, it is the policy of the department to enforce city ordinances and state laws which restrict smoking in public places to posted, designated smoking areas in accordance with the following guidelines.

#### **II. SMOKING/USE OF TOBACCO IN CITY FACILITIES.**

In accordance with Clayton Ordinance # 17-36 smoking or the use of tobacco products such as cigars, pipes, chewing tobacco, etc. is generally prohibited within City of Clayton facilities.

Employees are expected to abide by these provisions and to courteously advise others of the law or policy when a violation is observed.

#### **III. SMOKING/USE OF TOBACCO IN POLICE VEHICLES.**

The use of tobacco products in any form is prohibited in police department vehicles.

#### **IV. SMOKING ACCOMODATIONS.**

Employees who smoke or use a tobacco product must do so outside of city facilities and will be expected to comply with the following procedures:

- A. Smoke breaks will be limited to five minutes and shall include "travel" time related to the break.

- B. Employees will refrain from taking smoke breaks in groups, as this may leave their work area understaffed. When possible, employees from the same division or unit should take smoke breaks individually.
- C. Employees will make adjustments to cover his/her duty station during a smoke break.
- D. No smoking shall be permitted near any source of flammable liquid or combustible chemicals.
- E. Ashtrays and other smoking materials will be handled with the necessary precautions. City maintenance workers will properly dispose of such materials.
- F. Sworn officers will not smoke or use tobacco when speaking with a victim, witness, resident, or other individual in the course of performing their duty.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB:dld  
CALEA reference: 26.1.1