

## **DEPARTMENT GENERAL ORDER 14-04**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 07-31

DATE: May 5, 2014

### **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.**

Smoking or the use of tobacco products such as cigars, pipes, chewing tobacco, etc. is 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 ACCOMMODATIONS.**

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. Smoking breaks will be limited in number, duration and frequency, so as not to inhibit the employee's ability to complete assigned daily tasks.
- B. Employees will refrain from taking smoking 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. An employee taking a smoking break will make any necessary adjustments to cover his/her duty station during said break before leaving the work area.
- 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. Uniformed officers shall not use tobacco products while on any assignment, detail, or at other times when they are in public view. All use of tobacco products should be done while out of public view.
- G. Assistance to discontinue the use of tobacco products may be obtained through the Employee Assistance Program or the agency-provided health insurance plan.

BY ORDER OF:

Kevin R. Murphy  
Chief of Police

KRM:mj  
CALEA reference: 26.1.1