PURPOSE
The purpose of this order is to outline the smoking standards within the Department and to comply with City Ordinances 8.80.140 and 8.80.200.

POLICY
It shall be the policy of the Sacramento Police Department to comply with all provisions of the city ordinance in restricting smoking in the workplace.

PROCEDURE
A. DEFINITIONS
WORKPLACE – includes, but is not limited to, buildings, vehicles, equipment (including light- and heavy-duty trucks, cargo and passenger vans, buses, and any other mobile equipment with an enclosed driver/passenger compartment), or other areas where work activities are being performed.

B. GENERAL
1. There shall be no smoking in any workplace by employees or visitors to the Department, to include
   a. Any Department facilities.
   b. Any Department vehicle, city-owned vehicle or city-owned mobile equipment. Exception: Undercover vehicles used for undercover operations.
   c. All visibly defined work areas, such as building and vehicles, are to be clearly marked as no smoking areas. However, the absence of a “No Smoking” sign does not constitute permission to smoke where it is otherwise prohibited. “No Smoking” signs shall be posted at or in
      (1) First floor entrances and exits.
      (2) Elevator lobby areas of all other floors.
   2. Where a smoking area is not officially designated, employees who wish to smoke may do so at a MINIMUM distance of 20 feet from the entrance or air intake of the workplace. This includes
      a. Outside workplaces.
      b. Break areas.

C. SUPERVISOR RESPONSIBILITIES
Supervisors shall ensure compliance with this order.