



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 210.01 NO SMOKING STANDARDS 06-05-17

### **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.