



GENERAL ORDER

GENERAL ORDER 130.03

Use of Tobacco Products

Administrative Services

Issue Date: 01/10/1995

Revision Date: 09/09/2013

1 APPLICABILITY

2 All Personnel

3 POLICY

4 Title 12, Subtitle 6 of the Howard County Code sets restrictions on the use of tobacco products within the
5 County. This policy establishes restrictions on the use of tobacco products for all personnel in the
6 Department of Fire and Rescue Services (the Department).

7 DEFINITIONS

- 8 ➤ **Tobacco Product**: Any product consisting of, in whole or in part, tobacco or any by-product of
9 tobacco. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco,
10 smokeless tobacco, chewing tobacco, snuff and other similar products.
11 ➤ **Use of Tobacco**: Smoking, chewing, consumption or use of tobacco products.

12 GENERAL

13 The Department discourages all personnel from using any form of tobacco products. Abstention from the
14 use of tobacco products accomplishes:

- 15 • A reduction of health hazards experienced by non-tobacco users.
- 16 • Delivery of higher quality service to the public because of improved physical fitness,
17 endurance and health.
- 18 • Safer performance of assigned duties by members due to improved physical condition.
- 19 • A cleaner and more pleasant environment at Department works sites.
- 20 • A reduction in health hazards, because personnel will only be exposed to hazardous conditions
21 directly related to fire and rescue work, which will result in a healthier, more productive
22 workforce.

23 Therefore, Howard County Government, in order to provide a healthy, comfortable, and productive work
24 area for all personnel, prohibits the use of tobacco products in accordance with the Howard County Code
25 Title 12, Section 12.602:

- 26 • In a public place;
- 27 • In a public meeting;

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- In a shared government vehicle or in any government vehicle when occupied by more than one person; or
- In a place of employment.

In accordance with the Howard County Code Title 12, Section 12.602, the use of tobacco products is prohibited within a distance of 15 feet outside public entrances and exits of an enclosed public place or place of employment.

The James N. Robey Public Safety Training Center has been declared a tobacco-free campus. The use of tobacco products of any kind while on campus is prohibited.

In addition to the above provisions, the following are required by the Department:

- The Department requires that in every fire station in the County, a smoking area is designated by the Station Captain and/or Volunteer Chief in an area located away from the view of the general public.
- The use of tobacco products or products resembling tobacco products outside the designated area is prohibited.
- The use of tobacco products or products resembling tobacco products in a fire station or a County facility is prohibited.
- Anyone who may be identified as a member of the Department shall not use any tobacco products or products that resemble tobacco products when on an incident scene or when they are in the view of or interacting with the public.
- The use of tobacco products or products that resemble tobacco products are not permitted in any Department vehicle.

Employees in violation of this policy may be subject to disciplinary action.

CONDITION OF EMPLOYMENT

All Department uniformed personnel hired after November 1, 2012 have agreed not to use tobacco products in any form, both on-duty and off-duty, as a condition of employment. As such, any and all tobacco use for such employees is prohibited. Employees in violation of this policy are subject to disciplinary action up to and including termination.

CESSATION OF SMOKING

Any member who desires to stop using tobacco products can be assisted through a cessation program by contacting the Howard County Health Department at 410-313-6300.

REFERENCES

SUMMARY OF DOCUMENT CHANGES


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63 FORMS/ATTACHMENTS

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65 APPROVED

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Deputy Chief John S. Butler
Operations Command

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