

## GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL

<b>Chapter 103</b>	<b>Use of Tobacco Products</b>	
<b>Date Initially Effective: 10/14/93</b>	<b>By The Order Of:</b> <p style="text-align: right;"><b>Mark Holtzman, Chief of Police</b></p>	
<b>Date Revised: 10/03/16</b>	<b>Date Reissued: 10/20/16</b>	<b>Page 1 of 1</b>

### 103.1.1 SMOKING PROHIBITED

Smoking or tobacco use in any form is prohibited in all City of Greenville buildings, facilities, and vehicles. Smoking shall mean the inhaling, exhaling, burning or carrying of a lighted pipe, cigar, cigarette, or other combustible tobacco product. This includes the use of electronic cigarettes and vaporizers.

Employees may use tobacco products that are smoked in accordance with the provisions of City Ordinance, Section 12-1-13. In compliance with this ordinance, employees of the Greenville Police Department shall adhere to the following policy and procedures. Police Department personnel are expected to comply with the City of Greenville Smoking Ordinance as it applies to other locations in City owned or controlled facilities.

#### **Designated Smoking Areas**

Smoking will be permitted in the following designated areas:

- Just outside the side door near the flagpole on side B of the police department
- Outside the side door furthest from Pitt Street on side D of the police department
- Designated smoking areas in other City buildings as approved by the appropriate Department Head and approved by the City Manager.

Greenville Police Department employees will not be permitted to smoke outside the front door of the police department or at the door on side D that is closest to Pitt Street.

Smoking in City vehicles is prohibited.

#### **Policy Violations**

Employees who violate this directive, or the ordinance on which it is based, shall be subject to disciplinary action. No employee who makes a formal complaint regarding smoking or rules governing smoking shall be subject to disciplinary action or harassment for filing a complaint.

#### **Assistance**

Smokers will be supported in their efforts to reduce or quit smoking. The City Wellness Program will make available programs on smoking cessation for employees as needed.

#### **Smokeless Tobacco Products**

The use of smokeless tobacco products, such as chewing tobacco, is prohibited while on duty with the Greenville Police Department.