



Charles County Department of Emergency Services  
STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.16	<b>Smoking Policy</b>	PAGE: 1 OF 1
EFFECTIVE: 06-01-04	Approved: John Filer, Chief	
REVISED: 08-30-16	Approved: William Stephens, Director	

100.16.01 Purpose

The purpose of this SOP is to notify personnel of the policy and guidelines regarding smoking and the use of tobacco and tobacco related products while on duty.

100.16.02 General

This SOP is a departmental adjunct to the County's *Smoking Policy, SOP# SAF.1.002.*

100.16.03 Definitions

For the purpose of this SOP the following definitions shall be applied:

1. **Chewing Tobacco** - Chewing tobacco is a type of smokeless tobacco product consumed by placing a portion of chopped tobacco between the gum or lower lip and teeth. Unwanted juices from this product are then expectorated into a bottle, cup or simply onto the ground.
2. **Electronic Smoking Device (ESD)** - ESD's are battery powered nicotine delivery devices designed to vaporize traditional tobacco like products into a smoke like form.
3. **Smoking** - Smoking is a practice in which a substance is burned and the resulting smoke breathed in to be tasted and absorbed into the bloodstream.

100.16.04 Policy

1. The smoking of tobacco products and/or the use of products to include ESD's and chewing tobacco is prohibited in all County owned and operated properties and vehicles with the exception of designated smoking areas.
2. Personnel are to abide and observe "NO SMOKING" signs and areas without exception.
3. Smoking and the use of ESD's in areas where flammable or combustible materials are stored is prohibited.
4. Smoking, the use of ESD's or open flame within fifty (50) feet of refueling stations is prohibited.
5. Smoking, the use of ESD's and chewing tobacco in patient transport compartments is strictly prohibited.
6. Cigarette butts and/or remnants are to be completely extinguished after use and disposed of only in a properly marked and designated receptacle.