

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.207	Effective Date:	10/30/2023
Title:	Tobacco Use	# of pages:	1
Category:	Personnel	Classification:	Green

1. **PURPOSE:** The Department adopts the City's tobacco use policy per the October 2, 2018 Personnel Policy. It strictly prohibits the use of tobacco products in City facilities, vehicles and equipment except in designated areas
2. **POLICY:** It is the policy of the City of South Portland to comply with all applicable Federal, State, and Local regulations regarding smoking and tobacco use in the workplace and to provide a smoking and tobacco-free work environment that promotes productivity and the health of its employees and the public. The City recognizes that tobacco is a legal product and that as an employer it may not require that employees or prospective employees to refrain from tobacco use when at work, and will not discriminate against employees who use tobacco outside of employment. Smoking and the use of any tobacco product, including, but not limited to cigarettes, cigars, pipes, smokeless tobacco and electronic or vapor cigarettes/devices is prohibited in all City facilities, vehicles and equipment, except for areas where it is specifically authorized. Smoking and tobacco use is not permitted in personal vehicles used on City business when the vehicle is occupied by one or more passengers. The City may designate Smoking Areas which must be at least twenty (20) feet from all entryways, vents and doorways of City facilities.
3. The following areas are the only acceptable locations for tobacco use at the Fire Department facilities.

Central Station

The concrete pad in front of the test pit door located adjacent to the training tower, this is twenty feet from the rear shop door

Cash Corner

On the pavement in the far rear parking lot, twenty feet from the rear of the station and twenty feet from the storage garage

Western Ave

In the rear parking lot on the pavement, twenty feet from the garage doors

Engine 6 Union Street

In the rear parking lot, twenty feet from the back of the building

Willard Hose

No approved location. No Smoking allowed per Company rules

4. REFERENCES:

- SPFD Bulletin 2011-04
- SPFD SOG FD 2.100 Rules and Regulations

By Order Of:

A handwritten signature in black ink, appearing to read 'PS' followed by a stylized flourish.

Phil Selberg
Fire Chief