



ADMINISTRATIVE MANUAL

ADM - 315 – TOBACCO & MARIJUANA USAGE

Amends/Supersedes: ADM-315 (08/23/2021)

Date of Issue: 11/17/2025

I. GENERAL

- A. For the purposes of this policy, the use of tobacco or tobacco products shall be defined as the lighting, carrying, inhaling or exhaling, or holding of a lighted smoldering tobacco product such as cigarettes, cigars, pipes; the chewing of tobacco; the dipping of snuff; or the use of any other tobacco products not defined above to include any electronic cigarette devices, vaping products, and nicotine-free products that are used in the same manner as a tobacco or nicotine product. The use of marijuana shall be defined as inhalation or ingestion of cannabis plant products that contain THC.

NOTE: This should not be construed to prohibit nicotine gum or nicotine patches while the user is participating in a smoking cessation program or therapy.


- B. All employees will comply with the following regarding tobacco products and marijuana use:
1. Chapter [33.1](#) of the Newport News City Code;
 2. PAM-[1402 Smoking and Tobacco Use Policy](#) of the City of Newport News Personnel Administration Manual; and the provisions of this policy.
- C. Employees in positions with direct responsibilities for public safety and health will refrain from the use of marijuana, both on and off the job, and are subject to testing in accordance with PAM-[1205 Substance Abuse Policy and Procedure](#). These positions include police officer recruits, sworn police officers, public safety communications specialists, assistant supervisors and supervisors, the 911 communications manager and any department employee responsible for collecting and storing controlled substances as evidence.
- D. All employees will refrain from the use of marijuana while on duty. See PAM-[1205 Substance Abuse Policy and Procedure](#), section III A for specific guidelines.

II. PROCEDURE

- A. For those employees who are not prohibited from using tobacco products (hired before August 1, 2002) by PAM-[1402 Smoking and Tobacco Use Policy](#), the use of all tobacco products while on duty and/or in uniform and in direct contact with the public is prohibited. At other times, employees shall observe the following:
1. The employee shall not be visible to the public; and
 2. The employee shall not use any tobacco product in an area through which others must pass to enter a city facility.

- B. Notification Requirements Per PAM-[1205 Substance Abuse Policy and Procedure](#)

Any employee experiencing a substance use problem or impairment that poses a risk of harm to themselves, fellow employees, the public or property, is obligated to notify their supervisor or the Department of Human resources immediately and before they receive notification to report for drug/alcohol testing.


Steven R. Drew
Chief of Police