



Office Of The Sheriff
Allegany County
Maryland

GENERAL ORDER NO: **2-400.00**

TO: All Allegany County Sheriff's Office Employees

RE: **AGENCY SMOKING POLICY**

REL: Allegany County Ordinance Regulating Smoking in County Owned Buildings

PURPOSE: To regulate usage of tobacco products on Sheriff's Office facilities.

EFFECTIVE DATE: 2001

REVISION DATE: 3/1/2016

2-401.00 Effective immediately, the usage of **ALL** tobacco products is prohibited in **ALL** Sheriff's Office facilities. This action was taken due to the following:

- .01 A considerable amount of evidence has been accumulated by the medical/science communities that non-smokers are placed at potential severe health risk when exposed to inhalation of second-hand smoke.
- .02 Smoking is detrimental to physical assets of the Sheriff's Office as well, through the chemicals/film that is deposited on walls, carpets, and furnishings. Manufacturers of computer equipment also state that computers should be operated in a smoke-free environment to increase longevity.

2-402.00 **Designated Smoking Areas**

- .01 Smoking is permitted to the exterior of Sheriff's Office buildings and receptacles will be placed at those locations for the disposal of tobacco products.
- .02 Personnel will not take excessive time away from their work areas to use tobacco products.

2-403.00 Usage of Tobacco Products by Office Employees

- .01 Medical evidence accumulated over a long period of time indicates that the usage of any tobacco product is not conducive to good health and substantially increases the chances that tobacco users may be subject to a myriad of serious health problems.
- .02 In light of the above, the Sheriff's Office strongly encourages employees to cease any usage of tobacco products, smoke and non-smokeless products alike.
- .03 Information on programs aimed at assisting persons who desire to stop the usage of tobacco products may be obtained from the Allegany County Health Department, the American Heart Association, or the American Cancer Society.

2-404.00 Action for Non-Compliance with this Order

- .01 Personnel in violation of this order will be subject to progressive discipline.

2-405.00 Authority

- .01 This order is published in conjunction with the Allegany County Commissioners Ordinance regulating usage of tobacco products on county property, which was authorized by Article 25, Section 236B, of the Annotated Code of Maryland.

By Order Of:

Craig A. Robertson, Sheriff