



GENERAL ORDER



Subject: Health Maintenance Program	Series 1002	Number 2	Distribution B
	Effective Date January 9, 1998		
	Revision Date *		

This Department has changed its philosophy in the manner in which police services are provided to the community. This philosophy, known as Community Empowerment Policing (CEP), was embarked upon as an aggressive approach to involve members of the community, in partnership with the Department, in enhancing the quality of their lives. As we continue to move forward with the CEP concept, it is equally important that steps be taken to enhance the quality of life for sworn members of the Department.

As a part of the CEP initiative the Department implemented a Health Maintenance Program (HMP) for sworn members. The HMP is geared towards enhancing the individual prospects for good health by influencing personal behavior. The HMP will enhance the quality of life of the individual and the work group. Personnel studies have shown that the indirect costs of employee illness and dysfunction actually exceed the direct costs. Absenteeism, decreased morale, sick leave utilization and decreased judgement and discretion are some of the indirect costs. They all can lead to decreased productivity and unwanted turnover. Added to the enormous direct costs of health care, hospitalization, worker's compensation and long term disability, these costs will continue to soar.

This HMP will consist of three parts: the Non-Smoking Policy, Physical Fitness Standards, and a Wellness Program. The department's non-smoking policy and procedures are published in this general order. The Department is in the process of developing Physical Fitness Standards which will be published at a later date as part of this general order. The Department's Wellness program is provided through its Police and Fire Clinic.

**PART I Responsibilities and Procedures for
Members of the Department**

- A. Policy.
- B. Definitions.
- C. Prohibitions.
- D. Non-Smoking Areas.
- E. Disciplinary Action.

**PART II Responsibilities and Procedures for
Supervisory and Command Personnel**

- A. Commanders/Directors.
- B. Director, Medical Services Division.

PART I

A. Policy.

Smoking is harmful to those who smoke and under certain conditions is harmful to non-smokers who are in close contact with those who smoke. Accordingly, the department will seek to protect the health, environment and comfort of the public and its members by prohibiting smoking in all police facilities, vehicles and other areas described in this bulletin. The ultimate goal is to encourage members of the Department to eventually quit smoking by modifying their behavior, thus enhancing their quality of life. This policy will be applicable to all sworn and civilian members of the Department to include crossing guards, cadets and reserve officers.

B. Definitions.

1. "Smoking" or "To Smoke" - means the act of burning, puffing, inhaling or having in one's possession, holding or carrying a lighted or smoldering cigarette, cigar, pipe or any other lit tobacco product.
2. Police Facility - is any building that is utilized by the department either in whole or in part to conduct police business.
3. Police Vehicle - is any vehicle owned or leased by the department that is utilized by members to include tactical vehicles. For the purpose of this order "Police Vehicle" also will include department owned aircraft and marine vessels.
4. Non-Smoking Area - is any area which is not a designated smoking area.
5. Designated Smoking Area - is any area in a public facility or police facility in which smoking is allowed.
6. Shared Office Space - is any office in a public facility or police facility where two or more members share the same office during the same tour of duty.

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C. Prohibitions.

Smoking of any tobacco product shall be prohibited by Members in all police facilities and vehicles whether on or off duty. Smoking also shall be prohibited by sworn members while on duty in all public facilities. Additionally, members are prohibited from smoking inside the private residences of citizens while conducting official police business.

D. Non-Smoking Areas.

Effective July 1, 1992 smoking was prohibited in all areas of police facilities, inside all departmental vehicles and in areas in which a fire or safety hazard exist to include areas where departmental vehicles are fueled.

E. Disciplinary Action.

Disciplinary action for violations of this general order will be initiated only as a last resort to ensure compliance. Members will not be forced to stop smoking, however, where they smoke will be restricted. As previously stated, the ultimate goal is to encourage members of the Department to quit smoking, thus enhancing their quality of life. Quitting smoking is not easy for anyone, especially for heavy smokers. Most smokers try several times before they finally succeed in quitting. Supervisors will be expected to support, encourage, and help those members trying to quit while ensuring that the health, safety, and welfare of non-smokers are protected. Members found in violations shall initially be counseled and, if deemed appropriate, referred either to the Clinic, Metropolitan Police Employee Assistance Program or other organizations on the resource list to be provided by the Director, Medical Services Division.

PART II

A. Commanding Officers.

Commanding officers of each organizational element shall be responsible for the following:

1. Ensuring the requisitioning and placing of No-Smoking signs at the entrance of and throughout the work place as applicable.
2. Ensuring the removal of all ash trays and other used tobacco product receptacles.

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B. Director, Medical Services Division.

Recognizing tobacco use as an addiction is critical both for treating the tobacco user and for understanding why people continue to use tobacco despite the known health risks. Nicotine is a psychoactive drug with actions that reinforce the use of tobacco. Efforts to reduce tobacco use by members of the Department must address all the major influences that encourage continued use including psychological and pharmacologic factors. Therefore, the Director, Medical Services Division, shall be responsible for the following:

1. Providing a smoker's education program. The program shall address the following:
 - a. Methods of smoking cessation
 - b. Quitting tips
 - c. Weight gain after quitting
 - d. How to handle relapses
 - e. The health consequences of smoking
 - f. The health benefits of smoking cessation
 - g. Withdrawals symptoms
2. Working with the Clinic Medical Director to develop a protocol for a smoking cessation program when the use of medication is indicated for member seeking medical assistance to stop smoking.
3. Developing a resource list of organizations and government agencies that provide information and assistance to members who wish to quit smoking.



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