



Clarke County Fire and Rescue

Standard Operating Guideline

Subject: Use of Tobacco Products	SOG: 300.12	Page 1 of 2
Category: Personnel – Use of Tobacco Products		Sub Category: Use of Tobacco Products
Approved by: Fire and EMS Director		Effective Date: 7/1/2018

Purpose

To establish a use of tobacco products SOG applicable to all uniformed personnel in the Clarke County Department of Fire, EMS and Emergency Management. The County of Clarke and the Clarke County Department of Fire, EMS and Emergency Management is concerned for the health of all of its employees. The non-use of tobacco products is in each employee's best interest.

Definitions

The following definitions have been adopted for use;

- Employee – Is any person employed by County of Clarke Fire-Rescue system. This does not include employees of individual Volunteer Departments.
- Tobacco – Any product consisting of, in whole or in part, tobacco or any by-product of tobacco. Tobacco products include, but are not limited to cigarettes, E-Cigarettes, cigars, pipe tobacco, smokeless tobacco, chewing tobacco, snuff and other similar products.
- SOG – Standard Operating Guideline
- Director – Director of Clarke County Fire, EMS and Emergency Management

Procedure

1. Use of tobacco is prohibited at all county buildings, and designated locations in accordance with any and all State, Federal and County laws and ordinances.
2. The use of tobacco is prohibited at any Volunteer Fire Department unless otherwise authorized by the Department.
3. Use of tobacco is prohibited in all County and Volunteer owned vehicles.
4. Employees in violation of 1 and 2 above are subject to disciplinary action up to and including dismissal.

5. Employees hired on or after July 1, 2018 must not use tobacco products while on duty. Personnel who violate this SOG are subject to disciplinary action up to and including dismissal.
6. Any employee who is moved from Part-Time employment to Full-Time employment on or after July 1, 2018 must not use tobacco products while on duty. Personnel who violate this SOG are subject to disciplinary action up to and including dismissal.
7. All violations of this SOG must be documented in writing.
8. Employees will have the right to rebut any alleged instances of tobacco use by submitting a written response to the Director.
9. All Supervisors are responsible to ensure compliance with this policy.
10. Employees hired on or after July 1, 2018 will sign a copy of this policy. The signature of the employee shall indicate their acknowledgement and consent to the SOG. The original signed SOG will be placed in the employees personnel file.
11. This SOG does not apply to volunteers of the Clarke County Fire-Rescue system unless the individual department wishes to adopt.

Employee's Name (Print): _____

Employee's Name (Signature): _____

Date: _____

SOG Tracking

	Draft	Chiefs Review	Commission Review
Date	4/19/2018	5/10/18	5/10/18
Comments			
Adjustments			
Final Adoption	7/1/2018		