

# General Order

## Houston Police Department



ISSUE DATE:

August 2, 2016

NO.

200-31

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 200-31, dated July 1, 2010

**SUBJECT: SMOKING, TOBACCO USE, AND ELECTRONIC CIGARETTES**

### POLICY

All employees shall comply with Code of Ordinances City of Houston, Texas, Chapter 21, Article IX – Smoking, which regulates smoking in public places.

In addition to the ordinance, employees are prohibited from using any tobacco product or *electronic cigarette* or charging an *electronic cigarette* in any City owned building, enclosed area, or vehicle. This includes all premises and properties owned, leased, rented, or controlled by the City. Prohibited areas also include all stairwells, concourse areas, restrooms, elevators, etc. within City controlled facilities.

Employees are also prohibited from charging an *electronic cigarette* using any City owned or leased equipment including, but not limited to, computers.

This General Order applies to all employees.

### DEFINITIONS

**Electronic Cigarette.** Also known as e-cigarette or e-cig, is an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substance to the individual inhaling from the device.

**Smoking.** Inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or any other lighted tobacco product, plant material, or other combustible substance.

### 1 RESTRICTIONS

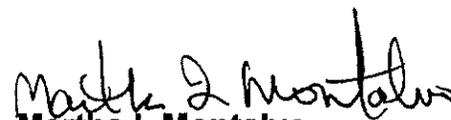
Employees wearing any department uniform shall not use any tobacco product or electronic cigarette at any time while on or off duty and in public view.

While on duty, non-uniformed employees and plainclothes officers:

- a. May use tobacco products or electronic cigarettes outdoors, but only during meal periods and authorized breaks.
- b. Shall not be within 25 feet of an entrance or exit of any City controlled facility while using any tobacco product or electronic cigarette.
- c. Shall not use any tobacco product or electronic cigarette at or near any police scene or incident.
- d. Shall not use any tobacco product or electronic cigarette near any uniformed employee while in public view.

### 2 RELATED GENERAL ORDER AND REFERENCE MATERIAL

300-15, **Appearance and Grooming Standards – Classified**  
Code of Ordinances City of Houston, Texas, Chapter 21, Article IX

  
**Martha I. Montalvo**  
Acting Chief of Police