

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

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**GENERAL ADMINISTRATION**

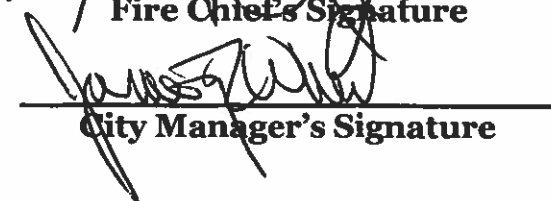
**SOP#:** GA 4.00

**Title:** Smoking/Vaping/Tobacco  
Product Use

**Effective Date:** 01/01/2009

**Revised Date:** 12/01/2024

  
**Fire Chief's Signature**

  
**City Manager's Signature**

**SMOKING/VAPING/TOBACCO  
PRODUCT USE**

**I. PURPOSE**

To assist in decreasing risks from the known health hazards associated with smoking and passive smoke exposure to Department personnel, and to establish a department-wide policy pertaining to the use of all tobacco and vaping products.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

**II. RESPONSIBILITIES**

All career and volunteer personnel shall be responsible for compliance with this SOP and assisting other colleagues to improve "health behaviors" related to vaping and tobacco product use.

All uniformed fire department personnel who have signed an Employment Agreement which includes a no smoking/tobacco/vaping statement shall be responsible for continued abstinence from the use of all tobacco products on and off duty while employed by the City.

### **III. POLICY**

- Smoking includes the inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, weed, plant, or other smoking equipment in any manner or any form.
- The term “tobacco product” refers to the following:
  - Cigarettes
  - Cigars
  - Lighted pipes
  - Chewing Tobacco
  - Snuff
  - Any other lighted smoking equipment
- Vaping and E-Cigarettes are also prohibited by this policy. Vaping is defined as using a handheld electronic device to breathe a mist into your lungs. This mist may or may not contain nicotine. An E-Cigarette is defined as an electronic nicotine delivery system which heats a liquid of nicotine and other additives into an aerosol that you inhale.
- The use of tobacco or vaping products is prohibited inside any Poquoson Fire/Rescue Department facility, including bay areas.
- The use of tobacco or vaping products is prohibited inside all fire department apparatus (including medic units and specialty vehicles) and personally assigned fire department vehicles.
- Tobacco or vaping products (for exempt uniformed personnel) may be used outside Department facilities during breaks of training / education sessions. Tobacco products may be used on the side portion or in the rear of buildings, NOT IN THE FRONT.
- Tobacco use or vaping is NOT permitted on any emergency scene or training ground.

- The prohibition against smoking, the use of smokeless tobacco, and vaping within the enclosed spaces of departmental facilities also extends to the exterior at least ten feet beyond any point of ingress/egress of the building or facility.
- Members using smokeless tobacco products shall refrain from spitting on sidewalks, parking lots and other paved surfaces, on non-paved surfaces used by other members, and in water fountains.