


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 009-D		TITLE: Conditions and Benefits of Work Nicotine/Tobacco Product Use
EFFECTIVE DATE: March 14, 2011	NO. PAGES: 1	REVIEWED/REVISED: August 19, 2019
REFERENCE:		RESCINDS:
 Sheriff of Monroe County		

- I. **PURPOSE:** The purpose of this order is to establish certain conditions applicable to members of the Monroe County Sheriff's Office (MCSO) in reference to the use of nicotine/tobacco products.
- II. **POLICY:** MCSO is committed to a healthy and cost-effective work environment for its members and all citizens of Monroe County.
- III. **PROCEDURE:**

Effective January 1, 2015, no member, regardless of date of hire, may use nicotine/tobacco products in an area visible to the public while identifiable as an MCSO member, participating in MCSO event or while wearing MCSO uniform or insignia.

Nicotine/Tobacco products include cigarettes, cigars, e-cigarettes, vaporizers, chewing tobacco, snuff or any other similar product.

Effective March 14, 2011, MCSO will not hire any person who is a nicotine/tobacco product user. Members of MCSO hired before March 14, 2011 are exempt from this policy while off duty unless they are identifiable as an MCSO member, participating in an MCSO event or wearing an MCSO uniform or insignia.

Members hired after March 14, 2011, will be required to acknowledge their understanding of this policy and certify that they do not and will not use nicotine/tobacco products at any time during their employment with MCSO. These members will be subject to nicotine/tobacco testing when reasonable suspicion of use exists.

Members testing positive for nicotine will be required to submit to random tests as determined by the Sheriff and will be subject to discipline. Those members who continue to test positive will be subject to discipline up to and including termination.

Members hired after March 14, 2011 will be required by the Human Resources Department to have a signed Acknowledgement of Compliance on file (attachment).

Smoking is not permitted in any agency-owned/leased equipment (i.e. vehicles, vessels, bicycles, go-peds, etc.)

TOBACCO FREE WORKPLACE AFFIDAVIT

The Monroe County Sheriff's Office has established a policy that members hired after March 14, 2011 may not use nicotine/tobacco products. Such members must be nicotine/tobacco free for a minimum of 60 days to be considered for employment and must remain nicotine/tobacco free during their application process and any subsequent period of employment with the Monroe County Sheriff's Office.

AFFIDAVIT

I, _____, the undersigned applicant, having read the Monroe County Sheriff's Office Nicotine/Tobacco Free Workplace policy, understand that I will not be eligible to submit a pre-application unless I am tobacco free for 60 days immediately preceding submission of pre-application. I further understand under the penalties of perjury that the facts stated on this affidavit are true.

Applicant Printed Name

Signature of Applicant

Date Signed _____

STATE OF FLORIDA, COUNTY OF MONROE

The foregoing instrument was acknowledged before me this _____ (date), by

_____ (name), who is personally known to me or who has produced

_____ (type of identification) and who did / did not take an oath.