

MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 9- D		TITLE: Conditions and Benefits of Work-Nicotine/Tobacco Product Use
EFFECTIVE DATE: March 14, 2011	REVIEWED/REVISED: December 18, 2014	RESCINDS:
NO. PAGES: 2	REFERENCE:	

PURPOSE: The purpose of this order is to establish certain conditions applicable to members of the Monroe County Sheriff's Office in reference to the use of nicotine/tobacco products.

POLICY: The Monroe County Sheriff's Office is committed to a healthy and cost effective work environment for its members and all citizens of Monroe County.

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 a Monroe County Sheriff's Office member, participating in a Monroe County Sheriff's Office event, or while wearing Monroe County Sheriff's Office uniform or insignia.

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

Effective **March 14, 2011**, the Monroe County Sheriff's Office will not hire any person who is a nicotine/tobacco product user. Members of the Monroe County Sheriff's Office hired before **March 14, 2011** are exempt from this policy while off duty unless they are identifiable as a Monroe County Sheriff's Office member, participating in a Monroe County Sheriff's Office event, or wearing a Monroe County Sheriff's Office 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.

(Also see Chapter 19 for No Smoking in Sheriff's vehicles policy).

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

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 use free for a minimum of sixty (60) days to be considered for employment and must remain nicotine/tobacco product 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 sixty (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.