



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 104	Subject: Smoking and Use of Tobacco Products	Effective Date: 02/01/2015
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to provide personnel with guidelines on smoking and the use of tobacco by on-duty University of Pennsylvania Police Department (UPPD) personnel.

II. Policy

Uniformed UPPD personnel are prominent representatives of the Division of Public Safety and the University of Pennsylvania and as such must present a professional image at all times. The department recognizes that the total wellness of its personnel is a benefit to the community, individual officer, and police department.

It therefore is the policy of the University of Pennsylvania Police Department (UPPD) to comply with all provisions of University of Pennsylvania Policy number 704.1, Smoking Prohibited in University Facilities and Buildings, and the City of Philadelphia's Clean Indoor Air Worker Protection Law, prohibiting smoking inside of specified buildings and facilities, including the areas within twenty (20) feet of the entrances of the specified buildings, facilities and enclosed areas in which smoking is prohibited under Philadelphia Law. This policy covers all smoking methods, including but not limited to the use of electronic smoking devices, such as electronic cigarettes, cigars and pipes (e-cigarettes, e-cigars, e-pipes).

It shall also be the policy of the UPPD to prohibit the use of ALL tobacco products and electronic cigarettes by uniformed personnel while in public view and/or inside of a University owned vehicle. Plainclothes personnel conducting official Department business shall not smoke, use electronic cigarettes or any tobacco products while engaged in contact with a citizen or while in a residence or business.

III. Scope

This directive shall affect all sworn UPPD personnel.

IV. Definitions

- A. Tobacco Product: For the purposes of this policy, tobacco product shall mean any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory to a tobacco product. This includes, among other products, cigarettes, cigarette tobacco, roll-your-own tobacco, and smokeless tobacco.
- B. Electronic Cigarette: For the purposes of this policy, electronic cigarette shall mean any personal vaporizer, electronic inhaler or electronic nicotine delivery system. They are often designed to mimic traditional smoking implements, such as cigarettes or cigars, in their use and/or appearance.
- C. Smoking: For the purposes of this policy, the term smoking shall refer to the inhalation of the smoke of burning tobacco encased in cigarettes, pipes, and cigars. The term smoking shall also include the use electronic smoking devices, such as electronic cigarettes, cigars and pipes (e-cigarettes, e-cigars and e-pipes).

V. Procedures

A. Prohibitions

- 1. Smoking inside of any University of Pennsylvania, City of Philadelphia or specifically posted buildings or facilities is strictly prohibited.
- 2. Smoking within twenty (20) feet of the entrance to any University of Pennsylvania, City of Philadelphia or specifically posted buildings or facilities is strictly prohibited.
- 3. The use of any tobacco product and/or electronic cigarettes inside of University owned/leased vehicles by ANY PERSON is strictly prohibited.
 - a. This shall include the holding of any receptacle used as a cuspidor, pipe, cigar, or cigarette, whether or not ignited, except as may be required by UPPD personnel during the course of their duties.
- 4. The use of any tobacco product and/or electronic cigarettes by uniformed UPPD personnel while in public view is strictly prohibited.
 - a. This shall include the holding of any receptacle used as a cuspidor, pipe, cigar, or cigarette by uniformed personnel, whether or not ignited, except as may be required during the course of their duties.
- 5. Uniformed UPPD personnel shall not use any tobacco products and/or electronic cigarettes during the course of their normal duties, while directing traffic, on a special assignment or detail, or participating in any ceremony.
- 6. Plainclothes personnel conducting official UPPD business shall not use any tobacco products and/or electronic cigarettes while engaged in contact with a citizen or while in a residence or business.

B. Permitted Activities

1. All UPPD personnel who elect to use any tobacco products and/or electronic cigarettes will be required to confine their smoking to their meal break and other authorized breaks only.
 - a. Officers must notify the PennComm Center giving the location of their break, in accordance with UPPD Written Directive 28, Shift Coverage and Shift Briefings.
2. Uniformed UPPD personnel are only permitted to smoke in designated smoking areas and out of the public view.

C. Exceptions

1. Off-duty uniformed employees away from the place of employment are excluded from this policy.
2. Uniformed UPPD personnel are permitted to smoke while in the view of the public under the following conditions:
 - a. In a designated smoking area NOT directly adjacent to retail establishments, student residences/classrooms or high-volume pedestrian thoroughfares.
 - b. In the designated smoking area on the Sansom Street side of UPPD HQ, 4040 Chestnut St.
 - c. UPPD personnel attending court or other official business away from the workplace shall be permitted to smoke utilizing designated smoking areas in accordance with the policies of the facility and local County ordinances.

D. Health And Wellness Resources

1. The UPPD encourages personnel who engage in smoking or use of tobacco to make full use of all available University cessation resources and benefits. Smoking cessation programs are also accessible by accessing the following resources:

Pennsylvania Smoking Quitline: 1-877-724-1090

New Jersey Quitline: 1-866-NJ STOPS

Delaware Smoking Quitline: 1-866-409-1858

2. The University of Pennsylvania provides a wide variety of health and wellness resources for all employees. Additional information relative to health and wellness can be found by visiting the Human Resources Work and Life Support/Healthy Living webpage at the following link: <https://www.hr.upenn.edu/myhr/worklife/healthy>

E. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

F. Officers Assigned To Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

G. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.