

## **PROCEDURE 409-1 - SAFETY PROCEDURES FOR WEAPONS IN THE WORKPLACE**

These safety procedures do not apply to employees carrying a weapon as part of their job duties.

Employees carrying any type of concealed weapon may not display the weapon at any time and may not threaten to use the weapon, joke about using it, or engage in other behavior that could be considered threatening.

### **Concealed Handgun Requirements**

Employees who choose to exercise their right under the Personal and Family Protection Act to carry a concealed handgun while working must comply with the following requirements.

- Employees must keep the handgun completely concealed on their person in a proper holster or similar product with all safety features in place. Alternatively, employees may store the handgun in their personal vehicle. If the vehicle is on County property, the handgun cannot be visible from outside the vehicle and the vehicle must be locked. Employees may not store handguns anywhere else on County premises.
- Employees may not display the handgun at any time including that they may not display the outline or imprint of a handgun concealed under clothing. Employees must take steps necessary to avoid inadvertently displaying the handgun.
- Employees may not carry the handgun in violation of any state or federal law or local ordinance. This includes carrying the handgun into any premises, public or private, where federal or state law or local ordinance prohibits such an entry.
- Employees may not carry the handgun into any business or residence posted with a sign prohibiting firearms. If a business or residence is not posted but the employee is asked to remove the handgun from the premises, the employee must honor this request. Employees must truthfully respond to any inquiry from a member of the general public about whether they are carrying a handgun.
- If employees must leave a handgun unattended in a County vehicle in order to comply with any state or federal law, local ordinance, or request of a business or property owner, the handgun must be in a locked gun case that is not visible from outside the vehicle, and the vehicle must be locked if the employee is not in it. Employees must purchase the case at their own expense and are expected to plan in advance for such circumstances. Employees may not leave an unattended handgun in a County vehicle while conducting personal business including leaving the vehicle for meal breaks.
- Carrying a concealed handgun may not interfere with or cause delay in performance of assigned duties or obstruct required safety equipment.
- Employees must truthfully respond to any fellow employee with a legitimate, operational reason to ask whether the employee is carrying a handgun. If the fellow employee objects due to a safety concern related to a specific job function, the employee carrying the handgun must secure it in a safe location consistent with this procedure while that function is being performed unless the supervisor or manager provides other direction.

### **Reporting and Responding to Violations**

***Employees who believe there is an immediate threat of death or bodily harm to themselves, or others should first escape the danger and call 911. If calling from a County landline, remember to first dial 9.***

Employees who witness any violation of the Weapons in the Workplace Policy or this procedure must report the violation to their supervisor, manager, or department/agency/office leaders, or the Department of Human Resources. Supervisors, managers, and department/agency/office leaders must immediately report all incidents to the Department of Human Resources for investigation. The County will report suspected criminal activity to law enforcement and will report any discharge of a firearm to law enforcement for investigation. Unattended weapons may be turned over to law enforcement.

*Effective 05.01.2021, Resolution No. 014-21*