



Policy and Procedure

Policy Number

3.27

Chapter

Employment Policies

Article

Concealed Carry for Civilian Employees

Authorized By:

Robert L. Ticer, Chief of Police

Effective Date: September 6, 2016

PURPOSE

The purpose of this policy is to provide guidance for Department civilian employees who lawfully carry concealed firearms pursuant to state and/or federal law.

POLICY

Only those employees who are authorized to use or possess firearms during the course, conduct and in the performance of their duties as City employees are permitted to possess firearms in the workplace, except as otherwise permitted by state or federal law governing carrying a concealed handgun. The Department will comply with CRS § 18-2-201 and City Administrative Regulations regarding the lawful concealed carrying of firearms. Other than POST certified officers and those civilian employees who are required to handle firearms in the performance of their duties, the use or possession of a firearm is not within the scope of a Department employee's duties and therefore the employee possesses or uses the firearm as a private citizen at his or her own risk and assumes all liability.

DEFINITIONS

Concealed means placed out of sight so as not to be discernible or apparent by ordinary observation.

Valid Permit means a current permit to carry a concealed handgun issued pursuant to CRS § 18-12-201 *et seq.* or issued pursuant to 18 USC § 926B and 18 USC § 926C.

Workplace is any City owned property, any work site leased or rented by the City, any City vehicle, or any location where an employee is conducting official business for the City, except an employee's private home when such employee is working from home.

GENERAL GUIDELINES

Except as provided for in this policy, Department employees are prohibited from using or possessing (openly or concealed) a firearm of any kind in the workplace while such employee is on duty and during the conduct of city business, but shall not apply to an employee's private home when working from home.

Exceptions:

- Department POST-certified officers are authorized to carry firearms, openly or concealed, and use firearms while in the performance of their duties.
- Civilian employees who are required to handle or possess firearms in the performance of their duties are allowed to possess such firearms.





- Civilian Employees may keep a legal firearm in their personal vehicle when the vehicle is parked on City property or driven on City property, provided the employee keeps the firearm securely locked within the vehicle at all times.
- Civilian Employees who hold a valid permit for a carrying a concealed handgun may possess such handgun in the workplace, subject to the following restrictions:

Restrictions on Possession of a Firearm

- A valid permit does not authorize an employee to carry a concealed handgun into portions of a public building at which (i) security personnel and electronic weapons screening devices are permanently in place; (ii) security personnel electronically screen each person who enters the building or area to determine whether the person is carrying a weapon of any kind; and (iii) security personnel require each person who is carrying a weapon of any kind to leave the weapon in possession of security personnel while the person is in that portion of the building.
- A valid permit does not authorize an employee to use a handgun in a manner that would violate any provision of state or federal law or any law enforcement agency's rules or regulations pertaining to firearms, including those pertaining to possession of weapons on school grounds and on private property when posted.
- No firearms are allowed in the booking area of the Department or at the Larimer County Detention Center.
- In the event of a conflict between the provisions of this policy and policies or directions issued by the Chief Judge of the Eighth Judicial District pertaining to the control of weapons in those areas of the Loveland Police and Courts or the Larimer County Justice Center buildings subject to the jurisdiction of the Chief Judge, the policies or direction issued by the Chief Judge shall prevail.
- The handgun must remain concealed.

Personal Liability

Except for those employees authorized in section V.B1 and V.B2 of the City's Administrative Regulation (AR-00059) and this policy, the use or possession of a firearm is not within the scope of a civilian employee's duties for the City and therefore the employee possesses or uses the firearm as a private citizen at his or her own risk and assumes all liability.

