



## **POLICY PROHIBITING FIREARMS AT WORK**

### **I. General Policy Statement & Objective.**

The purpose of this policy is to establish regulations prohibiting all employees, except authorized police personnel, from carrying or possessing firearms while acting in the course and scope of employment for the City, while on City property or while working in any location on behalf of the City.

### **II. Policy/Rules.**

The possession or carrying of a firearm by employees other than authorized police personnel is prohibited while working on City property or while working in any location on behalf of the City. This includes but is not limited to:

- Driving on City business;
- Riding as a passenger in a car or any type of mass transit on City business;
- Working at City hall or any other City-owned worksite;
- Working off-site on behalf of the City;
- Performing emergency or on-call work at any time;
- Working at private residences and at businesses on behalf of the City;
- Attending training or conferences on behalf of the City;

City employees in possession of a firearm permit issued pursuant to State Law may carry and possess firearms in City-owned parking areas excluding City-owned vehicles or machinery.

When responding to paid, on-call work (this includes firefighters), an employee is prohibited from bringing a firearm in their private vehicle unless the vehicle remains in a parking lot and is not needed in order to respond to the call.

The City reserves the right to search and inspect employees or employee's property located on City premises, while employees operating City machinery, equipment or vehicles for work-related purposes, or employees engaged in City business off premises.

The City encourages employees who are aware of policy violations, or who receive threats of violence while on City premises, while operating City machinery, equipment or vehicles for work-related purposes, or while engaged in City business off premises, to promptly report the violations or threats to his or her supervisor or to Human Resources.

### **III. Violations/Disciplinary Procedures.**

Violations of this policy are subject to disciplinary action in accordance with the City's disciplinary procedures policy, up to and including termination of employment.

No employee acting in good faith, who reports real or threatened violent behavior, will be subject to retaliation or harassment based upon their report.

### **Policy History**

Initially Adopted: 06.02.2003