

## TOWN OF HARTSVILLE

### MUNICIPAL POLICY TO BAN WEAPONS IN THE WORKPLACE

Our municipality is committed to providing its employees with a work environment that is safe, secure, and free of violence or threat thereof. We also consider the safety of our residents, vendors, contractors, clients, and the general public we serve to be of paramount importance. We wish to provide everyone, employees and citizens alike, with as much safety and security as possible.

Therefore, it is the policy of this municipality that employees shall not carry weapons into the workplace or while conducting work operations on behalf of the municipality, even if the employee is licensed to carry that weapon. These prohibited weapons include handguns, rifles, dangerous knives, etc. Further, no member of the public is permitted to carry a weapon when on or in municipal property or facility.

The only staffs allowed to carry weapons are law enforcement officers, court officers, and peace officers as defined by the NYS Criminal Procedure Law when acting within the scope of their employment or in furtherance of their duties and responsibilities under the laws of New York State and this municipality. Any employees authorized to carry a weapon shall be subject to DCJS regulations for Initial and Annual Use of Force and firearms requalification.

Any employee having knowledge of anyone carrying a weapon who is not authorized to do so should immediately report this to their Department Head or Supervisor.

The workplace is defined as any location away from an employee's home, either permanent or temporary, where the employee performs any work related duty in the course of their employment for this municipality. This includes, but may not be limited to, municipal owned or leased buildings and perimeters, parking lots, work sites, client's homes, as well as when traveling to and from work assignments.

The only exception to the above, for the purposes of this policy, is that any staff having proper firearms permit and have a vehicle parked in the municipal parking lot shall not be deemed to be in violation if they have properly secured and stored the weapon in their vehicle. This exception includes hunters if weapons are properly stored and secured.

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Effective Date 9/11/19