



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 49**

POLICY ON WEAPONS IN THE WORKPLACE

Objective

To create a safe working environment for City employees and customers by prohibiting the possession and/or use of weapons in the workplace. Employees of the City of Bowling Green are its most valuable resource and for that reason, their health and safety is of paramount concern. The City of Bowling Green will not tolerate any weapon possession or use by non-law enforcement personnel. Those persons who have a permit to carry a concealed handgun should review the City's "Firearms Policy", which is Administrative Instruction No. 50. City employees and officials are advised to review and adhere to all other City policies relating to violence, harassment, and weapons in the workplace.

Scope

Persons subject to the terms of this policy are as follows:

- a. All employees of the City of Bowling Green;
- b. All employees of temporary employment agencies or employee leasing services assigned to perform work for or on behalf of the City of Bowling Green;
- c. All employees of contractors providing services on behalf of the City of Bowling Green;
- d. All applicants for employment with the City of Bowling Green;
- e. All other persons, including visitors, vendors, subcontractors, customers, etc.;
- f. This policy applies to all persons, except law enforcement personnel on official business, regardless of whether the person is licensed to carry a weapon or not.

Policy

This policy prohibits possession and/or use of prohibited weapons at any time during working hours, on City property, in any facility maintained/serviced by the City, and/or in City supplied vehicles, even though such vehicles are not on City property.

Prohibited weapons include any form of weapon and any form of explosive restricted under local, state or federal regulations. This includes all firearms, illegal knives, or other weapons restricted by the law. If you have a question about whether an item is covered by this policy, please call the Personnel Department. You will be held responsible for making sure beforehand that any potentially covered item you possess is not prohibited by this policy.

City property covered by this policy includes, without limitation, all jobsites, any facility maintained/serviced by the City, and all City owned or leased buildings. Furthermore, City property covered by this policy includes all surrounding areas such as sidewalks, walkways, driveways, and parking lots (whether or not under the City's ownership or control). City vehicles are covered by this policy at all times regardless of whether they are on City property at the time.

The City has no facilities for storing or retaining firearms or weapons. Persons licensed to carry prohibited weapons must make arrangements to store such weapons off of City property.

If there is probable cause to believe that this policy has been violated and it is suspected that a weapon is on City premises, local law enforcement will be contacted for further action.

Prohibitions

The City's policy prohibits:

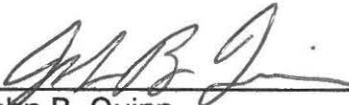
- a. Use or possession of weapons on City property, on City business, in City vehicles, in any vehicle being used for City business, during working hours and/or at any City sponsored or sanctioned function.
- b. Use or possession of weapons while performing any task on the City's behalf.
- c. Refusing to sign a statement agreeing to abide by the City's Policy on Weapons in the Workplace.
- d. Failing or refusing to report a known violation of this policy.

- e. Failing or refusing to cooperate with any investigation relating to a possible violation of this policy.

Consequences For Violation of This Policy

- a. Violation of the City's Weapons Policy may result in severe disciplinary action, including discharge, at the City's sole discretion, and;
- b. Using or possessing a weapon on City property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from City property and may also result in criminal prosecution.

If you become aware of anyone violating this policy, take no action other than to immediately report it to your supervisor and/or to the Personnel Department.



John B. Quinn 9-10-04
Mayor Date