



To: All Appointing Authorities and Personnel Officers
From: Hugh Quill, *Director of Administrative Services*
Re: Unauthorized Weapon Policy

PURPOSE

To establish a uniform policy regarding unauthorized weapons and encourage appointing authorities to establish work rules.

GENERAL

The State of Ohio is committed to providing its employees a work environment that is safe and secure. This commitment includes prohibiting employees from possessing or having under their control a weapon or other dangerous ordnance while conducting state business or on state time unless specifically authorized by the employee's appointing authority.

1. A weapon or other dangerous ordnance includes, but is not limited to: a firearm, a club, brass knuckles, any martial arts weapon, a stun gun, explosives, or a knife (other than a small folding pocket knife).
2. Employees shall not carry or store a weapon or other dangerous ordnance in a building or portion of a building owned or leased by the state. This prohibition includes parking garages.
3. Employees shall not carry or store a weapon or other dangerous ordnance in a motor vehicle owned or leased by the state.
4. Employees conducting state business or on state time, when they are off of state owned or leased property, shall not carry or store a weapon or other dangerous ordnance.
5. Employees who have been issued a Permit to carry a concealed weapon in the State of Ohio are not exempt from the above provisions. Employees who carry or possess a weapon **MUST** store said weapon, in accordance with the law, prior to entering an area in which a weapon is prohibited.

The state's prohibition against unauthorized weapons applies to all contractors and all employees, including but not limited to, permanent state employees, contract and temporary workers, consultants, college interns, student help, and anyone else conducting business on state property. Violations will be subject to legal action as appropriate. Violation of this policy by a state employee may lead to disciplinary action

Ohio Department of Administrative Services
Ted Strickland, *Governor*
Hugh Quill, *Director*

DAS Directive

Directive No. **06-33**
Effective Date: **02-15-2008**



up to and including termination in accordance with the applicable law, rule, or collective bargaining agreement.

Appointing authorities are encouraged to develop workplace-specific rules in furtherance of this policy. To assist appointing authorities in developing unauthorized weapons work rules, the work rules of the Department of Administrative Services are attached as a model.

This directive supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

AUTHORITY & REFERENCE

ORC 124.09
ORC 125.831
ORC 2923.126
OAC 123:1-45-01

DAS Directive

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ATTACHMENT

DAS Work Rule on Unauthorized Weapons

1. No employee while conducting state business, during working hours, on state time, or while on or in state-owned or leased property shall possess, or have under his or her control any offensive or defensive weapons, including but not limited to, a firearm (including unloaded, inoperable or sawed off firearms, starter pistols, zip guns, etc.), knife, club, brass knuckles, martial arts weapon, or stun gun. For purposes of this work rule, state-owned or leased property includes, but is not limited to, state-owned and/or leased vehicles, state-owned and/or controlled parking facilities or surface lots. Specifically, prohibited items shall not be stored in personal vehicles parked on state-owned and/or leased property. Additionally, weapons shall not be stored in or on state-owned and/or leased property. Refer to Weapons Policy and Workplace Violence Prevention Policy for additional information.

Exception - This work rule does not apply to employees who are required as a condition of their work assignment to possess firearms, weapons, or other dangerous devices and are specifically authorized in writing by the Director to do so, to the extent the employee is possessing such firearm, weapon, or dangerous device consistent with the employee's work assignment and written authorization.

2. Dangerous ordnance, incendiary or explosive devices or chemicals, fireworks, or similar items are considered weapons and/or dangerous devices for purposes of this work rule and are prohibited.
3. An employee who violates this work rule or uses or threatens to use any object as a weapon against any person shall be subject to disciplinary action, up to and including removal on the first offense.
4. A small folding penknife is permitted.