

WEAPONS USE POLICY

POLICY NUMBER: 500-06	EFFECTIVE DATE: 1/6/2008	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 8/20/2004	AUTHORITY: ORC 124.09; ORC 125.831; ORC 2923.126; ORC 2923.1212(A); OAC 123:1-45-01, DAS Directive 04-33	

I. PURPOSE

The Department of Administrative Services 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 using another object as a weapon while conducting state business or on state time or property unless specifically authorized by the Director. It is illegal for a person to carry a concealed handgun, even with a proper permit, into a state owned or leased facility.

II. DEFINITIONS

- A. Weapon – a weapon is any offensive or defensive device, including but not limited to a firearm (including unloaded, inoperable or sawed off firearm, starter pistol, zip gun, etc.), knife (other than a small folding penknife), club, brass knuckles, martial arts weapon, or stun gun, dangerous ordnance, incendiary, explosive devices or chemicals, fireworks, or similar items, or any other object used as a weapon.
- B. State Property – state-owned or leased property includes but is not limited to, state-owned and/or leased buildings or portions of a building, offices, state owned or leased vehicles, state-owned and/or controlled parking facilities or surface lots, and state owned or leased property surrounding any of those listed above.

III. POLICY

- A. No DAS employee while conducting state business, or acting in the capacity of a representative of DAS, on state time, or while on or in state property shall use, possess, or have under his or her control any weapon.
- B. Weapons shall not be stored in or on state property, including but not limited to state owned or leased vehicles.
- C. Weapons shall not be stored in personal vehicles parked in or on state-owned and/or leased property including but not limited to parking facilities, lots or garages.

- D. An employee may be required as a condition of his or her work assignment to possess a weapon. Such employees shall use weapons only in accordance with departmental policy, and all applicable state and federal laws. Such assignment will require specific, written authorization by the Director, and will be accompanied by departmental policy information and instruction.
- E. Employees who have been issued a permit to carry a concealed weapon in the State of Ohio are not exempt from the provisions and restrictions of this policy. 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.
- F. An employee who violates this policy 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.

IV. PERSONS OTHER THAN DAS EMPLOYEES

- A. Visitors to state property are strictly prohibited from using, possessing, or having under their control any weapons. Violations will be subject to appropriate legal action.
- B. All visitors are required to sign in upon arrival at a DAS office or facility. The concealed weapon poster should be posted in close proximity to the sign in location.
- C. Peace officers authorized to carry weapons are covered under other statutes, and must be in compliance with those regulations.

V. SAFETY AND SECURITY PROCEDURE

- A. If a DAS employee becomes aware of a person in the workplace with a weapon, if it is a crisis situation, the employee should leave the area as soon as possible, call the appropriate Building Security, and an appropriate manager. Building Security will contact 911 and the Highway Patrol. The manager shall contact the deputy director. The primary contact person shall be the deputy director of the affected division of DAS. He or she has authority to assume or delegate the duties required of this policy. Refer to the DAS Workplace Violence Prevention Policy 500-05 for additional information.
- B. In a non-crisis situation, which may include the person inadvertently bringing a weapon on state property, contact Building Security. Do not approach or challenge the person with the weapon.
- C. In all cases, prepare to provide a description of the individual: race, gender, hair (color, length), clothing, facial features (glasses, mustache, beard). If it

is safe to do so, observe at a distance the movement of the person. Do not attempt to make further contact. Security personnel will locate the person and resolve the situation.

- D. Concealed weapon posters shall be posted and maintained to be visible in entrances and appropriate places used by employees, visitors or vendors.

IV. REVISION HISTORY

Date	Description of Change
8/20/2004	Original Policy Release
1/06/2008	New appointing authority