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# State of Ohio Administrative Policy

## Unauthorized Weapons

No:

Human Resources  
HR-05

Effective:

March 28, 2017

Issued By:

Robert Blair, Director

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### 1.0 Purpose

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

A glossary of terms found in this policy is located in Appendix A – Definitions. The first occurrence of a defined term is in ***bold italics***. To go directly to a term’s definition, click on the bold and italicized term. To return to the body of the policy, click on the defined term.

### 2.0 Policy

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, including possession or control of a weapon or other dangerous ordnance in an employee’s personal vehicle, unless specifically authorized by the employee’s appointing authority or as provided in Section 2.3 below. The state’s prohibition against such unauthorized weapons or other dangerous ordnance applies to all contractors and all employees, including but not limited to permanent state employees, contract workers, temporary workers, consultants, college interns, student help, and anyone else conducting business on state property.

2.1 **Prohibited Items**: Any weapon or other dangerous ordnance.

2.2 **Prohibited Conduct**: Employees shall not carry or store a weapon or other dangerous ordnance:

- In a facility, building, or portion of a building owned or leased by the state, including parking lots or garages, except as provided in Section 2.3 below;

- In a motor vehicle owned or leased by the state; or
- While conducting state business or on state time, even when employees are off of state-owned or leased property.

**2.3 Effect of Concealed Carry License:** Individuals covered by this policy who have been issued a permit to carry a concealed weapon in the State of Ohio are not exempt from the above provisions. Individuals covered by this policy who carry or possess a weapon must store the weapon in accordance with the law prior to entering an area in which a weapon is prohibited. This section also applies to an active duty member of the armed forces of the United States who meets the requirements under Revised Code Section 2923.126 (E)(2) to have the same right to carry a concealed weapon as a person issued a concealed carry license.

Individuals covered by this policy who have been issued a concealed weapon permit may store or transport their weapon and/or ammunition in their privately owned motor vehicle on property owned or leased by the state that is primarily used as a parking facility for motor vehicles (i.e. parking lots and garages), unless otherwise prohibited. The weapon and/or ammunition must remain inside the person's privately owned motor vehicle while the person is physically present inside the motor vehicle, or the weapon and/or ammunition must be locked in the trunk, glove box, or other enclosed compartment or container within or on the person's privately owned motor vehicle while on the above referenced property owned or leased by the state.

**2.4 Violations:** Violations will be subject to legal action as appropriate. Violation of this policy by a state employee may lead to disciplinary action up to and including termination in accordance with the applicable law, rule, or collective bargaining agreement.

**2.5 Work Rules:** Appointing authorities are encouraged to develop workplace-specific rules in furtherance of this policy. To assist appointing authorities in developing unauthorized weapons work rules, a model work rule is attached.

### **3.0 Authority**

ORC 124.09, 125.831, 2923.11, 2923.1210; 2923.126; OAC 123:1-45-01; 123:1-47-01(B)

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

### **4.0 Revision History**

<b>Date</b>	<b>Description of Change</b>
09/01/2009	Last issued.
03/28/2017	Reissued in new format and for compliance with SB 199, 131 <sup>st</sup> General Assembly.

## 5.0 Inquiries

Direct inquiries about this policy to:

Labor Relations and Human Resources Policy Section  
Office of Collective Bargaining  
Ohio Department of Administrative Services  
1602 West Broad Street  
Columbus, Ohio 43223

614.752.5393 | DASHRD.HRPolicy@das.ohio.gov

State of Ohio Administrative Policies may be found online at  
[www.das.ohio.gov/forStateAgencies/Policies.aspx](http://www.das.ohio.gov/forStateAgencies/Policies.aspx)

## Appendix A – Definitions

- a. Weapon or other dangerous ordnance. Includes but is not limited to all devices listed in 2923.11 of the Revised Code, including firearms except as provided in this policy; a club; brass knuckles; any martial arts weapon; a stun gun; explosives; a bow and/or arrows, including a crossbow; or a knife, other than a small folding knife.
- b. Concealed carry license. Concealed carry license, permit to carry a concealed weapon, concealed weapon permit, and concealed carry permit all have the same definition as “concealed handgun license” and “license to carry a concealed handgun” pursuant to Section 2923.11 of the Revised Code.

## Appendix B – Resources

Document Name
<a href="#">Attachment 1 – Model Work Rule on Unauthorized Weapons</a>

### Model Work Rule on Unauthorized Weapons

1. No (Agency) 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. 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.
2. For purposes of this (Agency) 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 HR-04 Workplace Violence Prevention Policy and HR-05 Unauthorized Weapons Policy for additional information.

***Exception – This (Agency) work rule does not apply to (Agency) 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 a firearm, weapon, or dangerous device consistent with the employee’s work assignment and written authorization. In addition, (Agency) employees who have been issued a permit to carry a concealed weapon in the State of Ohio or who are active duty members of the military with military identification and documentation of successful completion of firearms training that meets or exceeds the requirements for a concealed weapon permit may transport and/or store their firearm and/or ammunition in their personal vehicle while on state-owned and/or leased property. The weapon and/or ammunition must remain inside the person’s privately owned motor vehicle while the person is physically present inside the motor vehicle, or the weapon and/or ammunition must be locked in the trunk, glove box, other enclosed compartment or container within or on the person’s privately owned motor vehicle while on property owned or leased by the state.***

3. An (Agency) 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 for the first offense.
4. \*A small folding knife is permitted.
5. Nothing in this policy is intended to replace or conflict with state law.