


<b>Category:</b>	Workplace	<b>INCA Community Services Personnel Policy</b>  
<b>Sub Category:</b>	Health and Safety	
<b>Effective Date:</b>	3/1/2013	
<b>Revised Date:</b>		
<b>Forms:</b>		
Responsible: Management and all employees		

## No Weapons Policy

### Purpose/Introduction

INCA Community Services believe it is important to establish a clear policy that specifically addresses weapons in the workplace.

### Policy

INCA Community Services prohibits all persons who enter agency property (including vehicles) from carrying a handgun, firearm, or prohibited weapon of any kind onto the property regardless of whether the person is licensed to carry a handgun or not.

All INCA Community Services employees are also prohibited from carrying a weapon while in the course and scope of performing their job for the agency, whether or not they are on agency property at the time and whether or not they are licensed to carry a handgun. This policy also prohibits weapons at any agency sponsored function such as training, fundraisers or promotional events.

### Policy Applies To:

This policy applies to all agency employees, temporary employees, volunteers, contract labor, clients and visitors on agency property, whether or not they are licensed to carry a concealed handgun. The only exceptions to this policy are police officers, security guards or other persons who have been given written consent by INCA Community Service to carry a weapon on the property.

### Searches

INCA Community Services reserves the right to conduct searches of any person, vehicle or object that enters Agency's property. Pursuant to this provision, the agency is authorized to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, vehicles parked on agency's property, and any other item in which a weapon may be hidden. Searches may be conducted by agency management or local authorities.

To the extent the search is requested by agency management and the employee is present, the employee may refuse the search; provided, however, that such refusal may result in termination of employment for refusal to cooperate. The Agency reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without the employee being present.

## Exceptions

Any person (client, employee, volunteer, etc.) wishing to carry a concealed handgun on INCA's property must make a written request addressed to the Executive Director before bringing a concealed handgun on agency property. The request must state the reason for the exception and include verifiable proof that the individual has been licensed to carry a concealed handgun.

Approved license holders must keep their handguns concealed ON THEIR PERSON (i.e., NOT in a desk drawer, purse, briefcase, portfolio, etc.) and under their control at all times. The weapon may NOT be left at the office when the approved license holder leaves the building. In addition, license holders are strictly prohibited from brandishing or displaying their weapon or using their weapon to threaten or intimidate anyone.

Any unauthorized use or brandishing of a handgun is immediate grounds for revocation of approval to carry a concealed handgun on the property and removal from the premises, and in the case of an employee, discipline.

Those who are granted an exception to carry a concealed handgun are not to disclose that fact to anyone in the office and only members of management who need to know.

An approved license holder is required to immediately notify the agency if the status of his or her license changes.

## Violations

Failure to abide by all terms and conditions of the policy may result in discipline for employees up to and including termination. Further, carrying a weapon onto agency property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from the agency property, and may result in prosecution.

This policy shall not be construed to create any duty or obligation on the part of INCA Community Services to take any actions beyond those required of an employer by existing law.

If you become aware of anyone violating this policy, please report it to the Human Resource Director immediately.

## Postings

The following must be posted at all entrances to notify visitors that weapons are not allowed:

"No person, including a person licensed to carry a concealed handgun, shall knowingly possess, have under the person's control, or carry a concealed handgun, or dangerous and deadly weapon onto these premises without prior permission."

## Definitions

- "Prohibited weapons" include any form of weapon or explosives including all firearms, illegal knives or other weapons covered by the law. Legal chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy. If you have a question about whether an item is covered by this policy, please contact the Human Resource Director. You will be held responsible for making sure that any potentially covered item you possess is not prohibited by this policy.

- "Agency property" covered by this policy includes, without limitation, all INCA Community Services owned, leased or contracted buildings and vehicles under the Agency's ownership or control.

**Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.