



## HR – No Weapons Directive City of Crystal Lake Administrative Directive

### **PURPOSE:**

The City of Crystal Lake strives to maintain a safe workplace environment for its employees and visitors. Workplace safety is enhanced by adopting this strict “no-weapons” directive.

### **APPLICABILITY:**

This directive applies to (A) all officials, employees, consultants, agents, and others who work for or with the City at all times while on or in City Property, whether on duty or off duty, (B) contractors and vendors, and their personnel, when engaged in work for or business with the City, and (C) all clients, guests, and other persons who are not Workplace Staff. See the definitions of “*Workplace Staff*,” “*City Property*,” and “*Visitor*” under DEFINITIONS.

### **DEFINITIONS:**

“*City Property*” means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the City. “*City Property*” also means every City-owned or leased vehicle.

“*Tools*” means hammers, saws, loppers, axes, hatchets, staple guns, chains, rakes, and other devices commonly recognized as tools useful for City purposes, when being used for City purposes or kept in their usual storage location.

“*Visitor*” means every person other than a Workplace Staff member, as described in Phrase (C) under APPLICABILITY.

“*Weapon*” means

- Knives, except that the following knives are not prohibited: (i) common kitchen knives such as dinner knives, steak knives, and carving knives, but only in kitchen and break room areas, (ii) common folding pocket knives with no blade longer than three inches, and (iii) a common fishing knives at the Three Oaks Recreation Area in the possession of a person who is fishing or an employee who assists persons who are fishing. “Switchblade” knives of any and all sizes are prohibited.
- Devices from which a projectile can be fired, but not including Tools as defined in this Directive.
- Electronic devices such as stun guns and taser guns.
- Firearms of all types and sizes, whether loaded or unloaded.

- Clubs and any other instrument or object that can be used in a club-like manner and the presence of which poses a reasonable risk to others, but not including Tools as defined in this Directive.
- Bows and arrows, sling shots, and similar devices.
- Any device designed primarily for a destructive purpose, but not including Tools as defined in this Directive.
- Metal knuckles or other similar body accessories.

“*Workplace Staff*” means everyone described in Phrases (A) and (B) of APPLICABILITY.

### **WEAPONS PROHIBITED:**

A. Workplace Staff. Except as provided under EXCEPTIONS, no Workplace Staff may wear, carry, store, transport, or otherwise possess a Weapon at any time in or on City Property or while performing any duties for or on behalf of the City.

Examples of prohibited times and places include, but are not limited to, the following:

- performing work for the City at any location including private residences and commercial establishments and other customer or client locations
- driving or riding as a passenger in a City vehicle
- attending trade shows, conferences, or training on behalf of the City
- attending City directed or sponsored activities or events (intended for City employees only and not the general public) independent of venue
- riding any type of mass transit while on City business
- working off-site on behalf of the City (excluding the employee’s residence)
- performing emergency or on-call work for the City after normal business hours and on weekends

B. Visitors. Except as provided under EXCEPTIONS, no Visitor may wear, carry, store, transport, or otherwise possess a Weapon in or on City Property at any time (see Parking Lots below for further information).

C. Use of Private Vehicle. No City employee may use a privately owned vehicle for City business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

### **EXCEPTIONS:**

A. Police Officers and Other Designated Personnel. City police officers and other City employees who have been specifically designated or deputized may possess their work-

issued Weapons. Police officers or similar law enforcement officers from other departments or agencies may possess their work-issued Weapons while engaged in official duties.

B. Governmental. A state or federal governmental employee may possess his or her work-issued Weapons if engaged in official duties and required by law or regulation to possess a Weapon.

C. Parking Lots. A Workplace Staff member or Visitor may keep a Weapon in her or his personal vehicle properly parked and locked in a City parking lot or parking area, so long as the Weapon is kept (1) in compliance with all applicable federal and State laws and regulations, (2) entirely out of sight, and (3) if a firearm, so long as the Workplace Staff member or Visitor is properly licensed and the firearm is unloaded and locked in a glove box, trunk, or other secured container.

### **INSPECTIONS:**

City representatives may inspect or search any workplace area and any City Property, at any time, for the presence of Weapons.

### **VIOLATIONS:**

Any violation of this directive by a Workplace Staff member will subject the member to severe discipline, up to and including termination.

Any violation of this directive by a Visitor will subject the Visitor to removal from City Property, prohibition from returning to any City Property, and arrest.

### **CONCEALED CARRYING PROHIBITED:**

All City Property is “prohibited area” under Section 65 of the Illinois Firearms Concealed Carry Act and thus concealed carrying in or on any City Property is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this directive.

### **RESPONSIBILITY:**

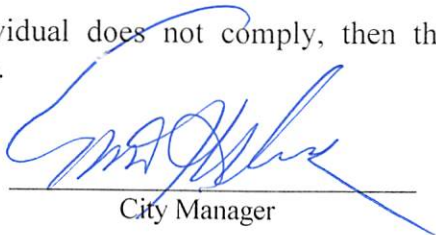
All City employees shall have the responsibility of familiarizing themselves with this directive and adhering to it.

Any Workplace Staff member who sees or perceives a violation of this directive must report that violation to her or his Department Director or, in the Director’s absence, to the City Manager or, in an emergency, to the Police Department.

No person should take any action that will risk her or his safety or the safety of others. No person should attempt to restrain or forcibly evict an individual with a Weapon from City premises. Instead, a person may inform that individual of this directive and ask for compliance.

If that individual does not comply, then the person should contact the Police Department immediately.

Approved By: \_\_\_\_\_



City Manager

Original Effective Date: December 30, 2013

Revised:

Next Review: January 1, 2015