



PROMOTING A SECURE WORK ENVIRONMENT

I. PURPOSE

To protect the safety and security of City employees recognizing the importance of the common good and the value of each individual.

II. SCOPE

This policy applies to all City of Georgetown employees.

III. POLICY

All employees are expected to meet the City standards of professionalism and demonstrate courtesy to clients, co-workers and members of the public. Each employee shares the responsibility for preventing possible workplace violence.

Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on City property, or during the employee's working time, or during the course of the employee's employment, will not be tolerated. Violations of this policy will lead to disciplinary action up to and including termination, arrest, and prosecution.

No existing City policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life threatening situation from developing.

IV. PROCEDURE

A. Reporting Threats or Acts of Violence

All City personnel are responsible for notifying their supervisor or Human Resources of any threats or acts of violence that they have witnessed, received, or otherwise becomes aware of, or have been told that another person has witnessed or received. This includes behavior that could be interpreted as threatening.



B. Threatening Behavior

Any person who makes a substantial threat, exhibits threatening behavior, or engages in violent acts on City property shall be removed from the premises as quickly as safety permits, and shall remain off City premises pending the outcome of an investigation.

C. Weapons

City employees may not carry a handgun or unlawful/unauthorized weapons while on duty or into a city building, facility, or vehicle, unless authorized as part of their normal course and scope of employment, such as Police Officer.

City employees may keep the handgun in their personal vehicle, NOT a City vehicle, in a City parking lot and/or space as long as their vehicle is locked.

An individual that is not an employee of the City is restricted from carrying a firearm in the following City facilities (*note: City employees may not carry a handgun while on duty or into a city building, facility, or vehicle, unless authorized as part of their normal course and scope of employment, such as Police Officer*):

- a) Any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private;
- b) In the following areas, not including a public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area surrounding or related to these:
 - 1) In the Municipal courtroom while court is being held or any area/office utilized by the court;
 - 2) In a building of a polling place on the day of the election or while early voting is in progress;
 - 3) In or into a secured area of the Municipal Airport;
 - 4) On the premises where a high school, college, pro sporting event or interscholastic event is taking place.



- c) In a room or rooms where the City is holding a meeting that is subject to the Open Meeting Act if the City has elected to prohibit open carry, concealed carry or both during the meetings and proper notice is posted in accordance with the law;
- d) In the secured area of the Public Safety Building (Police and Fire)
- e) Anytime the handgun is not in a belt or shoulder holster, concealed, or if the license holder is intoxicated; and
- f) Any area not open to the public.

Only licensed Peace Officers may question a person who is openly carrying as to whether they hold the proper license.

If an employee observes a person openly carrying a handgun and that person is causing a disturbance or behavior that raises concern for safety:

- a) The employee should contact their supervisor or manager first for guidance if there is not an imminent threat.
 - 1) The manager or supervisor will then contact Police dispatch at the non-emergency number and request assistance, if necessary.
- b) If a threat exists or the person openly carrying displays erratic/concerning behavior, the employee should:
 - 1) Move to a safe location;
 - 2) Notify a supervisor or manager immediately; and
 - 3) Call 911 to alert Police so that they may dispatch assistance to the site.

Department Manager, or designee, are responsible for ensuring that employees comply with provisions of this policy and to manage issues that arise relating to open carry.