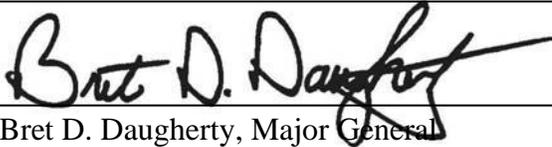




Department Policy No. HR-227-10

Subject:	Weapons in the Workplace
Authorizing Source:	Revised Code of Washington 9.41
Information Contact:	Human Resources Director Building #33 (253) 512-7941
Effective Date:	February 1, 2010
Revised:	July 19, 2019
Mandatory Review Date:	July 19, 2023
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

The Washington Military Department (WMD) is committed to maintaining a safe workplace free of violence for all employees.

Scope

This policy applies to all state employees, volunteers, contractors and visitors and prohibits them from carrying a weapon during the course of their engagement unless they have express written permission from The Adjutant General (TAG) as outlined in this policy while acting within the scope of their employment or engagement with the WMD or while on WMD property.

Definitions

Prohibited Weapons: Any form of weapon, ammunition or explosive, the possession, display or control of which is restricted under any local, state or federal law, policy or regulation including but not limited to all firearms, live rounds, clubs, knives or other weapons regulated by law. Examples include pistols, revolvers or any other firearm, any knife, dagger, dirk or similar weapon capable of causing death or bodily harm, any razor with an unguarded blade, any metal pipe or bar intended to be used as a club, any explosive, and/or any weapon containing poisonous or injurious gas. Facsimiles, replicas, or reproductions of prohibited weapons are prohibited only if displayed or

presented in a threatening manner towards others or for purposes of intimidation in the workplace.

Military Department Property: All property owned, leased, occupied, managed or controlled by the WMD and all access routes to and from such property that are under State ownership or control.

Scope of Employment or Engagement: Any period, regardless of location, in which an employee, volunteer, contractor or vendor, is engaged in any act or omission that is related to their employment or engagement with the WMD.

Policy

This policy does not apply to commissioned law enforcement officers, WMD security guards or persons who have been given written permission by TAG to carry a weapon or explosive within the scope of their employment or engagement with the WMD or while on WMD property. The WMD prohibits all other state employees, volunteers, and contractors from possessing, displaying or controlling any prohibited weapon while acting within the scope of their employment or engagement with the WMD while on WMD property or access routes to or from such property, or when traveling in state-owned vehicles.

This prohibition applies regardless of whether the person is licensed to carry such a weapon. Regardless of location, this policy also prohibits the possession of weapons by such persons at WMD-sponsored functions, including but not limited to parties, picnics and other social functions. It includes stakeholder locations, trade shows, conferences, and work-related event venues. Carrying of a firearm of any kind while inside an agency building, in-side an agency owned, or leased vehicle or privately-owned vehicle being driven in the course of state business either offsite or onsite is prohibited.

Chemical dispensing devices such as pepper sprays that are lawfully sold and used for personal protection are not considered weapons and are not prohibited by this policy. If you have a question about whether an item is covered by this policy, please call the Human Resource Director. You will be held responsible for ensuring that any item you possess is not prohibited by this policy. Inappropriate use of such devices will be considered a violation of this policy.

Employees on Camp Murray who have Fort Lewis hunting permits may keep hunting weapons (shotgun or rifle) in their vehicles on Camp Murray, so long as that weapon is carried in the vehicle in accordance with state law (secured and unloaded). Employees shall provide a valid hunting permit upon request. Temporary permits may be issued for hunters upon providing proof of license and permissive hunting times.

A. Searches

The WMD reserves the right to search any employee, vehicle or object while such person, vehicle or object is on WMD property. Objects subject to search may include vehicles, lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing,

and any other object in which a prohibited weapon might be concealed. Searches may be conducted by WMD management officials authorized by TAG, WMD security officers or local authorities. If an employee is present and refuses to consent to the search of their person, vehicle or object such refusal may result in discipline up to and including termination of employment for refusal to cooperate.

B. Exceptions

Any state employee, volunteer or contractor who possesses a valid Washington concealed pistol license and wishes to carry a concealed handgun on WMD property or within the scope of their employment or engagement with the WMD, must first make a written request addressed to TAG via the Human Resource Director using [WMD Form 6006-19](#).

The request must state the reason for requesting the exception to policy and include verifiable proof that the individual has been licensed to carry the concealed weapon in question. The request can be denied or approved, with or without restriction(s) or limitation(s), in the sole and unrestricted exercise of TAG's discretion.

If permission is granted it may also be restricted, limited or revoked by TAG at any time and with or without notice to the grantee in the sole and unrestricted exercise of TAG's discretion. If TAG grants the applicant permission to carry a licensed, concealed weapon within the scope of the applicant's employment or engagement with the WMD or while on WMD property, such written permission must be kept on the grantee's person and must be promptly produced to any WMD supervisor or representative upon request.

Any weapon, approved by the TAG to be in the possession of a State Employee, may not be carried as a concealed weapon in the workplace and must be properly stowed lawfully in the Grantee's personal vehicle until such time as they leave the premises. Weapons left in personal vehicles must be locked within the vehicle and concealed from view from outside the vehicle. Grantees are strictly prohibited from brandishing or displaying their weapon or using the weapon in any manner that a reasonable person might consider threatening or intimidating.

Any unauthorized use or display of such a weapon is grounds for immediately revoking the approval to carry the weapon on WMD property or within the scope of the grantee's employment or engagement with the WMD. In the case of an employee, such conduct may be grounds for discipline up to and including immediate termination of employment, removal, and debarment from reentering WMD property.

Any change in the status of a person's concealed weapon permit shall immediately terminate any permission previously granted by TAG for carrying or possessing a weapon in the scope of the person's employment or engagement with the WMD or while on WMD property.

C. Violations

Failure to abide by the terms and conditions of this policy may be grounds for discipline for employees up to and including termination of employment.

If you become aware of anyone violating this policy, you should immediately report it to TAG, the Human Resources Director, or WMD Security Office.