

Description:		WEAPONS-FREE WORKPLACE POLICY		Policy Number:	
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I. POLICY

As a unit of local government, concealed carry is expressly prohibited in all County buildings under Section 65(a)(5) of the Illinois Firearm Concealed Carry Act. It therefore is the County’s policy to maintain a weapons free workplace and prohibit the possession of weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry handguns. Possession of a valid license issued by the Illinois Department of State Police to carry a concealed handgun is not an exemption under this Policy.

Any employee found to be in possession of a weapon while on County property or as otherwise described in this Policy may face disciplinary action up to and including termination and legal action for violation of the Illinois Firearm Concealed Carry Act.

Any client or visitor who violates this Policy may be removed from the property and face legal action for violation of the Illinois Firearm Concealed Carry Act.

II. DEFINITIONS FOR PURPOSES OF WEAPONS-FREE WORKPLACE POLICY

County Parking Lot: The area surrounding or nearby any County Office/Building in which employees are regularly permitted to park their automobiles while on the job, up to but not including the entryway to the County Office/Building.

Handgun: Any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

Other Dangerous Weapon: A device that falls within any of the following categories:

- a. Any firearm that is not a Handgun, including but not limited to a stun gun or taser, machine gun, short-barreled rifle or shotgun, pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter, or which has a maximum muzzle velocity of less than 700 feet per second, or which expels breakable paint balls containing washable marking colors;
- b. Sling shot;
- c. Sand club;

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- d. Metal knuckles;
- e. Any spring blade knife;
- f. Any knife which opens or is ejected open by an outward, downward thrust or movement;
- g. Any instrument that can be used as a club and poses a reasonable risk of injury; or
- h. Any other category of device that is designed to be an instrument of attack or defense.

Office/Building: Any permanent or leased facility commonly used as a workplace by the County.

County-owned vehicle: Any automobile, truck, van, motorcycle, bicycle, construction and/or maintenance equipment (e.g. backhoe, lawn mower, tractor, etc.) or other means of conveyance that is owned, leased/rented and/or otherwise under the control of the County of Winnebago.

Personal vehicle: An automobile, truck, van, or other means of conveyance that is owned, leased/rented or otherwise under the control of the employee, whether or not that personal vehicle is used by the employee in the course of his/her employment by the County of Winnebago.

III. EXEMPTIONS

This Policy does not apply to:

- a. Law enforcement personnel engaged in official duties;
- b. Security personnel engaged in official duties; and
- c. Any person engaged in military activities sponsored by the federal or state government, while engaged in official duties.

IV. PROHIBITED CONDUCT

General Rule Prohibiting Weapons on County Property. Employees MAY NOT carry any Handguns and/or or Other Dangerous Weapons onto the premises of any County

"It is our mission to provide high quality services and promote a safe community for all people in Winnebago County".

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Offices/Buildings (other than law enforcement personnel, security personnel or any person engaged in military activities sponsored by the federal or state government, while engaged in official duties).

General Rule Prohibiting Weapons in County Vehicles. Employees MAY NOT carry any Handguns and/or other Dangerous Weapons in any County-owned vehicles (other than law enforcement personnel, security personnel or any person engaged in military activities sponsored by the federal or state government, while engaged in official duties).

Limited Exception for County Parking Lots. The general rule banning Handguns on the premises of any County Offices/Buildings is subject to the following limited exception, which applies only to the carrying of Handguns in County Parking Lots:

An employee who holds a valid license issued by the Illinois Department of State Police to carry a concealed handgun MAY carry a Handgun within a personal vehicle into a County Parking Lot and may store such Handgun and/or ammunition in a concealed case (i.e., a glove compartment or console that completely encloses the Handgun or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container) within such personal vehicle.

An employee carrying a valid license issued by the Department of State Police to carry a concealed Handgun also MAY carry a Handgun in the immediate area surrounding his or her personal vehicle for the limited purpose of storing or retrieving the Handgun within the personal vehicle's trunk, provided that the employee ensures that the Handgun is unloaded at all times when it is outside the personal vehicle.

This exception DOES NOT apply to Other Dangerous Weapons. Weapons other than Handguns are never permitted within County Parking Lots.

General Rule Prohibiting the Use of Weapons in Connection with the Performance of the Job and/or Job Tasks. In no event may an employee (other than law enforcement personnel, security personnel or any person engaged in military activities sponsored by the federal or state government, while engaged in official duties) use a Handgun or ammunition or any other type of Weapon in connection with the performance of the job and/or job tasks as an employee of the County of Winnebago. This prohibition includes, but is not limited to, an employee who holds a valid license issued by the Illinois Department of State Police to carry a concealed Handgun; while the employee may carry

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the Handgun in their personal vehicle as otherwise provided in this policy, in those situations where the employee uses the personal vehicle in the course of his/her employment the Handgun and/or ammunition may not be used in connection with the performance of the job and/or job tasks.

V. REPORTING

Staff or security personnel will request any employee or visitor found in possession of a Handgun or Other Dangerous Weapon to remove it from the facility. When deemed appropriate by the County, law enforcement authorities will be notified promptly.

VI. SPECIAL INSTRUCTIONS TO EMPLOYEES

The County reserves the right at any time, and at its discretion, to search all packages, containers, briefcases, purses, lockers, desks, and enclosures on its property, and all persons entering the premises of any County Offices/Buildings for the purpose of determining whether any Handgun or Other Dangerous Weapon has been brought onto its property in violation of this Policy. Employees who fail or refuse to promptly permit a search under this Policy will be subject to discipline up to and including a termination.

The County does not guarantee, however, that such searches will be conducted and does not guarantee the safety of all employees while in the workplace. All employees are advised to be alert to suspicious or dangerous circumstances and to report their concerns accordingly. If any employee observes or has reasonable cause to believe that there has been a violation of this Policy, the employee is encouraged to contact Human Resources immediately.

The following rules apply in the case an emergency and/or life-threatening situation on the premises of any County Offices/Buildings:

- a. If any employee has reason to believe that an emergency and/or life-threatening situation has arisen on the premises of any County Offices/Buildings, the employee is encouraged to notify the police or emergency personnel immediately.
- b. If an emergency and/or life-threatening situation has arisen in any employee's immediate vicinity, the employee is encouraged to flee to a safe location.