

*Kingman County
Kansas
Personnel Policy Manual*

Policy #36
Workplace Violence, Firearm/Weapons

Commission Approved
Date: 7/27/2015

36 Workplace Violence, Firearm and Weapons Policy

36.1 WORKPLACE VIOLENCE: The County is dedicated to providing safe, dependable working conditions and services to its citizens and employees. In order to achieve this goal, it is the County's policy to provide a workplace free from violence and violent acts. All employees are prohibited from engaging in violent or threatening behavior, such as intimidation, threatening or hostile physical or verbal behaviors, stalking, physical or verbal abuse, assault, vandalism, arson, sabotage or any other verbal or physical conduct of a violent nature against any County official, employee, vendor, guest or visitor.

36.2 FIREARMS AND WEAPONS: (A) Unless **required** to carry a firearm or other weapon in the course of an employee's duties for Kingman County, or an employee who elects to carry an open or concealed firearm in their possession shall do so in accordance with current State law. No employee other than authorized law enforcement personnel may carry or possess a weapon within the secured area of the Law Enforcement Center or Kingman County District Court and adjoining court areas.

With regard to using a firearm, authorized Law Enforcement personnel are the only individuals authorized to use deadly force while acting for and on behalf of Kingman County. Under no circumstances will any other employee use deadly force as a function of their job with the County. If an employee who is not an authorized Law Enforcement Officer uses deadly force, they will not have the immunities or be entitled to the same indemnity afforded authorized Law Enforcement Officers.

(B) Employees who carry an open or concealed firearm while at work shall keep the firearm in their possession at all times. Employees are prohibited from storing or leaving a firearm in bags, coats, purses, brief cases, etc. while not on their person. Employees are prohibited from storing a personal weapon or firearm in a County facility, equipment, vehicle, desk, locker or any other location not on their person. Any employee who is not required to carry a firearm shall not discharge, clean, repair or assemble guns, firearms, or other weapons of any kind while at work or in personal vehicles parked on County property.

(C) No County employee while on county property, inside a county vehicle, or on duty elsewhere shall possess any explosive or incendiary device, any tear gas or smoke bomb, or any other type of weapon or device the possession of which is prohibited under Kansas or Federal Law.

- 36.3 Disciplinary Action against Employees:** An employee who violates this policy will be subject to disciplinary action up to and including termination of employment. ***Horseplay, intimidation or threatening actions will result in immediate termination.***
- 36.4 Actions against Persons Not Subject to County Policy:** Persons who are not County employees committing any threat or acts of violence on County property will be referred to appropriate law enforcement agencies.
- 36.5 Awareness and Complaint Procedure:** It is critical to understand that workplace violence does not happen at random. Perpetrators usually display some behaviors of concern as noted in 36.1 Awareness of these indicators form essential components of workplace violence prevention.

Employees who believe they are victims of workplace violence, who observe violence in the workplace or on County property, or who observe a violation of the County's firearm and weapon policy, shall immediately report such incidents to a Department Head, the Human Resource Administrator, or to a County Commissioner.