

Village of Bloomingdale
Administrative Policy

Title: Weapons Free Workplace Policy
Chapter: Employee Conduct
Policy Number: 5.1
Creation Date March 4, 2014
Issued by: Human Resources Director
Approved By: Village Administrator

I. Purpose

- A. In order to maintain a safe workplace for employees that is free from violence the Village is establishing guidelines with regard to the possession or use by Village employees (hereinafter referred to as “employees”) of firearms or other dangerous weapons on Village property.
- B. The implementation of this policy and these specific guidelines governing it are subject to the Employee Policy Manual, Subsection 6.7 (Weapon Free Workplace Policy) and any other relevant sections.

II. Definitions

- A. “Village Property” means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the Village. “Village Property” also means every Village owned or leased vehicle.
- B. “Tools” mean devices commonly recognized as tools useful to provide Village services, when actually in use, or kept in their usual storage location.
- C. “Concealed Carry License Holder” or “License Holder” means an employee who has taken and passed a specific course and has received and currently holds a permit from the Illinois State Police which allows the individual to carry a concealed firearm.
- D. “Weapon” is defined as follows:
 - 1. Knives, except that the following knives are not prohibited: common kitchen knives such as dinner knives, steak knives, and carving knives, but only for use in the kitchen and break room areas. (Employees who wish to use a knife as a Tool as part of the employee’s work assignment should first check with their supervisor to obtain permission to do so on an ongoing basis.)
 - 2. Devices from which a projectile can be fired, but not including Tools as defined in this Policy.
 - 3. Electronic devices such as conducted electrical weapons, stun guns, and Tasers.
 - 4. Firearms of all types and sizes, whether loaded or unloaded.

Village of Bloomingdale
Administrative Policy

5. 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 Policy.
6. Any device designed primarily for a destructive purpose, but not including Tools as defined in this Policy.

III. **Governing Legal Authority**

- A. This policy and related guidelines are designed to comply with the provisions of the Illinois Firearm Concealed Carry Act (hereinafter referred to as the "Act"), as amended. Pursuant to the Act, persons who wish to carry a concealed firearm must follow certain protocol and rules promulgated under the Act. Foremost is the requirement that the individual take and pass a specific course and receive a permit from the Illinois State Police which allows the individual to carry a concealed firearm.
- B. In order to obtain a permit, a license holder must meet the following criteria (as is currently required by Statute, or as amended from time to time):
 1. Must be at least twenty-one (21) years of age;
 2. Must be issued and possess a valid Firearm Owners Identification Card ("FOID");
 3. Must not have been convicted or found guilty in Illinois or in any other state of a misdemeanor involving the use or threat of physical force or violence to any person within the last five years; or have two (2) or more violations related to driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds, or any combination thereof, within the last five (5) years;
 4. Must not be the subject of a pending arrest warrant, prosecution, or proceeding for an offense or action that could lead to disqualification to own or possess a firearm;
 5. Must not have been in residential or court-ordered treatment for alcoholism, alcohol detoxification, or drug treatment within the last five (5) years;
 6. Must complete at least sixteen (16) hours of firearms training as prescribed in the Act; and
 7. Must not pose a danger to oneself or others, or be a threat to public safety, as determined by the Illinois State Concealed Carry Licensing Review Board.

IV. **Prohibitions**

- A. **Weapons Prohibited.** Except as provided under Section V. (Exceptions) herein, no Village employee may wear, carry, store, transport, or otherwise possess a weapon at any time in or on Village Property or while performing

Village of Bloomingdale
Administrative Policy

any duties for or on behalf of the Village.

1. Examples of prohibited times and places include, but are not limited to, the following:
 - a. performing work for the Village at any location including private residences and commercial establishments;
 - b. driving or riding as a passenger in a Village vehicle;
 - c. attending conferences or training on behalf of the Village;
 - d. attending Village directed or sponsored activities or events (intended for Village employees only and not the general public), independent of venue;
 - e. riding any type of mass transit while on Village business;
 - f. working off-site on behalf of the Village (excluding the employee's residence); and
 - g. performing emergency or on-call work for the Village outside normal business hours.

V. **Exceptions**

- A. **Police Officers and Other Designated Personnel.** Village police officers and other Village employees who have been specifically designated or deputized may possess their work-authorized Weapon on Village Property. Police officers or similar law enforcement officers from other departments or agencies may possess their work-authorized Weapon while engaged in official duties on Village Property.
- B. **Governmental.** A state or federal governmental employee may possess his or her work-authorized Weapon on Village Property if engaged in official duties and required by law or regulation to possess a Weapon.
- C. **Village-Owned Buildings/Vehicles.** According to the Act, no person (other than the individuals listed in Subsection V. A & B. herein) may bring a firearm or ammunition inside a public building or portion of a building which includes any Village owned or controlled property. Employees (other than active duty law enforcement personnel) are forbidden to store a weapon or ammunition in a Village owned vehicle at any time in any location.
- D. **Village-Owned Parking Lots.** Regarding Village-owned parking lots, employee license holders are permitted to carry and/or store a firearm in the employee license holder's own motor vehicle in accordance with the Act. In order to exercise the right to carry and/or store a firearm in the employee license holder's locked car, the employee license holder must:
 1. Store the firearm and/or ammunition in a case within a locked vehicle, or a locked container within the vehicle, but out of plain view from observers in the parking area.

Village of Bloomingdale
Administrative Policy

2. A “case” includes a glove compartment or console that completely encloses the firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other closed container.
3. In addition, license holders are allowed to carry an unloaded firearm in the immediate area surrounding the license holder’s vehicle for the limited purpose of storing or retrieving the firearm within the vehicle’s trunk.
4. A license holder can have a loaded firearm in the license holder’s car until arriving at work. Once the vehicle arrives into the Village-owned parking lot, the firearm must be unloaded and stored in the vehicle.
5. The firearm and/or ammunition must be locked in the case and/or the vehicle in which it is stored. Upon leaving the Village-owned parking lot, at the end of a work shift, the employee license holder can retrieve the firearm, load it, and leave the premises.

VI. Other Policies and Rules Apply

- A. In addition to the guidelines contained in this policy, all other current Village policies and Department issued rules remain in effect and continue to apply to employees including any others regarding the possession or use of dangerous weapons. Furthermore, the Village’s ethics code and conduct rules prohibit or limit employees from accepting, soliciting or distributing certain gifts or items or collecting funds from individuals while in the workplace or in their role as an employee.
- B. The Village Administrator may modify or eliminate this policy and these guidelines, and any others, at any time as deemed appropriate.

VII. Violations

- A. Any employee in violation of this or other Village policies shall be subject to discipline, up to and including dismissal. In addition, any employee suspected to be in violation of the Act may be subject to criminal prosecution.
- B. To assist in compliance with this policy and accompanying guidelines, employees are encouraged to consult with or seek guidance from their Department Director or the Human Resources Director should they have a question or concern.
- C. Village representatives and/or properly authorized law enforcement personnel may inspect or search any workplace area and any Village Property, at any time, for the presence of a Weapon.

VIII. Responsibility

- A. All Village employees shall have the responsibility of familiarizing themselves with this Policy and adhering to it.

Village of Bloomingdale
Administrative Policy

- B. Any Village employee who sees or perceives a violation of this Policy must report that violation to his or her Department Director or, in the Director's absence, to the Human Resources Director or Village Administrator. In an emergency, the Police should be contacted immediately by dialing 9-1-1.
- C. No employee should take any action that will risk the safety of the employee or the safety of others. No employee should attempt to restrain or forcibly evict an individual with a Weapon from Village premises. Instead, an employee may inform that individual that they are breaking State law and ask for compliance. If that individual does not comply, then the employee should contact the Police immediately by dialing 9-1-1.