

## **1000 Workplace Violence and Weapons Policy**

### **1000.1**

The City of Amarillo is committed to providing a safe and healthy workplace for the benefit of its employees and the general public. Employees have the right to work in an environment free of violence. The City of Amarillo is also committed to preventing violence against persons receiving City services and participating in City programs. Therefore, the City of Amarillo has zero tolerance of workplace violence. All employees of the City are expected to treat each other, their customers, clients and all others with courtesy, dignity and respect.

### **1000.2**

Violence, as the term is used in this policy, includes written or verbal communications, whether direct or indirect, which are of a threatening, intimidating or coercive nature; the use of threat of physical force, including fighting or horseplay; stalking; vandalism or destruction of property.

### **1000.3**

It is the policy of the City of Amarillo that no employee, other than those specifically authorized by state law or the City for a particular work assignment, shall carry on or about their person, on City premises or at a City worksite, any instrument or weapon that is specifically designed, made or adopted for the purpose of inflicting serious bodily injury or death. This includes but is not limited to clubs, firearms, handguns, illegal knives, explosives, crossbows, bows and arrows, throwing stars and knuckles.

### **1000.4**

All employees are responsible for promptly reporting violations of this policy to their supervisors and where appropriate to law enforcement authorities. The Director of Human Resources is responsible for investigating allegations of violations of this policy.

### **1000.5**

Employees who violate this policy are subject to disciplinary action, up to and including termination.



## **Handgun Open Carry Policy (NEW)**

### **Section 1000.6 – Workplace Violence/Weapons Policy**

- A. City employees may not openly carry a handgun while on duty or into a city building or facility, unless authorized as part of their normal course and scope of employment, such as a police officer. Employees may keep a handgun in their personal vehicle, in a city parking lot and/or space so long as their vehicle is locked. Handguns are not to be stored in City-owned vehicles.
  
- B. An employee, except an employee authorized by their position and job duty (such as Police Officer), is prohibited from carrying a firearm in the facilities listed below:
  1. 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;
  2. 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:
    - a) In the Municipal Court Building or any area/office utilized by the court;
    - b) In a building or a polling place on the day of election or while early voting is in progress;
    - c) In or into a secured area of the Municipal Airport;
    - d) On the premises of a business who derives 51% or more of their income from alcohol sales or
    - e) On the premises where a high school, college or professional sporting event or interscholastic event is taking place;
    - f) All other places prohibited by law.
  3. In a room or rooms where a meeting of a City board, council or commission is holding a meeting that is subject to the Open Meetings Act during the meetings and proper notice has been posted in accordance with the law;

4. Any area secured for restricted access from the public and marked "Authorized Personnel Only-Restricted Access":
  - a) "Authorized Personnel" is defined as city employees, contractors, temporaries or volunteers with security access to enter that location for city-related work or projects.
  - b) Areas defined as "restricted access" must restrict the general public from gaining access at ALL times or such area is not considered "restricted" for open carry provisions.
  - c) Departments with occasional access of the public to their areas that wish to keep them restricted from the public open carry, should conduct all meetings with the public in a non-restricted area such as a conference room, etc.
5. If an employee observes a person openly carrying a handgun and that person is causing a disturbance or displaying behavior that raises concern for safety:
  - a) The employee should make their supervisor or manager aware of the situation and ask for guidance if there is not an imminent threat.
  - b) If a threat exists or the person openly carrying a handgun is displaying erratic or strange behavior, the employee, regardless of location should:
    - i. Move to a safe location;
    - ii. Notify a supervisor or manager immediately; and
    - iii. Call 911 to alert police so that they may be dispatched to the appropriate site.
6. Department Managers or their designee(s), are responsible for ensuring that employees comply with provisions of this policy and to manage issues that arise relating to open carry.

