

Human Resources Policy Bulletin

City of Lincoln

Number: 2023-09

Date: September 1, 2023

Reference:	Title:
	Workplace Weapons Policy

I. OVERVIEW

This policy establishes guidelines and restrictions regarding weapons in the workplace. The City of Lincoln ("City") recognizes the importance of maintaining a safe and secure work environment for all City employees and City volunteers. Possession of weapons is strictly prohibited within City property, City vehicles and other City worksite locations unless authorized by this policy.

II. DEFINITIONS

- A. "City property" is defined as any premises under the care and control of the City to include, but is not limited to, owned or leased property or property contracted to be managed by the City, and common areas including, but not limited to public sidewalks, approach sidewalks, steps, verandas, parking lots, vestibules, interior hallways and atriums under the City's ownership or control.
- B. "City vehicle" is defined as city owned, leased or personal vehicles utilized in the performance of the employee's work responsibilities.
- C. "City volunteers" are uncompensated persons who perform services directly related to the business of the City, to support the humanitarian, charitable, or public service activities of the City, or to gain experience in specific endeavors.
- D. "City worksite" is any location to which a City employee has been dispatched or posted to perform their responsibilities. This location shall be considered a premises under the care and control of the City.
- E. "Possession" is defined as a person having a weapon on or near their person or having control over a weapon located in or on City property or City worksite. A person is deemed to be in possession of a weapon in a vehicle when the person is inside or in control (ex. possesses a key) of the vehicle, and shall be treated under this policy as if the weapon were being carried on their person.

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- F. "Weapon" is defined as any firearm, stun gun, taser, knife with a blade length longer than 3.5 inches, explosive, any device which releases any propelled object (by spring mechanism, compressed air, or compressed gas), or any other instrument the use of which is intended or likely to cause death or serious bodily injury, or immobilize another person.

III. POLICY

No City employee or City volunteer shall possess or cause to be present a weapon in or on City property, City worksite, or City vehicle while carrying out their job responsibilities or volunteer responsibilities or when present at their workplace or worksite, even during nonwork hours. This policy applies regardless of whether a person possesses a valid concealed carry permit or license issued by any jurisdiction.

IV. EXPECTATIONS

A City employee or City volunteer is responsible for making sure that any item in their possession is not prohibited by this policy. Whether or not a weapon is concealed does not matter for the purposes of this policy.

If a City employee or City volunteer is unsure whether an item is covered by this policy, they should contact Human Resources.

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V. EXCEPTIONS

- A. Law Enforcement Officer: A City employee who has a qualified law enforcement certification and is employed by City to engage in or supervise the prevention, detection, or investigation, of any violation of law. This person must be carrying proof of employment while possessing a weapon on City property.
- B. Other Employee: A City employee performing their official job responsibilities in or on City property, City worksites, or City vehicles authorized to be in possession of an approved weapon. Examples include, but are not limited to, an employee who: is a law enforcement officer trainee, is an animal control officer, handles seized property, collects and processes evidence, maintains vehicles in which weapons are stored, is employed security, a court employee, and an attorney. This exception does not authorize the person to possess a weapon for personal protection on City property, City worksites, or City vehicles.
- C. Practice Facilities: A City employee or City volunteer may possess a weapon in or on a shooting range or archery operated, supervised, or maintained by the City or the State of Nebraska or any other political subdivision in compliance with the applicable practice facility rules.
- D. Personal Vehicles: A City employee or City volunteer may secure their weapon in their personal vehicle on City property or City worksite. The vehicle must be locked, and the weapon shall not be visible from outside the vehicle. Firearms must be stored according to applicable law.
- E. Department Kitchen, Break Room or Lunch Space: A City employee or City volunteer may bring knives specifically for food preparation to use during preparation or eating of food on City property. Any such knife must be taken home or stored safely when not used.

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- F. Special Circumstances: In exceptional circumstances, where there is a legitimate business need to possess a weapon in or on City property, a City worksite, or City vehicle a person may request permission from the Human Resources Director. After consulting with the Chief of the Lincoln Police Department, and in compliance with all applicable laws and regulations, the Human Resources Director will issue a written decision. In locations managed by the Public Building Commission or another entity, additional authorization may be needed.

VI. REPORTING

Any City employee who believes that an unauthorized person is in possession of a weapon in or on the City property, City worksite, or City vehicle must report this immediately to their supervisor or Human Resources, who will contact local law enforcement if necessary. Under no circumstances should any City employee or City volunteer take any unnecessary risk or compromise their safety. If immediate threat exists, a City employee shall call 911.

VII. RIGHT TO SEARCH

The City reserves the right at any time and at its discretion to search all City property, City worksites, and City vehicles, excluding City employee personal vehicles, when there is a reasonable belief that there is a violation of this policy. Where security reasons justify, a City employee, City volunteer, or their personal vehicle may require a more thorough search. For example, a security reason may require the City employee and City employee's personal items be searched while in or on City property. City employees or City volunteers who fail or refuse to promptly permit a search under this policy may be subject to discipline, up to and including termination, or similar.

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Barb McIntyre
Human Resources Director

Date 9/5/2023



Leirion Gaylor Baird
Mayor

Date Sept. 12, 2023