



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 613: WORKPLACE VIOLENCE, FIREARMS, EXPLOSIVES AND OTHER WEAPONS

A. General Provisions

1. The City of Kettering is committed to preventing workplace violence and to maintaining a safe work environment. Accordingly, the City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises and to limit the presence of firearms, explosives or other weapons in the workplace.

B. Workplace Violence

1. All employees, elected officials, volunteers and members of the public should be treated with courtesy and respect at all times. Please refer to Policy 617: Code of Conduct & Civility.
2. Employees are expected to refrain from fighting, horseplay, hazing or other conduct that may be dangerous to others.
3. Conduct that threatens, intimidates, or coerces another employee, an elected official, a volunteer or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law. Employees and supervisors should review Policy No. 610, which specifically prohibits harassment related to the workplace.
4. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management or Human Resources. This includes threats by employees, as well as threats by elected officials, vendors, solicitors, volunteers or members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. Employees should not hesitate to contact law enforcement or call 911 if immediate danger is present.
5. Employees should immediately report all suspicious individuals or activities to a supervisor, any other member of management or Human Resources. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening. Employees should not hesitate to contact law enforcement or call 911 if immediate danger is present.
6. The City encourages employees to bring their disputes or differences with other employees to the attention of Human Resources, their supervisors, or any other member of management before the situation escalates into potential violence. The City will assist in the resolution of employee disputes and take appropriate action.

C. Firearms, Explosives and other Weapons

1. Employees, whether licensed to carry a concealed handgun or not, are prohibited from handling, transporting, storing or carrying a handgun or any weapon or explosive into or on any premises owned or leased by the City, in any City facility, or any surrounding parking lots owned or leased by the City or any in City owned or leased motor vehicle except as follows:
 - a. Employees who are law enforcement officers or officers of the court authorized to carry a concealed handgun or other weapon on governmental property, or in the course of their employment pursuant to Ohio law, may do so to the extent permitted by law and not in conflict with their respective department's policies; or
 - b. In accordance with Ohio law, employees who are valid concealed handgun licensees or qualifying adults to carry a concealed handgun under Ohio law may transport or store a firearm or ammunition in their personal motor vehicles when their personal motor vehicle is parked in City owned or leased parking lots when (i) each firearm and all ammunition remains inside the employee's personal motor vehicle while the employee is physically present inside the motor vehicle, or each firearm and all of the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the employee's personal motor vehicle and (ii) the employee's personal motor vehicle is in a location where it is otherwise permitted to be; or
 - c. Any employee who is an active duty member of the armed forces of the United States and is carrying a valid military identification card and documentation of successful completion of firearms training that meets or exceeds the training requirements describes in the applicable provisions of Ohio law may transport or store a firearm or ammunition in their personal motor vehicle when their personal motor vehicle is parked in a City owned or leased parking lot subject to the conditions in b (i) and b (ii) above.
2. The City is not liable for theft of a firearm from an employee's personal vehicle and shall not be held liable in any civil action for damages, injuries or death resulting from or arising out of employee's actions involving a firearm or ammunition transported or stored in an employee's personal motor vehicle.
3. Employees who have questions about compliance with the provisions of this policy should consult the Human Resources Department and/or applicable State laws.

Employees should immediately report all concerns regarding possible violations of these guidelines to the Human Resources Department, a supervisor or any other member of management. The employee should not confront the possible violator regarding his or her concerns or observations.

D. Investigations and Discipline

1. The City will act positively to investigate all reports of threats of (or actual) violence, violations of these guidelines and reports of suspicious individuals or activities. Supervisors, managers and department directors are required to promptly communicate any reported or observed violations of this Policy to the Director of Human Resources or one of the Human Resource Managers.
2. In order to maintain workplace safety and the integrity of its investigation, the City may immediately suspend employees, either with or without pay, pending an investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is a violation of this Policy, will be subject to prompt disciplinary action up to and including discharge from employment.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.30.22
Date

Jenny Smith
Jenny Smith
Director of Human Resources