

Title: Weapons Free Workplace Policy
Policy Number: 801
Effective Date: July 1, 2009
Revision Date: March 5, 2015
Authorized by: Board of Supervisors

Policy: To ensure that Pottawattamie County maintains a safe workplace the County prohibits employees and members of the general public from entering County property while carrying weapons. A license/permit to carry does not supersede County policy.

This policy is applicable to all offices and departments of the County, tenants of county owned or controlled buildings, contractors, vendors and customers on County property. Exceptions to this policy include:

- (1) Any persons covered under §724.2, of the Iowa Code, "Authority to Possess Offensive Weapons", which authorizes peace officers, members of the armed forces, those in the services of the United States, and lawfully permitted Corrections Officers to carry weapons legally.
- (2) Other individuals permitted to carry who have prior written authorization from Department Head or Elected Official and the County Sheriff. The County Sheriff may revoke this authorization at any time.
- (3) The policy concerning carrying weapons at the Pottawattamie County Courthouse property can be found in Resolution No.8-2015 as approved by the Board of Supervisors and attached to this policy.

Comments:

- (1) "County property" is defined as County parks, buildings owned or directly controlled by the County and surrounding areas such as sidewalks, walkways, driveways and parking lots under the County's ownership or control. This policy applies to all County owned or leased vehicles and all vehicles that come onto County property.
- (2) "Weapons" include, but are not limited to, explosives, guns, knives, or objects that could be used a club such as a baseball bat or night club that could be dangerous or could be used to commit bodily harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.
- (3) County employees or tenants of county owned or controlled buildings who wish to carry a weapon for self-protection while in transit to and from the workplace must obtain written authorization from their Department Head or Elected Official prior to soliciting approval from the Sheriff to carry a

weapon on county property. If approved, county employees or tenants will be required to secure their weapon in a designated location during normal business hours. Firearms may be left in a motor vehicle parked on county property if properly secured in a locked container inside the vehicle.

- (4) Pottawattamie County reserves the right at any time and at its discretion to search all County-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination of employment.
- (5) Employees are obligated to contact law enforcement officials and/or their Department Head or Elected Official if they see an employee with a weapon on County property in violation of this policy. Failure to report violations of this policy may result in disciplinary action.