I. PURPOSE

In the interest of employee and citizen safety and security, it is the policy of Wayne County to prohibit the possession (carry) and use of weapons of any kind on County premises. This policy applies to all County employees, including contract and temporary employees, visitors and customers on company property.

II. POLICY PROVISIONS

1. A “weapon” may include but is not limited to, firearms, explosives, knives and other instruments or devices that might could cause harm or be considered dangerous if used against another person.

2. "Carrying" means possession of a weapon, whether concealed or not concealed, on an employee's person, or in a locker, coat, briefcase, or other article of clothing accessory or parcel, as well as, within an employee's automobile, truck, or other conveyance.

3. “County premises” is defined as all County-owned or leased buildings 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 premises (except relating to licensed law enforcement officers).

4. Employees are prohibited from making personal threats direct or indirect, of bodily harm, especially where the use of a weapon is suggested.

5. This prohibition on County premises includes employees who hold a license to carry a weapon (or concealed weapon). The only exception to this provision applies to licensed law enforcement officers who are on County premises. In addition, this subdivision shall not apply to County employees in law enforcement positions who may be required to carry a gun in the course of their employment or to County employees who have obtained the approval of the Department of Personnel/Human Resources to carry a firearm in the course of their employment.

6. Other exceptions to the policy apply to employees and contractors required to work with tools in the performance of their jobs that may be otherwise construed as weapons under this policy. For example, a building trades employee working with a box cutter.
7. The 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 premises, for the purpose of determining whether any weapon has been brought onto its 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 a termination.

III. DISCLAIMER

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of these policies shall apply.

IV. ENFORCEMENT

It is the responsibility of all Department/Division Directors, Managers and Supervisors to enforce the above Guidelines/Rules in accordance with the goals and expectations outlined in the Wayne County Health and Safety Program Manual. It is the Supervisor/Manager’s responsibility to ensure that enforcement procedures are being utilized and followed on a consistent and fair basis.

Failure to follow rules and regulations may result in disciplinary action and/or discharge. Rules and procedures pertaining to employee health and safety are the most important rules and procedures at the workplace and are enforced by supervisors to protect Wayne County’s most important resource: employees.

P/HR is responsible for development, revision, communication, and enforcement of this policy. P/HR will assist in the interpretation and monitoring of adherence to this policy.

V. RELATED DOCUMENTS

- Wayne County Charter
- Civil Service Rules and Regulations
Title: Weapons in the Workplace

Wayne County Policy # Date Issued: 10/1/2013
Category: Occupational Safety Date Revised: N/A
Approved By: Tish King, Director of Personnel/Human Resources (P/HR) Page 3 of 3

- Collective Bargaining Agreements
- Safety Policy

VI. REVISION HISTORY

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