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| ***REPLACE WITH YOUR MASTHEAD*** | | |
| **VFIS logo black JPG** | **SOG Title:** | |
| **SOG Number:** | |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** | | |

**Weapons Free Workplace**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Policy:**

Prohibits possession or use of dangerous weapons on employer’s property.

**Purpose:**

Your state law may allow you to have your firearms, such as in your locked, personal car parked on Employer's property under certain circumstances. Check with [e.g., your manager, your supervisor, Human Resources Department, Personnel Department, Safety Department, Security Department] for details. The rules vary from state to state and have exceptions.

Employer's property includes all Employer's owned or leased buildings and surrounding areas, including parking lots, as well as within \_\_\_\_\_\_\_\_\_\_\_ vehicles, leased or owned.

**Scope:**

This policy applies to all employees, applicants, and third party participants in the workplace including, but is not limited to [e.g., visitors, vendors, family members, clients, customers).

A license to carry a weapon on Employer's property does not supersede this policy, unless the employee or workplace participant has received written, approval in advance from \_\_\_\_\_\_\_\_\_\_\_ and/or the weapon is necessary to perform a job function.

**Procedure:**

**Weapons Prohibited**

Prohibited weapons include, but are not limited to, firearms of any sort; air guns; stun guns, like TASERS®, or other stun devices; knives with blades longer than [e.g., three, four] inches; explosive material, including fireworks; brass knuckles or other fighting instruments; martial arts weapons such as nunchucks or throwing stars; and all other dangerous weaponry.

Employees or workplace participants who are found to have violated this policy will be subject to discipline up to and including termination and/or removal from [Employer]'s property.

**Reporting Weapons**

If you know of a violation of this policy or reasonably suspect a violation of this policy, and you have reasonable suspicion that potential imminent violence could occur, call [e.g., 911, law enforcement] immediately and, if possible, inform [e.g., the Safety Director, your manager, your supervisor, Human Resources Department, Personnel Department, Security Department] at once.

If you know of, or have heard of a violation of this policy, but you do not reasonably believe that violence is imminent, you should contact [e.g., your manager, your supervisor, Human Resources Department, Personnel Department, Safety Department, Security Department].

**Questions About this Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to [e.g., your manager, your supervisor, Human Resources Department, Personnel Department, Safety Department, Security Department].

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the [e.g., Human Resources Department, Personnel Department, Safety Department, Security Department or the President, CEO, owner].

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Vfishrhelp.com