

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

CONCEALED WEAPONS

**SECTION 5.18
PAGE 1 OF 2**

Purpose: In the interest of ensuring the safety of employees, clients, contractors, and citizens of Sandusky County, The Sandusky County Board of Commissioners adopt the following concealed weapons policy:

Definition: The word “employee” in this policy shall mean classifications including but not limited to classified employees, unclassified employees, contractual employees, members of any Boards or Commissions appointed by County Officials or functioning on County property, volunteers working on behalf of the County or any Elected or Appointed Sandusky County Official.

Prohibit to Bear

- A. Employees of Sandusky County (not otherwise authorized by statute), other than [law enforcement officers specifically authorized to carry a firearm], are prohibited from carrying firearms in: any county owned or leased building, on any county premise, at any county work location, county vehicle, on a county controlled site, or at any time or an area that is associated with county employment while they are acting within the course and scope of his or her employment.

Safekeeping of Weapon

- A. Employees of Sandusky County (not otherwise authorized by statute), other than [law enforcement officers specifically authorized to carry a firearm], are prohibited from bringing a firearm onto a county owned or leased parking lot, even if it is kept in his or her own vehicle, except for employees with a valid license to carry a concealed weapon.
- B. A county employee with a valid license to carry a concealed weapon who chooses to transport and store a concealed weapon while driving to and from work and park in a county owned or leased parking lot, must secure his or her firearm in his or her own personal locked vehicle, either in the glove compartment, other locked compartments, or in the trunk in accordance with the storage provisions of the Concealed Carry statute. The employee must leave the firearm and ammunition in their personal vehicle and are neither permitted to remove their firearm or ammunition from their personal vehicles while at work locations, nor are they permitted to bring a concealed firearm or ammunition into a County owned or leased building.

Violation of Policy

- A. Any county employee who violates this policy shall be considered as acting outside the course and scope of his or her duties and will be subject to disciplinary action up to and including termination.

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PAGE 2 OF 2**

- B. Sandusky County will not defend or indemnify an employee (not otherwise authorized) who carries or discharges a personal weapon on the job.

- C. Sandusky County shall not be held liable in any civil action for damages, injuries, or death resulting from or arising out of another person's actions involving a firearm or ammunition transported or stored pursuant to division (B) of the Safekeeping of a Weapon section including the theft of a firearm from an employee's or public automobile, unless employer intentionally solicited or procured the other person's injurious actions.

Mandatory Signage: Effective April 8, 2004, as required by Ohio Revised Code 2923.1212, all county owned buildings and buildings leased by the county shall have a sign posted at the entrance which substantially states "pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. A valid concealed weapons license does not authorize the licensee to carry a concealed weapon onto these premises."

Dissemination of Policy: Each Office or Department of Sandusky County shall be responsible for reviewing said policy with each employee. Each employee must sign an acknowledgment form indicating the employee has received or reviewed a copy of said policy. This acknowledgement form shall be kept in the employees' personnel file.

New Employees: For offices that use Sandusky County Human Resources for employee orientation, all new hires will receive instruction on this policy as part of his or her orientation.

Original Adoption Date: _____ Approval Date: _____