
 ADMINISTRATIVE ORDER	Approved By:	No. #25
	 City Manager	Effective Date: 04/01/2014 Revised: N/A
Subject: Weapons Policy		

INTRODUCTION

This Administrative Protocol is the City of Highland Park’s policy regarding the Firearm Concealed Carry Act (“Act”), which allows for licensed persons to carry loaded and unloaded concealed firearms in public and to carry and store loaded and unloaded firearms in their vehicles.

PURPOSE

The City of Highland Park strives to maintain a safe workplace environment for its employees and visitors. Workplace safety is enhanced by adopting this strict “no-weapons” Protocol.

APPLICABILITY

This Protocol applies to (A) all persons on or in City Property at any time and for any reason, and (B) all Workplace Staff. See the definitions of “Workplace Staff,” “City Property,” and “Visitor” under Definitions.

DEFINITIONS

1. “City Property” means every building and property, or portion of a building or property, owned or leased by, or otherwise under the control of, the City. “City Property” also means every City-owned or -leased vehicle.
2. “Tool” means hammers, saws, loppers, axes, hatchets, staple guns, chains, rakes, and other devices approved and/or commonly recognized as tools useful for City purposes, when being used for City purposes or kept in their usual storage location.
3. “Visitor” means every person other than a Workplace Staff member.

4. "Weapon" means

- Knives, except that the following knives are not prohibited: (i) work tools including knives or multi-purpose tools which include a knife used for work purposes, (ii) common kitchen knives such as dinner knives, steak knives, and carving knives, but only in kitchen and break room areas, and (iii) common folding pocket knives with no blade longer than three inches. "Switchblade" knives of all sizes is prohibited.
- Devices from which a projectile can be fired, but not including Tools as defined in this Protocol.
- Electronic devices such as stun guns and taser guns.
- Firearms of all types and sizes, whether loaded or unloaded.
- Bows and arrows, sling-shots, and similar devices posing reasonable risk to others.
- Any device designed primarily for a destructive purpose, but not including Tools as defined in this Protocol.
- Metal knuckles or other similar body accessories posing reasonable risk to others.

5. "Workplace Staff" means all City officials, officers, employees, consultants, agents, contractors and vendors (and their personnel), and others who work for or with the City at all times while on or in City Property, or anywhere while performing any duties for or on behalf of the City.

WEAPONS PROHIBITED

A. Workplace Staff. Except as provided under Exceptions, no Workplace Staff may wear, carry, store, transport, or otherwise possess a Weapon at any time in or on City Property or while performing any duties for or on behalf of the City.

Examples of prohibited times and places include, but are not limited to, the following:

- performing work for the City at any location, including private residences and commercial establishments and other customer or client locations
- driving or riding as a passenger in a City-owned or -leased vehicle
- attending trade shows, conferences, or training on behalf of the City

- attending City-directed or -sponsored activities or events (intended for City employees only and not the general public), independent of venue
 - riding any type of mass transit while on City business
 - working off-site on behalf of the City (excluding the Staff's residence)
 - performing emergency or on-call work for the City after normal business hours and on weekends
- B. Visitors. Except as provided under Exceptions, no Visitor may wear, carry, store, transport, or otherwise possess a Weapon in or on City Property at any time.
- C. Use of Private Vehicle. No City employee may use a privately owned vehicle for City business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

EXCEPTIONS

- A. Police Officers and Other Designated Personnel. City police officers and other City employees specifically designated or deputized may possess their work-authorized Weapons. Police officers or similar law enforcement officers from other departments or agencies may possess their work-authorized Weapons while engaged in official duties.
- B. Governmental. A County, State or Federal governmental employee engaged in official duties and required by law or regulation to possess a Weapon.
- C. Parking Lots. A Workplace Staff member or Visitor may keep a Weapon in her or his personal vehicle properly parked and locked in a City parking lot or area, so long as the Weapon is kept: (1) in compliance with all applicable State and Federal laws and regulations; (2) entirely out of sight; and (3) if a firearm, so long as the Workplace Staff member or Visitor is properly licensed and the firearm is locked in a glove box, trunk, or other secured container.

INSPECTIONS

City representatives may inspect or search any workplace area and any City Property, at any time, for the presence of Weapons.

CONCEALED CARRYING PROHIBITED

All City Property is a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and, therefore, concealed carrying in or on any City Property is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this Protocol.

RESPONSIBILITY

All City employees shall have the responsibility of familiarizing themselves with this Protocol and adhering to it.

Any City employee who sees or perceives a violation of this Protocol must report that violation to her or his Department Director or designee immediately or, in the Director's absence, to the City Manager or, in an emergency, to the Police Department.

No person should take any action that will risk her or his safety or the safety of others. No person should attempt to restrain or forcibly evict an individual with a Weapon from City premises. Instead, a person may inform that individual of this Protocol and ask for compliance. If that individual does not comply, then the person should contact the Police Department immediately.

VIOLATIONS

Any violation of this Protocol by a Workplace Staff member may subject the member to severe discipline, including termination.

Any violation of this Protocol by a Visitor may subject the Visitor to removal from City Property, prohibition from returning to any City Property, and/or arrest.