

*Kingman County
Kansas
Personnel Policy Manual*

Policy #36
Workplace Violence, Firearm/Weapons

Commission Approved
Date: 4-25-11

36 Workplace Violence, Firearm and Weapons Policy

- 36.1 WORKPLACE VIOLENCE:** The County is dedicated to providing safe, dependable working conditions and services to its citizens and employees. In order to achieve this goal, it is our policy to provide a workplace free from violence and violent acts. All employees are prohibited from engaging in inappropriate violent or threatening behavior, such as intimidation, threatening or hostile physical or verbal behaviors, stalking, physical or verbal abuse, assault, vandalism, arson, sabotage, jokes or offensive comments regarding violence, or any other verbal or physical conduct of a violent nature against and County official, employee, vendor, guest or visitor.
- 36.2 FIREARMS AND WEAPONS:** (A) Firearms and weapons are prohibited on County owned property. No person shall possess or carry concealed on his /her person any firearm within a building owned or operated by Kingman County. All County buildings shall be posted in accordance with the rules and regulations adopted by the Kansas Attorney General pursuant to K.S.A. 75-7c10 (Personal and Family Protection Act.) (B) Firearms and weapons are prohibited by County employees. No County employee while on county property, inside a county vehicle, or on duty elsewhere shall possess any firearm, any knife with a blade in excess of four (4) inches long, any explosive or incendiary device, any tear gas or smoke bomb, or any other type of weapon or device the possession of which is prohibited under Kansas or Federal Law. (C) This policy shall not apply to authorized law enforcement officers in performance of their official duties. (See separate Sheriff Office Policy.) (D) This policy shall not be deemed to prohibit possession of concealed weapons as may be specifically authorized by K.S.A. 75-7c10 or any other provision of Kansas Law.
- 36.3 Disciplinary Action against Employees:** Employees violating this policy will be subject to disciplinary action up to and including termination of their employment. Additionally, criminal charges can be filed.
- 36.4 Actions against Persons Not Subject to County Policy:** Persons committing any threat or acts of violence, who are not County employees, will be handled through the criminal justice system.
- 36.5 Awareness and Complaint Procedure:** It is critical to understand that workplace violence does not happen at random or 'out of the blue.' Perpetrators usually display some behaviors of concern as noted in 36.1 Awareness of these indicators form essential components of workplace violence prevention.

Employees who believe they are victims of workplace violence, who observe violence in the workplace or on County property, or who observe a violation of the County's firearm and weapon policy, shall immediately report such incidents to a Department Head, the Human Resource Administrator, or to a County Commissioner.