

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1100: Human Resources

**Policy Name:** Weapons Prohibition

**Policy Number:** 1132

**Origination Date:** 5/1/2016

**Revised:** Board Meeting of 12/13/2018

**Regulation:** 790.053, F.S.

## Referenced Documents:

1100-1132 x 1, Weapons Prohibition Notification

1100-1132 x 2, Weapons Prohibition Acknowledgement

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to prohibit weapons on agency property. Where this Policy is in conflict with state or federal law, BBCBC will comply with the law to the extent required.

For purposes of this Policy, a “weapon” is any item or object that is either designed to cause injury, or is intended for use as a weapon. The agency recognizes that certain tools and other objects have legitimate uses and are not considered weapons when used for their intended purpose. However, when these items are used to threaten or inflict injury against another person, courts have recognized them as weapons. The agency follows a similar standard.

## Procedure

- A.** This Policy applies to employees as well as non-employees (customers, clients, members of the public, etc.).
- B.** BBCBC strictly prohibits employees and all other persons from bringing, storing, concealing, or possessing any weapon including, but not limited to, firearms, handguns, knives (except for small pocket knives not used or intended for use as a weapon or to inflict bodily injury), and explosive devices on agency property. If specified by state law, legal guns may be kept your personal vehicle on agency property provided they are out of sight and lawfully secured within the personal vehicle. This Policy applies even if you are licensed to carry a concealed weapon under state law.
- C.** Agency property includes all agency owned or leased buildings; areas surrounding those buildings such as sidewalks, walkways, driveways; and agency owned, leased or rented vehicles. Agency vehicles are covered by this Policy at all times regardless of whether they are on agency property at the time or not.
- D.** Any person who determines or speculates that an employee or visitor is carrying any kind of weapon should notify his/her supervisor or the Human Resources Manager. The agency is committed to ensuring that complaints of weapons or violence are investigated and resolved promptly and effectively.

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No employee will suffer adverse employment actions as a result of reporting conduct that violates this Policy or is suspected to violate this Policy.

- E. The agency reserves the right to conduct searches and inspections of all agency areas, and may request that any person on agency property submit to a search of personal handbags, backpacks, or other personal items. Any employee who refuses to submit to such a search, who fails to permit and facilitate a search, or who is found in possession of prohibited articles, will be subject to disciplinary action, up to and including discharge, as well as possible criminal prosecution.
- F. **Notification of Staff and Non-Employees.**
  - 1. BBCBC employees hired after the initiation of this policy will be informed of the agency's weapons prohibition during initial hiring/onboarding, acknowledging receipt of the information on BBCBC's *Weapons Prohibition Acknowledgement* form (1100-1132 x 2, *Weapons Prohibition Acknowledgement*).
  - 2. BBCBC employees will be notified of changes or updates to this policy in accordance with standard agency procedures for policy updates.
  - 3. Non-employees will be informed of this policy via posted *Weapons Prohibition Notification* (1100-1132 x 1, *Weapons Prohibition Notification*) at agency building entrances or other locations.