

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division POLICY & PROCEDURE	Date Issued: 05/13/2015	Reviewed: 05/13/2015 By: DP <hr/> Last Revision: 00/00/00	Section: ADMINISTRATION	Policy No: 043	Pages: 1 of 2
<input checked="" type="checkbox"/> Delinquency and Court Services Division <input checked="" type="checkbox"/> Children’s Court Services Network <input checked="" type="checkbox"/> Purchase of Service Agencies	Effective Date: 05/25/2015	Subject: Delinquency and Court Services Division Weapons Policy			

I. POLICY

It is the policy of Delinquency and Court Services Division (DCSD), in order to maintain a healthy and safe work environment, that DCSD employees on duty shall not, at any time, while on duty, on any County property/premises (e.g. break areas, parking lots and surrounding perimeters), premises leased and/or controlled by the County, including anywhere County business is conducted, such as client homes, client locations, restaurants, contract agencies, schools, and so forth, possess a weapon of any kind.

II. DEFINITIONS (If applicable)

Weapon

For the purposes of this policy, *weapon* refers but is not limited to knives, guns (including authorize concealed carry permit), stun guns, Tasers, explosives, swords, explosives, toxic substances or other items designed to inflict bodily injury on another person.

Possession

For the purposes of this policy, *possession* refers but is not limited to any employee or vendor that is in possession of, implies possession of, has in their presence, has on their person, stores, carries, threatens use of, uses, displays, brandishes or discharges a weapon of any kind.

III. PROCEDURE

This applies to:

- 1) All weapons, including those for which a concealed weapons permit has been issued. Regardless of whether an employee possesses a concealed weapons permit (CWP) or is allowed by law to possess a weapon, weapons are prohibited on any County property/premise or while an employee is on duty and in any location in which the employee represents DCSD for business purposes.
- 2) This includes all departments, within DCSD (e.g. Administration, Human Service Workers, Detention etc.).

Employee/Vendor Responsibilities:

- 1) Any employee that brings or attempts to bring weapons of any kind on County property/premises, that carries or attempts to carry a weapon of any kind while on duty or that implies they have a weapon on County property/premises or a work-related function will be subject to disciplinary action, up to and including termination. This provision applies to any employee who is on County premises or on duty conducting DCSD and/or County business.

- 2) Every employee has a responsibility to report to DCSD management any time they become aware of or witness/observe another employee with a weapon on the premises or while on duty. When an employee has information that an employee has or has implied that they have a weapon and fails to report this to DCSD management, that employee will be subject to disciplinary action, up to and including termination.

B Thomas Wanta

Reviewed & Approved By: _____
B. Thomas Wanta, Division Administrator