PPM #6
Policy Name: ***Firearms Policy***
Effective Date: ***July 27, 2001***
Revision Date: ***June 23, 2011; December 1, 2011***

Authorization: _____
Charles R. Davis, Deputy Secretary

I. PHILOSOPHY

The Office of the Lieutenant Governor (OLG) and the Department of Culture, Recreation and Tourism (DCRT) are committed to maintaining a safe working environment for its employees by limiting the possession and use of firearms in the workplace. OLG/DCRT recognizes that certain employees are necessarily required to use firearms in order to safely and satisfactorily perform the duties and responsibilities of their positions. With this balancing of interests in mind, OLG/DCRT hereby promulgates this policy to identify those employees authorized to possess firearms and the circumstances under which firearms can be present on premises owned or operated by OLG/DCRT.

II. APPLICABILITY

This policy applies to all OLG/DCRT employees, regardless of status, including classified, unclassified, wage, temporary and student employees, irrespective of an employee's possession of a valid firearms permit from a federal, state or local law enforcement authority.

III. GENERAL POLICY

Unless specifically authorized in accordance with this policy, the possession and/or use of a firearm of any nature is strictly prohibited:

A) While on duty;
B) While on OLG/DCRT property, whether on or off duty;
C) While using OLG/DCRT vehicles, whether on or off duty; and
D) While conducting OLG/DCRT business, whether on or off OLG/DCRT property.

IV. AUTHORIZATION

Certain employees of the Office of State Parks must possess firearms in order to perform their customary job duties. As such, the following employees are authorized to possess firearms while on duty and/or on OLG/DCRT premises:

A) Law enforcement officers and park/district managers possessing POST certification; and
B) Authorized personnel engaged in interpretive programs/demonstrations.

NOTE: Individuals engaged in authorized battle reenactments may also be authorized to possess firearms at state historic sites.

V. SPECIAL AUTHORIZATION FOR PERSONAL AUTOMOBILES

Any OLG/DCRT employee who lawfully possesses a firearm may transport the firearm in a privately-owned motor vehicle and may store the firearm in an authorized parking area as long as the firearm is maintained within a locked case hidden from plain view within the locked vehicle.

VI. VIOLATIONS

Any violation of this policy will result in disciplinary action, including the possibility of termination from the classified service.

VII. RESPONSIBILITY

It is the responsibility of each employee to abide by the prohibitions and limited authorizations within this policy, and the responsibility of all supervisors to enforce and insure full compliance therewith.

VIII. QUESTIONS

Questions or concerns regarding this policy should be addressed to the Human Resources Division.

Summary of Changes: Revised policy number (December 1, 2011).