

	<p style="text-align: center;"><b>GALENA FIRE DEPARTMENT</b> <b>Policy and Procedure Manual</b></p> <hr/> <p style="text-align: center;">Fire Chief Signature <span style="float: right;">Date</span></p>	<p style="text-align: right;"><b>#14</b></p> <p>Effective: 01jan14 Revised: 01aug16 Page: 1 of 3</p>
<h2 style="margin: 0;">WEAPONS RESTRICTION</h2>		

**Purpose**

In order to protect GFD members from workplace violence, this policy is designed to implement and administer reasonable measures to ensure that the fire station remains a weapon-free workplace. The purpose of this policy is to assure member safety and the public’s safety on GFD property and on the scene of all GFD events or on any City of Galena property, whether owned, leased or controlled.

**Description**

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation including all firearms, illegal knives or other weapons covered by the law. Weapons include, but are not limited to, visible and concealed weapons, including those for which the owner holds the necessary permits. Weapons can include firearms/guns, knives or swords with a blade longer than four inches, explosive or chemical materials, or any other objects that could be used to harass, intimidate, or injure another member.

Legal chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy.

**Policy**

The Galena Fire Department prohibits and will not tolerate any weapons on any GFD property, apparatus, drill sites, or on the property of any department sponsored or sanctioned events.

This policy applies to all members, employees, contract members, family members, and visitors on Department property, as well as all clients and contractors on Department property, whether or not they are licensed to carry a concealed handgun. The only exceptions to this policy are law enforcement officers which functioning in this capacity.

Members are also prohibited from carrying a weapon while in the course and scope of representing the Department, whether or not they are on City of Galena or Department property and regardless of whether he/she is licensed to carry a handgun.



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This policy also prohibits weapons at any Department sponsored functions including, but not limited to, inspections, community activities, banquets and picnics.

When a member is in possession of a valid carry permit and has a weapon on their person, that weapon shall be removed from the person and secured in his/her vehicle prior to entering GFD property, or the fire or incident ground, whether owned, leased or controlled for any reason. The Department has no responsibility to provide a means of storage of any weapon.

A member who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification to insure that he/she is not in violation of this policy. Members will be held responsible for making sure that any potentially covered item you possess is not prohibited by this policy.

Employees or volunteers who violate this policy will be subject to disciplinary action, up to and including employment suspension from the department.

This policy shall not be construed to create any duty of obligation on the part of the Department to take any actions beyond those required of an employer by existing law.

**Contractors Provision**

A copy of this policy shall be attached to each contractor's contract, and shall become a part of its contract. The contractor shall be responsible for communicating this policy to his/her employees as well as any second tier subcontractors that the contractor sublets to fulfill the provisions of the contract. Violations of this policy by a contractor's employee will constitute insubordination and serious misconduct that will mandate the subcontractor's employee to immediate removal from the department premises, and barring future access to any company premises.

**Reporting Procedure**

Any member who is subject to, or observes, violent behavior or threat of violent behavior, a firearm or other weapon, or any situation that appears to be potentially dangerous, must immediately report such action to an Officer, who will immediately notify the Fire Chief. The reporting person is not required to directly confront the person who is the source of the report, question, or complaint before notifying an Officer. Nevertheless, the reporting person is required to make a reasonable effort to report policy violations or make workplace violence or threats of violence known should they exist.



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**Property Notification**

All fire station real properties will have the following posting at each entrance - *'No person, including a person licensed to carry a concealed weapon, will knowingly possess, have under his/her control, or convey a concealed weapon, other deadly weapon, or any dangerous ordinance onto these premises at any time. The only exception to this policy is for law enforcement officers while functioning in a law enforcement capacity.'*

**Communication of Policy**

This policy will be shared during each Recruit Member Orientation and will be available in the fire station in the Policy Manual which is available on GFD computers. It is the responsibility of every member to acknowledge and understand all GFD Policies.