

Date Issued: 02-02

**Town of Concord**

**APP #24**  
**Weapons Policy**

**POLICY/PURPOSE**

The Town of Concord is committed to providing a safe work environment for its employees. This policy is being implemented, effective immediately, in furtherance of that commitment. This policy shall therefore prohibit Town employees from carrying, possession, or use of firearms and other dangerous weapons during working hours, or while in the course of employment, except as expressly permitted by this policy.

**DEFINITIONS**

1. For the purposes of this policy, a “firearm” shall mean any handgun, rifle, shotgun, smoothbore, or other similar device, including, BB and/or pellet handguns or rifles, whether loaded or unloaded, from which a shot, bullet, pellet, or other projectile can be discharged by any means.
2. The term “dangerous weapons” (as outlined by Massachusetts General Law) shall mean:
  - any instrument or weapon commonly known as a dirk knife or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, or a device or case which enables a knife with a locking blade to be drawn in a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism,
  - a slungshot, slingshot, beanblower, sword cane, pistol cane, bludgeon, blackjack, nunchaku, zoobow, “clackers” or “kung fu” sticks, or any similar weapon,
  - a shuriken, or any similar pointed object intended to injure a person when thrown,
  - or a manrikigusari, or similar length of chain having weighted ends,
  - or metallic knuckles or knuckles of any substance which could be put to the same use and with the same similar effect as metallic knuckles,
  - any electrical weapon,
  - or any other device not mentioned herein when its intended function or design is clearly that of a weapon.
3. “Possession” shall include possession, carrying, storage or use of firearms or other dangerous weapons, as herein defined, upon Town property or in a Town vehicle, or a private vehicle if parked upon Town property or used in the course of employment duties.

**PROHIBITED CONDUCT**

1. No Town employee shall carry, possess, or use during working hours or while in the course of employment, a firearm or other dangerous weapon as herein defined, except as specifically outlined below under "Exemptions".

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2. The prohibitions of this policy apply notwithstanding any licenses to carry firearms, firearm identification cards, or similar permits or licenses that employees may possess.

### **EXEMPTIONS**

1. Even when a non-police officer employee is duly licensed in Massachusetts to carry firearms, only the Town Manager, with concurrence of the Police Chief, may specifically authorize said employee to carry, possess, or use during working hours or while in the course of employment, a firearm or other dangerous weapon as herein defined.

The Town Manager will only authorize an employee to carry, possess, or use during working hours or while in the course of employment, a firearm or dangerous weapon, as herein defined if, in the Town Manager's sole discretion, he or she believes that doing so is necessary for the employee to perform the functions of the employee's position with the Town.

2. All police officers, with the appropriate training and authorization of the Police Chief, are permitted to carry any weapons that the Police Chief determines are necessary to perform the functions of their position with the Town.

### **PROCEDURE FOR REPORTING VIOLATIONS**

1. All employees share in the responsibility and reap the benefits of fostering a safe workplace. Therefore, any employee who believes that this policy may have been violated must report that belief to their department head or the department head's designee immediately.
2. Managers who receive a report of, or personally observe a possible policy violation must immediately contact the Human Resources Administrator or Assistant Town Manager.
3. Personnel Department staff will assess and investigate the incident and recommend appropriate action to the Town Manager.

Employees are reminded that lockers at work, even locked with a personal lock, remain Town property and may be searched without notice.

### **SANCTIONS**

An employee who violates this policy may be subject to discipline, up to and including termination.

The Town Manager reserves the right to amend, revoke, suspend, terminate, or alter any or all parts of this policy at any time without prior notice. Employees are advised that certain violations of this policy may also constitute a violation of state or federal law.