

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 05	Conduct		
Section 18	Weapons Control and Violence Prevention		
Revised By:	Nate Mara, City Manager	Revised Date:	December 22, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

05.18 - Weapons Control and Violence Prevention

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace and to provide for the appropriate response when and if such incidents do occur.

- A. **Zero Tolerance.** This policy prohibits harassment, intimidation, threats, and violent behavior by or towards anyone in the workplace, that occurs on City-property, or that has a reasonable nexus with the employee’s municipal employment, whether the conduct occurs on-duty or off-duty. The City has a zero-tolerance policy for this type of misconduct.

- B. **Weapons Banned.**
 - a. Unless specifically authorized by the Department Director, no employee, other than a City licensed peace officer, shall carry or possess a firearm or other weapon on City property.

 - b. Employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business.

 - c. Employees with the proper state license may only have a weapon in the City parking lot where it is secured and locked in the employee’s vehicle.

- C. **Mandatory Reporting.**
 - a. Each City employee must immediately notify his/her supervisor, Department Director, the Director of Human Resources and/or the Police Department and complete an incident report for any act of violence or of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received.

 - b. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job-related or might reasonably be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity.

- c. Each employee is responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior, and the person or persons threatened or the target of the threatening behavior.
- d. A supervisor who is made aware of such a threat or other conduct must immediately notify his/her Department Director and the Director of Human Resources.

D. Protective Orders.

- a. Employees who apply for or obtain a protective or restraining order which lists City locations as being protected areas must immediately provide to the Director of Human Resources and the City's Police Department:
 - 1. a copy of the petition and declarations used to seek the order,
 - 2. a copy of any temporary protective or restraining order which is granted, and
 - 3. a copy of any protective or restraining order which is made permanent.
- b. City employees must immediately advise their Department Director and the Director of Human Resources of any protective or restraining order issued against them.

E. Confidentiality.

- a. All reports of harassment will be treated seriously.
- b. Absolute confidentiality is not promised, nor can it be assured.
- c. The City will conduct an investigation of any complaint which will require limited disclosure of pertinent information to certain parties, including the alleged harasser.

F. City Property. For purposes of this policy, City property includes but is not limited to owned or leased vehicles, buildings and facilities, entrances, exits, break areas, parking lots and surrounding areas, recreation centers, disc golf courses, and parks.

G. Documentation. When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the Director of Human Resources and/or the Police Department.

H. Policy Violations. Violations of this policy may lead to disciplinary action, up to and including termination of employment. Policy violations may also result in arrest and prosecution.