

Guide for Weapons in the Workplace

Weapons in the workplace is governed by federal law, state statute, Department of Administrative Services policies, and Collective Bargaining Agreements (CBA). DAS created this guide to assist agencies in ensuring a safe environment. However, AGENCIES SHOULD NOT RELY ONLY ON THIS GUIDE. Instead, agencies should look at this as a model and refer to State HR Policy 50-010-05 Weapons in the Workplace, other relevant policies, and if appropriate, applicable collective bargaining agreement for specific information or information that may differ from state HR policy or this guide and procedures. Contact the Chief Human Resources Office or the Department of Justice Labor & Employment Section if you have questions.

Who	What	Where	When	How
Employee, volunteer or anyone else working in the defined workplace	No weapons at any time unless specifically excluded in State HR Policy 50-010-05, agency policy or CBA. A license to carry a concealed handgun does not authorize an employee to bring a handgun or any other weapon into the workplace	Workplace as defined in State HR Policy 50-010-05	The policy is in effect 24/7	Report alleged violations of this policy to a supervisor, HR, 9-1-1 or local law enforcement
Non-state employee visitor (unless visitor carries a weapon as part of their employment, e.g., local law enforcement)	ORS 166.370(1) prohibits weapons (loaded and unloaded) in a public building. ¹ However, if visitor presents a license to carry a concealed handgun, visitor is allowed to bring handgun into the premises.	Workplace as defined in State HR Policy 50-010-05	The policy is in effect 24/7	Report alleged violations of this policy to a supervisor, HR, 9-1-1 or local law enforcement

¹ **NOTE:** "Public building' ...includes that portion of any other building occupied by an agency of the state...other than a court facility." (See ORS 166.360)

Sample Procedures for Weapons in the Workplace

Posting	Agency shall post in common area(s), such as bulletin board and front desk areas, and make electronically accessible to employees all relevant Weapons in the Workplace policies, guides and procedures.
Who to Call	<p>If a state employee or visitor is hostile, you have questions or you feel uncomfortable or unsafe, advise the employee or visitor you will need to have a manager assist them. Immediately call the following people for assistance:</p> <p>[INSERT AGENCY PHONE TREE FOR THIS SITUATION – NOTE THE EMPLOYEE MUST BE ABLE TO REACH SOMEONE IN THESE SITUATIONS SO NUMBERS PROVIDED ARE CURRENT AND STAFFED] OR [IF THE AGENCY HAS A “PANIC” BUTTON, SPECIFIC INSTRUCTIONS ON WHEN AND HOW TO USE IT AND WHAT TO EXPECT FROM ITS USE.]</p> <p>NOTE: Agencies should develop an easy to remember “safe” word or phrase when the employee calls for assistance. For example, employee calls and says, “Could you or ‘Paul Smith’ please come to the front desk?” The caller uses the name Paul Smith as a safe word to alert the manager there may be a hostile situation involving a weapon.</p> <p>Staff can always call local law enforcement at [INSERT LOCAL LAW ENFORCEMENT #] or 9-1-1 if they do not feel safe, cannot locate a manager or are not able to follow normal procedures.</p>
When to Call	Any time you have questions, need to report a violation or do not feel safe.
Emergency Situation	Call 9-1-1. If you are not able to reach a phone, try to remain calm and remember what your active shooter or imminent danger training taught you – [INSERT INFO ON AGENCY’S PLAN FOR SITUATIONS OF AN ACTIVE SHOOTER OR IF PERCEIVED VIOLENCE MAY OCCUR].
Training	State HR Policy Weapons in the Workplace has online training available in iLearn , [insert any agency training] and Oregon State Police offers Active Shooter Training.
Questions?	For questions related to State HR Policy 50-010-05, agency policy or any applicable collective bargaining agreement language, contact the agency’s human resources professionals.