

**CITY OF HAMILTON, OHIO**

No. 407

**ADMINISTRATIVE DIRECTIVE**

Effective Date: 3-20-17

Supersedes: No. 407 dated 05/05/15, 06/01/04

Approved by: Joshua A. Smith,  
City Manager

SUBJECT: WEAPON FREE POLICY

**1. Policy.**

- a. In the interest of maintaining a safe environment for all employees and other visitors, the City of Hamilton, Ohio prohibits the possession, transport and storage of all weapons on City property at any City worksite, and in any City programs, (excluding parking areas) regardless of whether or not the person responsible for the weapon is otherwise licensed to carry it during their working hours (e.g., if an employee is not working, and is at a City park with family and is licensed to carry a firearm, it does not violate this policy).
- b. “City property” covered by this policy includes all City-owned or leased buildings and surrounding areas, such as sidewalks, walkways, and driveways. Furthermore, “City property” includes all City-owned or leased vehicles and all locations at which employees conduct business as representatives of the City. “City worksite” includes any place that City employees are performing work (excluding parking areas). “City programs” include on and off-site meetings and any other City sponsored or arranged events of any kind (excluding parking areas).
- c. “Weapons” include, but are not limited to, handguns, firearms, explosives, knives including but not limited to any pocketknife that has a blade exceeding three and one half inches in length, any knife that is spring loaded and other items that may be defined as weapons under state, federal or local laws or ordinances. **Mace and Pepper Spray are exempt from this policy.**
- d. For purposes of monitoring compliance with this policy, the City reserves the right to search all City-owned or leased vehicles and all other vehicles, packages, containers, briefcases, purses, lockers, desks, storage devices, and the like maintained or brought onto City property or into City programs.
- e. Any contractor or vendor coming upon City property is responsible for communicating this policy to its employees, agents, invitees and guests and shall be responsible for enforcing the policy during the contract term or vendor relationship.
- f. Any employee who becomes aware of alleged, apparent, or suspected weapons on City property or weapons-related-activity by any City employee shall promptly notify either his or her supervisor, Department Director or Chief, the Department of Civil Service and Personnel Director, Human Resources Director, Law Director, or City Manager.

**2. Exceptions.**

- a. This policy does not apply to employee parking lots and parking areas. Employees must follow Ohio Revised Code with regards to firearms in their vehicles.
- b. This policy does not apply to the Director of Public Safety, or any law enforcement personnel or security personnel while engaged in official duties.

- c. This policy does not apply to any city employee who is carrying unconcealed working tools, including, for example, a knife, which would otherwise violate the policy but the use of which is required as a function of the employee's job and for which the employee's supervisor has previously given authorization to carry the item. **Approved** knives in a toolbox do not constitute a violation of this policy.

**3. Disciplinary Action.**

- a. Any employee failing or refusing to comply with any aspect of this policy will be subject to discipline, up to and including dismissal.
- b. Any contractor, vendor, visitor or guest bringing a weapon onto City property or into a City program is in violation of this policy, forfeits any express or implied permission to enter or remain on the property or in the program and is subject to immediate removal, without reimbursement for any fees paid for rent, programs or events. Any organization or individual using City property is responsible for communicating this policy to members and guests, and shall be responsible for enforcing it during the period of use.



ACKNOWLEDGMENT OF RECEIPT  
OF  
WEAPON FREE POLICY  
ADMINISTRATIVE DIRECTIVE NO. 407

I have read and received a copy of the City of Hamilton’s Weapon Free Policy and understand that weapons are not permitted on City property (except for parking areas) and weapons-related-activity such as the sale of weapons on City property, worksites, or programs is illegal and/or against City policy. I understand that engaging in conduct prohibited by this policy will result in disciplinary action up to and including dismissal of an employee, or for a contractor or vendor, termination of the contract or business relationship with the City.

I understand that I am responsible for reporting any claims of conduct prohibited by this policy to either my non-involved immediate supervisor, to a Department Director, Chief, Law Director, or a staff member in the Department of Civil Service and Personnel, Department of Human Resources, or City Manager’s Office as I choose.

Employee or Contractor’s Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_