

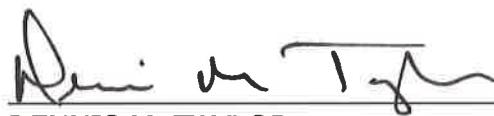
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ADMINISTRATIVE ORDER NO. 71

An Administrative Order creating the following Human Resources Policy for the City of Billings: Weapons dated November 2002.

Dated this 2nd day of December, 2002



DENNIS M. TAYLOR
CITY ADMINISTRATOR

Weapons

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The Cities goal is to maintain a safe and secure environment for its citizens and employees. This policy outlines procedures involving the use of weapons or threats to use weapons.

Definition

A weapon is any device, object, or substance which can cause bodily harm or damage to property, including guns, knives (blades longer than 2 inches in length), clubs, bombs, poison, or any other item which may be used with an intent to inflict injury.

Policy/Procedure

No city employees (except law enforcement officials) are permitted to carry or have weapons on City property. Law enforcement officials are only permitted to have their service weapons on City property as required for the purpose of performing official duties. All incidents involving use of weapons, or threats to use weapons, must be reported immediately to the City Police Headquarters and, if it is a City employee who has used or threatened to use a weapon, Human Resources will also be notified.

The Department Head may grant written exceptions to the above. Exceptions may only be granted for the carrying of pepper spray for personal protection and knives that are utilized in the performance of the employee's job. A copy of the written exception will be forwarded to Human Resources. Oral exceptions may not be granted.

Violations of this policy are a Group III offense (see Corrective Action policy).

Last Updated: November 2002

Next Scheduled Review: November 2003