

<b>Policy Title</b>	Weapon-Free Workplace Policy
<b>Effective Date</b>	2-1-2021
<b>Approved by</b>	City Manager

**1. Introduction**

- A. To ensure that the City of Trenton maintains a workplace safe and free of violence for all employees, the City prohibits the possession or use of dangerous weapons on City property, at any City worksite, or in any City programs.
  - i. "City property" covered by this policy includes all City-owned or leased buildings and surrounding areas, such as parking lots or parking areas, sidewalks, walkways, and driveways (subject to applicable laws). "City property" also includes all City-owned or leased vehicles and all locations at which employees conduct business as representatives of the City.
  - ii. "City worksite" includes any place that City employees are performing work.
  - iii. "City programs" include on and off-site meetings and any other City sponsored or arranged events of any kind.
  - iv. "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, Pepper Spray, and Stun Guns are exempt from this policy.
- B. 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, City worksites or City programs.
- C. 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.
- D. 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, or City Manager.

**2. Exceptions**

- A. This policy does not apply to the Director of Public Safety, Chief of Police or any law enforcement personnel or security personnel.
- B. 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.