



TOPIC:

SECTION: RM
Unauthorized Possession
of Weapons
November 1, 2011

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: UNAUTHORIZED POSSESSION OF WEAPONS

Policy Statement

Unauthorized possession of weapons is prohibited conduct under the work rules published in the Dane County Civil Service Employee Handbook. A Dane County Civil Service employee who engages in the unauthorized possession of a weapon or weapons may face disciplinary action ranging from a reprimand to immediate discharge, depending upon the specific form of conduct and/or number of infractions

Definitions

“Unauthorized possession of weapons” is possessing firearms or other weapons during the course of performing official County business, while performing job duties, and/or being present in a vehicle owned or controlled by Dane County.

Exceptions to the Definition:

Sworn staff of the Dane County Sheriff's Office are authorized to possess firearms and other weapons in the workplace, in County-owned vehicles, and during the course of performing job duties.

Dane County does not prohibit employees who have a valid license or permit from carrying or storing a concealed weapon or ammunition in the licensee's own motor vehicle, regardless of whether the motor vehicle is used in the course of employment or whether the motor vehicle is driven in or parked on property used by the Dane County employee. However, if a Dane County employee does carry or store a concealed weapon or ammunition in their own motor vehicle, then the employee has the responsibility of ensuring that (a) the vehicle always remains locked while the vehicle is parked on Dane County property; and (b) the vehicle always remains locked while the vehicle is unoccupied and the employee is performing duties in the course of his or her employment.