**SECTION: SAFETY AND HEALTH**

**POLICY:** Security **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

This policy establishes guidelines for maintaining a safe and secure work environment at the city. It aims to prevent violence and the possession of weapons on city premises while ensuring compliance with Texas law. The organization is committed to providing a workplace free from threats, intimidation, and violence, and to protecting all employees, clients, and visitors.

**DEFNITIONS:**

1. Weapons: Any object designed or used for inflicting harm or injury, including but not limited to firearms, knives, explosives, and any other items that can be used as weapons.
2. Violence: Any act that threatens or causes physical harm to individuals, including verbal threats, intimidation, harassment, and physical assaults.
3. Texas Law: Relevant Texas statutes, including but not limited to the Texas Penal Code, which governs the carrying and possession of weapons in the state.

**APPLICABILITY:** This policy applies to all employees, including full-time, part-time, temporary, and contract workers, as well as visitors and clients on city premises. It covers all aspects of workplace security, including the prohibition of weapons and measures to prevent violence.

**PROCEDURES:**

1. Prohibition of Weapons: The possession of weapons, including firearms, knives, and other dangerous items, is strictly prohibited on all city premises, including parking lots and city-sponsored events, unless expressly authorized by law.
2. Reporting Incidents: Employees are encouraged to report any incidents or threats of violence immediately to their supervisors or human resources. Reports can be made anonymously if preferred.
3. Investigation of Reports: Upon receiving a report of violence or weapon possession, the city will conduct a prompt and thorough investigation. Confidentiality will be maintained to the extent possible throughout the investigation.
4. Response to Threats: If an immediate threat is perceived, employees should contact law enforcement authorities before reporting the incident internally. The safety of all individuals on city premises is the top priority.
5. Disciplinary Action: Any employee found to have violated this policy, including possessing a weapon on city premises or engaging in violent behavior, will face disciplinary action, up to and including termination.
6. Training and Awareness: The city will provide training for employees on recognizing and preventing workplace violence, including understanding this policy and the procedures for reporting incidents.
7. Policy Review: This policy will be reviewed annually and updated as necessary to ensure compliance with applicable laws and to reflect the best practices in workplace safety.