

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

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TITLE: POSSESSION OF WEAPONS IN DDA-FUNDED COMMUNITY RESIDENTIAL PROGRAMS 6.07

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Authority: [Title 71A RCW](#) *Developmental Disabilities*  
[Chapter 388-101 WAC](#) *Certified Community Residential Services and Support*  
[Chapter 388-101D WAC](#) *Requirements for Providers of Residential Supports*

Reference: [DSHS Administrative Policy 18.76](#) *Weapons*

### PURPOSE

When providing paid support to voluntary program participants, the Developmental Disabilities Administration (DDA) must balance the rights of individual participants with the safety of others, including housemates, staff, and community members. This policy establishes the process that must be followed when a person receiving supports in certain community residential programs chooses to possess a weapon.

### SCOPE

This policy applies to the following providers of residential habilitation services for adults:

- Companion Home
- Group Homes
- Group Training Homes
- Stabilization, Assessment, and Intervention Facility
- State-Operated Living Alternatives
- Supported Living

### DEFINITIONS

**Legal representative** means a parent of a client if the client is under age 18, a court-appointed guardian if a decision is within the scope of the guardianship order, or any other person authorized by law to act for the client.

**Weapon** means any object, instrument, explosive, or chemical that is: designed to inflict harm or injury to another person; or used to threaten harm or inflict injury to another person. This includes, but is not limited to, firearms, swords, knives (other than kitchen knives), bows and arrows, or other similar weapons.

### POLICY

- A. DDA respects the rights of clients receiving DDA-funded residential services to own and possess items of their choosing as long as those items do not create an unsafe, unhealthy, hostile, or intimidating environment or otherwise impact the rights and safety of other individuals.
- B. A provider must not facilitate a client's purchase or acquisition of a weapon.
- C. A provider must not bring a weapon into a client's home or otherwise, use, show, display or allow access to a weapon in the presence of a client.

### PROCEDURES

- A. A provider who becomes aware that a client possesses a weapon, or plans to obtain one, must report the existence of the weapon and any extenuating circumstances to the resource manager using [DSHS 02-632](#), *Residential Provider's Report of Weapon Ownership in Residential Settings*.
- B. The provider must include, as part of [DSHS 02-632](#), an access and security plan developed in consultation with the client. The plan must address risks and deter, to the extent possible, use and access of the weapon by any person other than the client who possesses the weapon.
- C. If a plan for access and security of the weapon cannot balance the risks with the safety of the client and others, the provider must meet with the client, their legal representative if they have one, and DDA to discuss other options.
- D. Upon receiving [DSHS 02-632](#) from the provider, the resource manager and the community residential program manager must review the report of weapon ownership. The community residential program manager will decide within 30 days to either follow the plan described in the form or consult further with the assistant attorney general (AAG) for the purpose of balancing the rights of the client with the safety of others.
- E. If DDA approves the plan, the community residential program manager must return the form to the resource manager. The resource manager must:

1. Send the completed form to the client, the provider, and the case manager; and
  2. Maintain a copy in the client file and the agency contract file.
- F. If DDA does not approve the plan, DDA will work with the provider to develop an alternate plan.
- G. The case manager must include the approved plan in the client's person-centered service plan to be reviewed annually.
- H. The provider must include the approved plan in the client's individual instruction and support plan to be reviewed annually and updated as changes occur.
- I. The provider may have internal policies or procedures directing employees and volunteers when law enforcement or additional protection orders are needed to protect people in the home or members of the community.

### EXCEPTIONS

Any exception to this policy must have the prior written approval of the deputy assistant secretary or designee.

### SUPERSESSION

DDA Policy 6.07  
Issued July 1, 2019

Approved:

  
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Deputy Assistant Secretary  
Developmental Disabilities Administration

Date: July 1, 2023