



Administrative Policy No. 18.76

Title: Weapons

Applies To: All Department of Social and Health Services Employees

Authorizing Sources: RCW Chapter 9.41
RCW 72.23.300

Information Contact: DSHS Human Resources

Effective Date: July 1, 2005

Revised: April 15, 2013

Approved By: original signed by Glen G. Christopherson
Senior Director, Human Resources Division

Purpose:

This policy prohibits the use, threatened use, or possession of weapons at any time or in any location by Department of Social and Health Services (DSHS) employees during the performance of their official duties, except as specified in section C of this policy. This prohibition applies even though individuals may be licensed in their private capacity to carry concealed weapons.

Scope:

This policy applies to all employees of DSHS.

Definitions:

Weapon: Any object, instrument, material, explosive, substance, or chemical that is:

1. Capable of producing bodily harm or injury to another person.
2. Used or wielded in a manner threatening harm or inflicting injury to another person.

Policy:

- A. The Secretary, Department of Social and Health Services, maintains the right to establish guidelines pertaining to weapons in the workplace.

- B.** An employee is prohibited from using, threatening the use of, or possessing a weapon, either licensed or unlicensed while in the following circumstances:
 - 1. Performing his or her official duties.
 - 2. On DSHS-owned or leased property.
 - 3. In a state-owned or leased vehicle.
 - 4. In a privately owned vehicle on DSHS-owned or leased property.
- C.** An employee may carry pepper spray, commonly referred to as mace for purposes of personal defense unless prohibited by local or administrative policy or ordinance.
- D.** An employee must immediately report any violation of this policy to his or her supervisor or a higher-level authority in the absence of the supervisor.
- E.** DSHS may take disciplinary action, up to and including dismissal, if an employee fails to comply with this policy.

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