

## 608 Weapons & Violence in the Workplace

*Effective Date: 08/01/2022*

### Weapons

Threatening and violent behavior is prohibited throughout the workplace, and we have adopted this policy to ensure that all employees can work in an environment that is safe from, and free of, such behaviors. This policy is in addition to North Dakota Century Code §62.1-02-09, which makes it a felony for a person, other than a law enforcement officer, to possess certain weapons in government buildings without express written consent.

In order to carry a weapon, you must be a licensed peace officer in the state you are currently employed in the capacity of a peace officer and have met all the requirements for continuing education as mandated by the peace officer's board. You must be "qualified" to carry the weapon on duty and "qualify" for the same ammunition that you carry while on duty. We use the same qualification procedures as established by the State of North Dakota. The Sheriff, or his designee, as entrusted by the Commission, is the qualifications administrator.

For the purposes of this policy, weapons include but are not limited to any gun (loaded or unloaded), stun gun, BB gun, CO<sub>2</sub> gun, air gun, machete, sword, knife (with blades of 5" or more), bow & arrow, spear, any martial arts weapon, or any other device intended to cause bodily harm to another person.

### Violence in the Workplace

Employees, customers, vendors, and other members of the public should be always treated with courtesy and respect. You are expected to comply with our Safety and Employee Conduct and Work Rules policies, and refrain from fighting, "horseplay," and other conduct that may be dangerous to others.

At no time may you commit an act of violence against anyone you meet while working. Similarly, you may not threaten or otherwise intimidate an employee, vendor, customer, or other member of the public.

If you receive or observe a threat of violence or actual violence, call 911 immediately and then take appropriate action to be safe. This includes threats or conduct by employees, customers, vendors, and other members of the public. Be as specific and detailed as possible when reporting a threat or act of violence.

You must also immediately report any suspicious activities or unaccompanied non-employees in the workplace to the Sheriff's Office (701-241-5800). Do not place yourself in peril. If you see or hear commotion or a disturbance, do not try to intercede.

In the event of an active shooter or other situation posing imminent danger, you will be notified through the Alertus system on your workstation desktop or mobile device. If you observe an incident that may pose imminent danger you should:

- Run if there is an accessible escape path;

- Hide if evacuation is not possible; and
- Fight if your life is in imminent danger and you have no option other than to attempt to disrupt and/or incapacitate the active shooter.

We will promptly and thoroughly address all reports of threatened or actual violence, as well as suspicious individuals or activities. Employees found to have engaged in threatening or violent behavior will be subject to prompt disciplinary action, up to and including termination of employment.

We encourage you to bring concerns and disputes to the attention of your supervisor, a Department Head, or the Human Resources Department without fear of retaliation.