



**CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL**

<b>POLICY TITLE</b>	<b>Weapons</b>
<b>INITIAL EFFECTIVE DATE</b>	<b>January 25, 2016</b>
<b>LAST REVISION DATE</b>	<b>Replaces <i>Section 21.7</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.</b>
<b>POLICY NUMBER</b>	<b>10.11</b>

**OBJECTIVE** This policy outlines business procedures for employees to manage and comply with the License to Carry a Handgun Law.

**SCOPE** This policy applies to all employees of the City of Watauga, with the exception of licensed peace officers operating in that capacity for the City.

**DEFINITIONS**

**Weapon:** Firearms, clubs, explosive devices, knives with blades exceeding 5 ½ inches, switchblades, etc., as defined by Texas Penal Code Section 46.01.

**POLICY**

- A. **City employees** may ***not*** carry a weapon while on duty or into a city building or facility, unless authorized as part of their normal course and scope of employment, such as a police officer. The employee may keep a handgun in their personal vehicle, NOT a city vehicle, in a city parking lot so long as their vehicle is locked.
- B. If an employee observes a person carrying a weapon **and** that person is causing a disturbance or behavior that raises concern for safety:
  - 1. Move to a safe location; and
  - 2. Call 911 to alert police so that they may dispatch assistance to the site.
- C. Department Managers, or designee, are responsible for ensuring that employees comply with the provisions of this policy and to manage issues that arise relating to open carry.