WEAPONS POLICY

Michigan has passed a law stating that an individual can carry a concealed weapon as long as they have the appropriate permit(s). Concealed weapons are allowed in the workplace UNLESS a weapons policy is in place that states otherwise.

All health department employees are expected to adhere to the following:

- Weapons will not be allowed in any health department facility, regardless of the circumstance. Bringing a weapon into the building is grounds for immediate dismissal. Type of weapons include, but are not limited to:
  - Firearm
  - Knifes (exceptions: jackknifes, utility knifes when used for field work or opening packages, and those considered eating utensils)
  - Bow & Arrow

- All weapons should be left in your vehicle in a secure area and out of view. If you decide to bring a weapon and leave it in your vehicle than you become solely responsible for it. The health department is not responsible for any weapon that is stolen, misplaced and/or used to commit a crime.

- It will be clearly marked at each entrance that weapons are not allowed into the building and all visitors will be instructed to leave weapons in their vehicle.

- If you are aware of a client that carries a weapon, belongs to a gang, etc. be sure to instruct the client, before keeping a scheduled appointment, that weapons are not welcomed in the facility.

- If at an appointment and a client indicates that they have a weapon, please ask them to return it to their vehicle and inform them that weapons of any kind are not welcomed in the facility. If a client has a concealed weapons permit, and does not wish to part with the weapon ask him to put the weapon up and out of reach until he leaves. Individuals, with nothing to hide, will probably inform you that they are carrying a weapon and will provide their conceal weapons permit.

- Inform clients that we have a right not to see the individual if the weapon makes staff uncomfortable/uneasy.

If any of these types of incidents occur, be sure to fill out a non-medical incident form. These forms are located at the front desk of every facility. The form is then given to the Administrative Assistant for follow-up.