

Original: 7/03 Minor Revision(s): 9/04, 2/12 Full Review: 5/07, 5/10, **5/13**
Responsible Person(s): Director Human Resources/ Compensation
Approving Cmte: CCH Executive Council
Category: Human Resources and Operations
Cross Reference: Employee Discipline Policy
Type: Policy

- I. **PURPOSE:** To provide a safe environment for patients, residents, visitors, volunteers, medical staff, and employees of CCH.

- II. **POLICY:** CentraCare Health’s (CCH) affiliated organizations recognize the importance of a safe environment in which to work and be cared for. For that reason, CCH prohibits all persons, except authorized persons, from bringing firearms or other weapons into any CCH premises per the following guidelines.

- III. **DEFINITIONS**
 - A. Authorized Person: Includes active licensed peace officer; and CCH Safety and Security personnel.
 - B. Firearm: Means a gun, whether loaded or unloaded, or any weapon which is designed to or may readily be converted to a gun.
 - C. Weapon: Includes any firearm, whether loaded or unloaded, or any device or **instrument** designed as a weapon and capable of inflicting injury or bodily harm.
 - D. Valid Gun Permit: Includes a current and valid handgun permit pursuant to Minn. § Stat. 624.714 et. seq.

- IV. **GUIDELINES**
 - A. Clearly visible signs stating that guns are not permitted, **which** comply with the Minnesota statutory posting requirements, will be posted at all CCH entrances. Tenant property will not be posted, however CCH property which contains tenants will be reviewed for posting on a case-by-case basis.
 - B. All weapons shall be prohibited from any CCH site, with the exception of the following:
 - 1. In any CCH parking lot or ramp.
 - 2. When carried by an authorized person, when carrying out his/her duties.
 - 3. Lawful weapons when carried by tenants or their guests at a CCH tenant property, such as an assisted living apartment.
 - C. It is the responsibility of all employees to **immediately** report threatening situations/actions **involving possible weapons** to Security. If Security isn’t available at a CCH entity, the police should be called. **Human Resources should be notified as soon as reasonably practicable.**
 - D. Security must be notified immediately, if an unauthorized person is found to have, or is suspected of having, a weapon in his/her possession. The person may be asked to leave the premises or may be given the option to surrender the weapon to Security. If the weapon is a handgun, the person will be informed of the policy and posted

- requirement and compliance will be demanded. Security will contact the local police department if necessary to assure compliance. If Security isn't available at a CCH entity, the police should be called.
- E. All weapons that are obtained by Security shall be unloaded, logged and secured.
 - F. ***Employees and volunteers:***
 - 1. Shall be subject to suspension or termination for violation(s) of this policy.
 - 2. Are prohibited from carrying any weapons while acting in the scope of employment or on company business, at any time or place, including off-premise, even if they have a valid permit to carry a gun.
 - 3. Are prohibited from carrying any weapon in their vehicles while on company business or in a company vehicle at any time.
 - 4. May have their property and/or person searched in order to assure compliance while acting in the scope of employment or on company business.
 - G. Medical staff will be subject to disciplinary action, up to and including termination, for violation(s) of this policy. Such violations will also be reported to the Vice President of Medical Affairs or Administrator.

V. REFERENCES

Facility specific, no references available.

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